

**Minutes**  
**Operational Audit Sub-Committee**  
**FairTV Commission**  
**September 1, 2015**

The special meeting of the Operational Audit Sub-Committee of the FairTV Commission was held at 7:30 p.m. on September 1, 2015 at the first floor conference room at Sullivan Independence Hall in Fairfield, CT. The meeting was attended by FairTV Vice Chairwoman Tracy Minsky, FairTV Secretary Jim Quinn and Commissioner MacKay Jameson. Commissioner Stu Strezler was unable to attend. Mr. Jameson called the meeting to order and began with the pledge of allegiance.

Mr. Jameson reviewed the purpose of forming the sub-committee based on a motion passed at the August meeting of the FairTV Commission.

The officers of the sub-committee were elected:

- Chair: MacKay Jameson. The nomination of Mr. Jameson as chair was made by Mr. Quinn and seconded by Ms. Minsky. Vote 3-0 in the affirmative.
- Vice Chair: Jim Quinn. The nomination of Mr. Quinn as vice chair was made by the sub-committee chairman and seconded by Ms. Minsky. Vote 3-0 in the affirmative.
- Secretary: Tabled. The Sub-Committee Vice Chairman motioned to table the election of Secretary and it was seconded by Ms. Minsky. The motion passed 3-0.

Ms. Minsky presented the sub-committee with the financial expenditures of FairTV from the previous year.

The chairman reported that no analytics were available for the FairTV digital properties.

A motion was made by the chairman to establish individuals responsible for assessing components of the FairTV model and make recommendations for improvements. The components include: 1) systems and equipment; 2) policies, procedures, and finance; 3) distribution platforms and audience experience. Draft reports and recommendations would be submitted to the chair on October 1, 2015 and discussed at an October 6, 2015 Special Meeting of the Operational Audit Sub-Committee. The final report and recommendations would be approved and submitted to the FairTV Commission on October 14, 2015. The motion was seconded by the Vice Chairman and passed unanimously.

- Systems and Equipment: Mr. Strelzer was nominated and the Vice Chairman volunteered to lead.
- Policies, Procedures, and Finance: Ms. Minsky volunteered to lead.
- Distribution Platforms and Audience Experience: The Chairman volunteered to lead.

The meeting adjourned at 8:10 p.m.

Submitted by: MacKay Jameson, Chairman

