

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, FEBRUARY 24, 2014

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, February 24, 2014 at the Oxford Veteran's Memorial Civic Center, 2nd Floor, 28 N. Washington St., Oxford, MI 48371.

Members Present: Melvin "Buck" Cryderman (Chairman), Sue Bossardet (Secretary) and Lori Fisher (Treasurer)

Members Absent: Charlene Sutherby (Vice-Chairperson)-excused, Ed Hunwick (Oxford Township)-excused

Also Present: Interim Station Manager Bill Service, Dave Kenny, and Elgin Nichols.

Chairman Cryderman called the meeting to order at 6:37 p.m.

Respects to the Flag

APPROVAL OF THE AGENDA

Chairman Cryderman moved, Commissioner Fisher seconded, to move item **9.a. Part Time Employee Hours Concerns** to the March 24, 2014 agenda.

Ayes: 3 Nays: 0 Absent: 2

Motion Carried.

Chairman Cryderman moved, Commissioner Fisher seconded, to approve the Regular Meeting Agenda of February 24, 2014 as amended above.

Ayes: 3 Nays: 0 Absent: 2

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Bossardet moved, Commissioner Fisher seconded, to approve the minutes of the Regular Meeting held on January 27, 2014 as amended; attaching pages 27 & 28 of the January 27, 2014 meeting packet to the minutes.

Ayes: 3 Nays: 0 Absent: 2

Motion Carried.

BILL REVIEW

Commissioner Fisher moved, Commissioner Cryderman seconded, to approve the bill runs for 01/12/14-01/25/14 and 01/26/14 – 02/08/14 in the total amount of \$20,261.16, as presented.

Ayes: Fisher, Cryderman, Bossardet

Nays: None

Absent: Hunwick, Sutherby

Motion Carried.

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Commissioner Bossardet moved, Commissioner Fisher seconded, to set aside the Revenue and Expenditure Report for Period Ending 01/31/2014 and the Invoice GL Distribution Report for 01/01/14-01/31/14, as presented.

Ayes: 3 Nays: 0 Absent: 2
Motion Carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Part Time Employee Hours Concerns

This item was set aside until the March 24, 2014 meeting.

Committee Assignments

Chairman Cryderman suggested that each Commissioner formulate goals for the Commission. These goals will be discussed at the March 24, 2014 meeting. Chairman Cryderman will send an e-mail to those members not present regarding the upcoming discussion.

Chairman Cryderman reviewed follow up items from the January 27, 2014 meeting.

COMMITTEE REPORTS

School Participation Committee

None.

Technical Committee

None.

Personnel Committee

None.

Facilities Committee

None.

MANAGER'S REPORT

Manager Service reported on the following items:

Equipment:

1. All of the new studio and remote equipment (i.e. computers, AT&T, Charter, etc.) is working excellently.
2. A new view finder camera monitor has been received and is listed on the inventory control sheet.
3. A new "on air" lighted sign has been listed on the inventory control sheet.

Maintenance:

1. Elgin Nichols has repaired a damaged tripod leg.
2. A new monitor has been installed on the Sony HD-u5 camera for sports.

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3. Elgin Nichols and Dave Kenny were able to resolve a software command issue with the Teleprompters.

Training:

1. Elgin Nichols has trained two new studio employees to operate XP10 Cannon cameras. This training is ongoing.
2. Elgin Nichols has trained two new studio employees to set up their script and download to the Teleprompters.

Miscellaneous:

1. Elgin Nichols is involved in pre-production, TV news, the calendar, and *Minutes by Minute*.
2. He is also involved in sports equipment set-up, multi microphones/headsets for broadcasters and video operators.
3. He is also involved in selling program sponsorships.

Program Schedule:

Filming has resumed for *Contact* and *Count Me In*. Teri Stiles has requested publication of the program schedule in the Parks & Recreation Signature, the Library News, and the Chamber publication. All have expressed that the schedule is too long. However, the library director suggested the he add an “insert” into their publication and make a supply available at the library. The Library will also look into creating a link to either the schedule and/or the website on its own website. She will continue to look into creating a schedule/flyer to distribute at all local events and municipalities.

Be sure to watch Michigan Magazine on February 25, 2014 as the Lone Ranger Day event will be featured. Additionally, Jim Hughes and Teri Stiles have been invited to anchor an Irish Festival with Michigan Magazine in March.

Crew & Production:

The OCTV crew is working well together. This month the whole production staff completed training on the TriCaster and all are anxious to use it in production.

Following is the production breakdown for the month and year:

Production	Feb-14	YTD
Sports	16	26
Concerts	3	7
OCA	3	4
News	4	8
Minutes by Minute	4	6
Count Me In	2	2
Church Programming	3	4
Meetings	26	44

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Station & Sponsor		
Promos	4	8
My Life	3	7
Let's Take a Walk	3	6
Daybreak	2	4
Contact	1	1
Community Plays, Dramas, Concerts	2	4

COMMISSIONER COMMENTS

Commissioner Fisher stated that she would like to start keeping an "action item log" to deal with the lack of follow-up from meetings. This log would be emailed to Commissioners the day after the meeting indicating who is responsible for an item's completion.

Commissioner Bossardet expressed concern with the amount of athletics events airing during the week. She stated that she would rather see other programs repeated, especially as sports are run throughout the weekend. She further stated that the news loop seems to be airing frequently. Manager Service explained that the news loop is used if a particular program runs short.

Commissioner Bossardet stated that the website is very confusing and difficult to navigate. She suggested changing the label "PEG" to something that is more identifiable for the average viewer. Elgin Nichols agreed that the whole site needs to be looked at in an effort to make it more user-friendly. Dave Kenny will look into changing the "PEG" label to possibly "Programs on Demand."

Chairman Cryderman asked if any progress had been made with regard to the job descriptions. Commissioner Bossardet stated that she and Commissioner Sutherby are still working on this.

PUBLIC COMMENTS

None.

ADJOURNMENT

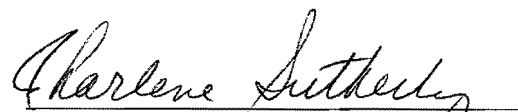
Commissioner Fisher moved, Chairman Cryderman seconded, to adjourn the meeting at 7:24 p.m.

Ayes: 3 Nays: 0 Absent: 2

Motion Carried



Melvin Cryderman, Chairperson



Charlene Sutherby, Vice-Chairperson

3-24-14

Date Approved
/smm