

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

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, March 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), Ed Hunwick (Oxford Township), Sue Bossardet (Secretary) and Lori Fisher (Treasurer)

Members Absent: Charlene Sutherby (Vice-Chairperson), excused.

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, David Bailey, Recording Secretary Susan McCullough, and one cameraman.

Chairman Cryderman called the meeting to order at 6:30 p.m.

Respects to the Flag

APPROVAL OF THE AGENDA

Commissioner Fisher moved, Chairman Cryderman seconded, to approve the Regular Meeting Agenda of March 24, 2014 as amended:

1. Set aside item ~~9.B.~~ OCTV Proposal for Additional Equipment
2. Remove item 9.C. Committee Assignments

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Chairman Cryderman moved, Commissioner Fisher seconded, to approve the minutes of the Regular Meeting held on January 27, 2014 as presented.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

Chairman Cryderman moved, Commissioner Fisher seconded, to approve the minutes of the Regular Meeting held on February 24, 2014 as presented.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

BILL REVIEW

Commissioner Fisher moved, Commissioner Bossardet seconded, to approve the bill runs for 02/09/14-02/22/14 and 02/23/14 – 03/08/14 in the total amount of \$15,813.18, as presented.

Ayes: Fisher, Cryderman, Bossardet, Hunwick

Nays: None

Absent: Sutherby

Motion Carried.

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Commissioner Hunwick moved, Chairman Cryderman seconded, to receive and file the Revenue and Expenditure Report for Period Ending 12/31/2013, as presented.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

Commissioner Hunwick moved, Chairman Cryderman seconded, to receive and file the Revenue and Expenditure Report for Period Ending 02/28/2014, as presented.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

Commissioner Fisher moved, Commissioner Hunwick seconded, to approve the Invoice GL Distribution Report for 02/01/14-02/28/14.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

UNFINISHED BUSINESS

OACCC Action Items from 02/24/14 Meeting

Chairman Cryderman reviewed the OACCC Action Item Log.

Item #	Date Assigned	Item	Assigned To	Target Date for Completion	Date Completed	Notes
1	2/25/2014	Finalize 2013 End of Year	Lori	3/7/2014	3/24/2014	
2	2/25/2014	List of goals from Commissioners	All	3/24/2014	Ongoing	Buck to send email
3	2/25/2014	Change "PEG" tab on website to "Programs On Demand"	Dave	3/7/2014	3/24/2014	
4	2/25/2014	Job Descriptions for OCTV Employees	Personnel Comm.	TBD	Ongoing	
5	2/25/2014	QuickBooks Financial Reports	Lori & Dave	3/17/2014	3/24/2014	Format issues

Maximum Hours for Part-Time OCTV Employees

Oxford Township Clerk Curtis Wright responded to Chairman Cryderman's inquiry regarding the maximum hours to be worked by part-time employees. Clerk Wright stated that 29 hours per week is the maximum.

A policy will be presented at the April 28, 2014 meeting regarding maximum allowable weekly hours to be worked by part-time employees.

OCTV Program Schedule Distribution

Possible ideas for distribution of a program schedule listing were discussed. It was proposed that the Oxford Leader be approached about trading advertisement space in the newspaper for promotional spots on the cable channel.

NEW BUSINESS

Proposed OCTV Statement of Mission, Vision, 1 and 3 Year Plan

Commissioner Fisher moved, Chairman Cryderman seconded, to receive and file the Mission Statement, Vision Plan, 2014-2015 One-Year Goal Plan and Three Year Plan.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried.

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OCTV Proposal for Additional Equipment

This item was set aside until the April 28, 2014 meeting.

Committee Assignments

Removed.

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:

Production Report:

Scheduling has remained status quo, with the exception of this week within the "unscheduled" block, as the Program Manager is featuring all previous 2013/2014 basketball games in accordance with March Madness Week. Regular programming will resume this week.

Measures are in place for the Program Manager to update the website program schedule on a weekly basis.

Crew production: The production output has been expertly managed by the current multi-deplaned crew, who are adjusting with ease to the new equipment and procedural changes. Even with the numerous "snow days," 36 productions were aired, 25 of which were OCTV-produced regular programs, 5 promos, 1 sporting event, 3 church programs and 2 musical/drama events. In addition, 27 meetings were covered and aired.

In addition, there is a new program called "Rise and Shine Yogi," and a new cooking program, "Montana Menu" is scheduled to begin on a monthly basis. On March 31, 2014 the second season of Tai Chi for Seniors will begin shooting. There is also interest from a local jeweler to create a regular lapidary program in April.

We have two new experienced, camera people who will be covering meetings. They will fill in the vacancies created by Kurt Graham and Dawn Rizzi, who are still unable to provide coverage due to health issues.

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Technical Report:

Maintenance – The camera that had to be repaired has been returned, tested and returned to inventory. The microphones had interference from running on the same frequency. Elgin Nichols reset the frequency on all the microphones. Employees have been told not to update any equipment without approval from Mr. Nichols.

Manager's Report

The website information has been updated. The “PEG” tab was replaced with a “Programs” tab. The former “Program” tab is now labeled “Schedules.” These changes more accurately reflect the function of the tab.

The band “We 3 and She” was taped at the studio for airing on a program called “The Garage.” For those that are unable to get the channel at home, programs can also be viewed at www.occtv.org. You can also find programs on the station’s Facebook page, as well as its YouTube channel.

Program titles and credits have been added to all of the programs. The titles and credits reflect proper identification of all employees.

A letter has been sent to the landlord, BJ’s Realty Company, regarding the loud music in Suite A. It is difficult to record programs during their exercise time. There was also a terrible odor coming from Suite B when they were repainting.

We have two new underwriters – Burdick Street Landscaping and Lakeland Salt Company. To date, there has been \$2,057.00 received in underwriting fees in 2014.

Following is the production breakdown for the month and year:

Production	14-Mar	YTD
Sports	1	27
Community Plays, Dramas, Concerts	2	9
OCA	3	7
News	5	13
Minutes by Minute	5	11
Count Me In	0	2
Church Programming	3	7
Meetings	27	71
Station & Sponsor Promos	5	13
My Life	5	12

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Let's Take a Walk	3	9
Daybreak	1	5
Contact	1	2
The Garage	1	1
Earth Talk	1	1

COMMISSIONER COMMENTS

Commissioner Fisher stated that she was impressed with the Mission and Vision Statements and the One and Three-Year Plans.

Chairman Cryderman mentioned that Clerk Wright had given him a copy of a letter from Charter indicating that they may be changing their channel lineup.

Chairman Cryderman mentioned the possibility of changing the start times for meetings. The April 28, 2014 meeting will start at 4:00 p.m. The Commission will consider changing the start time for all subsequent meetings to 4:00 p.m.

PUBLIC COMMENTS

None.

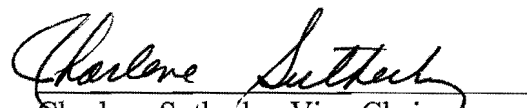
ADJOURNMENT

Commissioner Bossardet moved, Chairman Cryderman seconded, to adjourn the meeting at 8:09 p.m.

Ayes: 4 Nays: 0 Absent: 1

Motion Carried


Melvin Cryderman, Chairperson


Charlene Sutherby, Vice-Chairperson

Date Approved
/smm