

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,  
JULY 24, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was July 24, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:02 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Lori Fisher (Treasurer, Addison Township), Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford).

**Also Present:** Station Manager Bill Service, Dave Kenny, Teri Stiles, James Vettraiño, and Drew Benson

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn/seconded by Commissioner Fisher to approved agenda.

**Ayes:** 5                                      **Nays:** 0                                      **Motion:** Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Dunn moved to approve minutes June 26, 2017/ by Commissioner Fisher.

**Ayes:** 5                                      **Nays:** 0                                      **Motion:** Carried

7) BILL REVIEW

**A) OACCC Expense/Revenue Bill Runs - 6/26/17 thru 7/10/17 in the amount of \$17,967.74**

Fisher motioned to approve / seconded by Commissioner Sutherby.

**Roll Call Vote    Ayes:** 5                      **Nays:** 0                      **Motion Carried**

**B) OACCC Year to Date Revenue/Expenditure Report 2017**

Dunn moved to receive and file/seconded by Fisher to receive and file.

**Roll Call Vote    Ayes:** 5                      **Nays:** 0                      **Motion Carried**

**C) OACCC Invoice GL Distribution Report for April 2017**

Fisher moved to receive and file/second by Sutherby.

**Ayes:** 5                      **Nays:** 0                      **Motion Carried**

8) UNFINISHED BUSINESS

**A) 2017 Budget Revision - Fisher**

Fisher reported still not received audit report from the Oxford Township. Commissioner Fisher requested to Set-Aside in order to review budget with Station Manager for additional revisions.

Dunn moved / second by Sutherby to Set-Aside

**Ayes:** 5                                      **Nays:** 0                                      **Motion:** Carried

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9) NEW BUSINESS -

A) Insurance for OCTV Drone - Service

Station Manager Service informed board of multiple insurance quotes for drone coverage ranging from \$730, \$800 to \$875 (from existing OCTV insurance company Gandolfi). Liability of \$1,000,000, suggested by all three insurance quotes. Current insurance company requires a separate rider.

Commissioner Dunn motioned for manager to bring additional quotes and supportive documents in packets for next board meeting/support by Fisher.

Ayes: 5

Nays 0

Motion: Carried

B) Presentation on Station Location - Village of Oxford

Interim Manager James Vettraiño presented Village interest, based on council resolution, in working with OACCC/OCTV on a relocation partnership for the village owned space. Village is seeking to understand level of interest from OCTV. Presented options for space available, which requires capital improvements, and option for space available for immediate occupancy. Vettraiño suggested, should OACCC be interested that a committee be designated to review, information gather, and understand variables in terms of space, cost, interest, and feasibility. Village is currently trying to locate blueprints to provide total square footage of Burdick building. Station Manager expressed preference to building facility at Seymour Park, due to exposure, use, number of events, parking, and investment return.

Chair Bossardet expressed need for employees to submit written preferences. Chair Bossardet sought legal opinion and confirmed Chair Bossardet, Commissioner Dunn, and Commissioner Hunwick be recused from discussion and vote on station relocation matters.

Commissioner Fisher reminded board of appointment of Commissioners Sutherby and Dunn on relocation research and volunteered to join. Also suggested a pro and con list of each facility.

Bossardet moved to restructure Facilities Committee to Commissioners Fisher and Sutherby and Station Manager to gather all costs, square footage and all other things and report to board in one month ( August) /Supported by Dunn

Ayes: 5

Nays 0

Motion: Carried

COMMITTEE REPORTS:

**Technical Committee:** None

**Personnel Committee:** None

**Facilities Committee:** None

MANAGER'S REPORT - School had issues with Graduation footage. OCTV fixed and got on the air. Projected viewer numbers are anticipated to be near 80,000 by the end of the year, based on mid-year number growth. Very happy with amazing crew. Teri Stiles has been invited to the Media Advisory Panel for the Detroit Working Writers Guild, based on interviews done for OCTV and will be judge for the Philo Awards this year. Kyle Snage won an Emmy for lighting on a project done, outside of OCTV.

COMMISSIONER COMMENTS - Congratulations to Kyle Snage from the board.

**Commissioner Dunn** - None

**Commissioner Fisher** - None

**Commissioner Sutherby** - None

**Commissioner Bossardet** - Congratulations to Kyle from the board.

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**Commissioner Ed Hunwick - None**

PUBLIC COMMENTS - None

ADJOURNMENT

Commissioner Dunn moved, Commissioner Sutherby seconded, to adjourn at 4:39 p.m..

Ayes: 5      Nays: 0

Motion Carried

*Sue Bossardet*  
Sue Bossardet, Chairperson

*Charlene Sutherby*  
Charlene Sutherby, Vice-Chairperson

8-28-17

Date Approved

/t/s