



CHARTER TOWNSHIP OF MERIDIAN
Communications Commission Special Meeting **APPROVED** minutes
Wednesday, January 11 | 6:00 pm

PRESENT: Chair, Brian Seipel; Commissioner, Leslie Charles; Commissioner, Lisa Whiting-Dobson
ABSENT: Vice Chair, Walter Benenson; Alternate Commissioner, Mike Nevells
STAFF: Samantha Diehl, Communications Manager
TOWNSHIP: None
COUNSEL: None
COMCAST/AT&T: None

1. CALL MEETING TO ORDER

Commissioner Seipel called the meeting to order at **6:14 pm**.

Commissioner Charles moved to select a temporary chair to lead the meeting. Seconded by Commissioner Whiting-Dobson.

Commissioner Whiting-Dobson moved to nominate Commissioner Seipel as temporary Chair to lead the meeting. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously.

4. APPROVAL OF AGENDA

Commissioner Charles moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Whiting-Dobson

VOICE VOTE: Motion carried unanimously.

5. APPROVAL OF MINUTES

Commissioner Charles moved **TO APPROVE THE MINUTES FOR WEDNESDAY, SEPTEMBER 28, 2022 REGULAR MEETING**. Seconded by Commissioner Whiting-Dobson

VOICE VOTE: Motion carried unanimously.

6. COMMUNICATIONS MANAGER REPORT

Manager Diehl reviewed the 4th quarter report.

The Multimedia Production & Operations Specialist was filled by former HOMTV intern Danneisha McDole.

Road construction updates/social media posts are still being pushed out consistently. Grand River Avenue opened; Okemos Road Bridge construction still underway.

The Town Hall Room underwent a partial installation of new equipment purchased for the upgrade project. Still waiting on one more piece of equipment before project is entirely finished.

Marketing efforts for Township events: Election information, Spooktakular Adventure at the Market, Meridian Historical Village Halloween event, Meridian Police Halloween open house, fall regional electronic recycling event, the Great Divide, Meridian Heritage Festival.

Monsido, a website accessibility tool, was implemented on the Township website.

HOMTV conducted 9 candidate interviews for Your Choice 2022 coverage. A pre-show and results recap show were aired on Election Day and two days after.

New HOMTV lifestyle show, Catching Up with Kenize, was introduced. Intern Mackenize Dekker takes tours of various Meridian Township attractions. The first episode was filmed at High Caliber Karting & Entertainment and the second episode was filmed at the Meridian Historical Village for the Christmas in the Village event.

HOMTV internship program had 3 interns for fall 2022 semester as well as Multimedia Freelancer Courtland Jenkins. Spring 2023 internship will see 3 new interns, 2 returning interns, as well as Multimedia Freelancer Jenkins.

2023 Communications Department Goals were announced. Manager Diehl discussed the possible renovations taking place at the Municipal Building. Mentioned the possibility of upgrading HOMTV equipment during construction. Commissioners Seipel, Charles, and Whiting-Dobson would like to see a preliminary plan of what an upgrade would like.

Manager Diehl and Commissioners Seipel, Charles, and Whiting-Dobson discussed what an emergency communications plan might look like.

7. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS

Communications Chair:
None.

Township Board Liaison:
None.

Commissioners Report:

Commissioner Whiting-Dobson requested for more communication about and with the various Township Boards & Commissions.

8. ACTION ITEMS

A. Appointment of New Chair

Commissioner Charles moved to appoint Commissioner Seipel as Communications Commissioner Chair. Seconded by Commissioner Whiting-Dobson. VOICE VOTE: Motion carried unanimously.

B. 2023 Communications Commission 2023 Meeting Schedule

Commissioner Charles moved to approve the 2023 Communications Commission meeting. Seconded by Chair Seipel. VOICE VOTE: Motion carried unanimously.

9. DISCUSSION ITEMS

None

10. COMMUNICATIONS

A. Compliments/Complaints

None.

B. Correspondences

None.

11. REPORTS

A. Video Service Provider(s)

None.

B. Programming

Program totals and video on-demand analytics were shared in the packet.

C. Website & Social Media

Website and social media stats were shared in packet.

D. Promotions/Publications

None.

E. Finance

None.

F. HOMTV Internship/Alumni

None.

12. PUBLIC REMARKS

None.

13. ADJOURNMENT

Commissioner Charles moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Whiting-Dobson. VOICE VOTE: Motion carried unanimously.

Chair Seipel adjourned the meeting at 7:20 pm.

