

Cable Communications Commission Regular Meeting Minutes

Administrative Conference Room
Meridian Municipal Building, Okemos, MI

December 2, 2015

Present: Commissioners: Chair, Walter Benenson; Vice Chair, Patrick Crowley; Commissioner, Tunga Kiyak; Commissioner, Brian Seipel
Staff: Deborah Guthrie, Communications Director and Andrea Smiley, Administrative Assistant
Township: Trustee, Ron Styka
Comcast: John Gardner, Comcast Director of External Affairs
AT&T: None
Haslett Schools: None
Okemos Schools: None

Call Meeting to Order: Chair, Benenson called the meeting to order at **6:00 pm**.

Public Remarks: None

Approval of Agenda:

Vice Chair Crowley moved **TO APPROVE**, Seconded by Commissioner Kiyak

Voice vote: Motion carried unanimously.

Approval of Minutes:

Vice Chair Crowley moved **TO APPROVE THE MINUTES OF NOVEMBER 4, 2015**.

John Gardner, Director of External Affairs stated that he had some questions about the minutes. He stated that under Old Business – Extension of services, he had already provided a map to the Township and also, under the Report – Video Service Provider section he clarified that Comcast doesn't have agreements with the schools and libraries, it is merely a courtesy service that is provided. Walter Benenson stated that he would like to see those changes made to the minutes and Patrick Crowley agreed.

Patrick stated that he would like to amend his original motion to include those changes. Seconded by Chair Benenson

Voice vote: Motion carried unanimously.

Communications/Announcements:

Golden Tape Awards and Intern Appreciation Night - Director Guthrie began explaining the Golden Tape Awards and Intern Appreciation night. Invitations were sent via email to the Commissioners. Director Guthrie passed out the physical invitation stating that she would love to have the Commissioners attend the event in support of the program and HOMTV. She also announced that 2016 is the 35th year of the HOMTV Internship program.

Meridian Cares Program – Director Guthrie discussed the program, when it was launched, the basket donations and the raffle ticket fundraiser. Ron Styka explained that the Township Board sponsored a basket last year and will do so again this year. Director Guthrie listed the current basket donations received so far. Chair Benenson asked if there was the ability to donate online. Director Guthrie explained that she was still working hard to have the ability for people to donate online. The Cable Communications Commission gave \$50 to Director Guthrie and Administrative Assistant Smiley to purchase a basket for the raffle. Vice Chair Crowley stated that his company would donate Estate Planning services, a leather binder and a Biggby Coffee card all valued at \$500. Commissioner Seipel also offered to donate a basket from his company. John Gardner brought a basket donation valued at \$70 from Comcast for the Meridian Cares Program, as well. Some of the commissioners also offered to buy raffle tickets.

Old Business:

1. Communication Needs Assessment

Commissioner Kiyak stated that he did not have any updates to the request of completing the Communication Needs Assessment as a student project. He would not know if the students selected the project until January 2016.

New Business:

1. Goals and Objectives

Director Guthrie explained that the Communication Needs Assessment was added to the 2016 Goals and Objectives. It was originally part of the goals for 2015 but was moved forward to 2016. The Township Board is looking for a summary of the 2015 goals and objectives that were meant, as well as those that are still in progress. The next meeting for the Township Board to review is December 8, 2016. They are also looking at reducing the amount of goals and objectives compared to the year before.

Director Guthrie stated that the goals and objectives for the Communications Department are the Communication Needs Assessment, the 2016 Election Coverage, Launching the New Township Website and the Branding Campaign.

Director Guthrie stated that sometime next year they would also be looking at a new HOMTV website, as well. Commissioner Kiyak asked about the objectives from 2015 that had no action taken and whether they would be moved forward, like the Chinese programming on HOMTV. Director Guthrie stated that all of those objectives would be moved forward to 2016 and either implemented or investigated.

Director Guthrie also discussed implementing an International Nights program to encourage diversity within the Township. She discussed some preliminary plans for the program.

2. Proposed meetings – Director Guthrie referred to the Cable Communications Commission proposed meetings schedule for 2016 and began the discussion. Commissioner Kiyak along with Trustee Styka suggested moving the meetings to the second Wednesday of the month instead of the first Wednesday because of conflicts with the Township Board meeting. Vice Chair Crowley stated that he would have a conflict if the meetings were moved to the second Wednesday. Chair Benenson suggested that maybe the Commission should meet less frequently. Vice Chair Crowley suggested that the meetings be every other month. Commissioner Kiyak agreed to the idea. Vice Chair Crowley moved to **APPROVE THAT THE MEETINGS OCCUR EVERY OTHER MONTH BEGINNING IN FEBRUARY AND ENDING WITH THE DECEMBER MEETING.** Commissioner Kiyak seconded the motion.

Voice vote: Motion carried unanimously.

The Commissioners also discussed looking into having virtual meetings or meetings electronically.

3. Reappointment of Commissioner Andrew Lathrop - Chair Benenson asked whether Commissioner Lathrop wanted to be on the Commission. Director Guthrie stated that she spoke with Commissioner Lathrop and that he did want to be reappointed and he felt 2016 would be a better year. **Vice Chair Crowley made a motion TO APPROVE THE REAPPOINTMENT OF COMMISSIONER LATHROP.** Commissioner Seipel seconded the motion.

Voice vote: Motion carried unanimously.

The commissioners discussed finding alternates for the commission and also how to go about finding additional people that would be interested in serving on the commission. Commissioner Kiyak suggested that the name of the Commission be changed. He suggested that the word cable throws people off. He suggested changing the name to just Communications Commission. Chair Benenson asked that it be added to the agenda for the next meeting.

Reports:

1. Cable Compliments/Complaints:
Chair Benenson began the discussion about the Redi-Ride Listening session. Trustee Styka explained what the session was about. Director Guthrie explained that the person just wanted to see the session replay and that a link to the session was provided.

Commissioner Seipel had a question about the complaints. He asked if the complaints were tracked as being justified or unjustified. Chair Benenson stated that the amount of complaints is very small. Director Guthrie stated that

every inquiry and complaint is logged in a database system which also allows for reports on the complaints and inquiries to determine if the issues are reoccurring. Director Guthrie also stated that most of the complaints are billing issues.

The Commissioners asked that Director Guthrie look into whether the Township is listed on AT&T bills as the Local Franchise Authority.

2. Video Service Provider(s): John Gardner, Director of External Affairs for Comcast discussed the report that Comcast puts out during the Back to School season on internet essentials.
3. Communications Director's Report: Nothing Additional to Report
4. Chair's Report: Nothing to Report
5. Township Information: Trustee Styka discussed the situation with the McCurdy goats and that the property is not zoned for goats. Mr. McCurdy has since applied for new zoning, but it's a two-step process and not purposely delayed. The New Central Fire station will be completed this month with a Ribbon Cutting Ceremony and Grand Opening scheduled for February 1, 2016. Director Guthrie commented on the AV needs and that Freelancer Lynn Meikle from the Communications Department has been working with the Fire Department. Also, Whirl Pool is donating all the kitchen appliances
6. Programming:
7. Viewership/Promotions:
8. Finance:

Other Business & Announcements:

Public Remarks: No public present

Adjournment:

Chair Benenson moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Crowley

Hearing no objections, Chair Benenson **ADJOURNED THE MEETING AT 7:15 pm.**

NEXT MEETING:

The next scheduled meeting is **February 3, 2016 in the Administrative Conference Room.**