

Cable Communications Commission Regular Meeting Minutes

DRAFT

Administrative Conference Room
Meridian Municipal Building, Okemos, MI
December 4, 2013

Present: Commissioners: Walter Benenson, Patrick Crowley and Tunga Kiyak
Staff: Deborah Guthrie and Kristi Schaeding
Township: Ron Styka
Comcast: None
AT&T: None
Haslett Schools: None
Okemos Schools: None

Call Meeting to Order: Chair Benenson called the meeting to order at **6:05 pm**.

Approval of Agenda:

Chair Benenson moved TO APPROVE THE AGENDA. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

Approval of Minutes:

Chair Benenson moved TO APPROVE THE MINUTES OF JULY 24, 2013 AS SUBMITTED. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

Public Remarks:

No Public Present

Introductions:

Brian Seipel introduced himself and was welcomed by the commission.

Communications:

Communications Director Deborah Guthrie reported that staff recently held the Intern Appreciation Night and Golden Tape Awards. The Golden Tape Awards is an intern award program created for the work interns produce and are judged in the categories of reporting, production, promotion and social media/marketing. They submit entries to judges who are HOMTV alumni members in the Broadcast industry. After reviewing the intern's submissions, the judges stated that they would hire anyone of them.

Director Guthrie stated that she was honored to give a presentation to the Township Board on November 7th, on the Philo Regional and NATOA National awards HOMTV received. She stated her PowerPoint focused on the interns who created the award entries and are currently in the Broadcast industry.

Old Business:

1. Franchise Fee Audit and Technical Audit – Director Guthrie reported that monies were budgeted in the 2014 budget for the franchise fee audit and technical audit and were passed by the Township Board last October. AT&T sent a letter to LFA's (Local Franchise Authority) across the country, stating they overpaid or over calculated their franchise and PEG fees. Therefore, AT&T said they will credit themselves back and Meridian Township may lose as much as \$5,700 from their next quarterly payment. Meridian Township attorney's replied to AT&T requesting to see how they calculated the fees and requested how they justified making the unilateral adjustment. Their reply was an empty response, Guthrie stated. She inquired to other communities on whether or not they received a similar letter from AT&T as well and many had. Thus far, eleven communities have joined with Meridian Township to do a joint audit on AT&T. Meridian Township is taking the lead and staff is in the process of creating and gathering paperwork in preparation for the audit.

2. Special Committee Chair's Report: Community Needs Assessment – Chair Andrew Lathrop not present for the meeting.

3. Commission Compensation Discussion – Director Guthrie stated that a form was created and included in the packet for those commissioners who had a desire to not be compensated for their time of service. The letter states that monies budgeted toward compensation for the commissioners would instead go toward the Communications Department for purposes of training, supplies and other general expenses. Chair Benenson, Commissioners Crowley and Kiyak signed the letters and returned the documents to staff.

New Business:

1. Cable Communications Commission Appointment and Reappointment – Director Guthrie informed the members that the Township Board appoints commissioners and the Cable Commission typically makes a recommendation to the Township Board to appoint people.

2. 2014 Cable Communications Commission Regular Meeting Schedule – Chair Benenson requested the February 5th regular commission meeting be changed to a different date in February. Staff will find an alternative date, create a revised schedule and email to the commission.

3. 2014 Cable Communications Commission Special Committee Meeting Schedule - Chair Benenson moved TO APPROVE THE SPECIAL COMMITTEE MEETING SCHEDULE AS SUBMITTED. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

Reports:

- Cable Compliments/Complaints: Please refer to items in packet. No additional items to report.
- Video Service Provider(s): No video provider was present for the meeting.
- Communications Director's Report: Please refer to items in packet. No additional items to report.
- Chair's Report: Chair Benenson informed the commission that he was in attendance for Director Guthrie's presentation during the November 7th Township Board meeting and was impressed.
- Township Information: Township Liaison Ron Styka reported that development is increasing in the township and the Meridian Mall is expanding. All union contracts have been settled and the 2104 budget was approved.
- Programming: Director Guthrie stated that staff is wrapping up programming for this month, year in review programs will be airing along with a special feature on the HOMTV awards received.
- Viewership/Promotions: Please refer to items in packet. No additional items to report.
- Finance: Director Guthrie informed the commission on the progress of the studio lighting project. Bids were received and staff is finishing up the lighting project. The project is on track to be completed by the end of the year and is looking to be approximately \$1,000 under budget, commented Director Guthrie.

Other Business & Announcements:

Nothing to Report.

Future Agenda Items:

Nothing to Report.

Public Remarks:

No remarks from the public.

Adjournment:

Commissioner Crowley moved TO ADJOURN THE MEETING. Seconded by Commissioner Kiyak.

Hearing no objections, Chair Benenson ADJOURNED THE MEETING AT **7:05 p.m.**

NEXT MEETING:

The next scheduled meeting is **Wednesday, February 26, 2014 in the Administrative Conference Room.**