



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
COMMUNICATIONS COMMISSION
REGULAR MEETING
April 10, 2019 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. HOMTV STUDIO TOUR
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
 - A. February 6, 2019 Regular Meeting DRAFT Minutes
7. COMMUNICATIONS DIRECTOR REPORT
8. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS
 - A. Chair's Report
 - B. Township Board Liaison's Report
9. NEW BUSINESS
10. OLD BUSINESS
11. COMMUNICATIONS/ANNOUNCEMENTS
 - A. Summer Media Camp for Kids
 - B. Compliments/Complaints
12. REPORTS
 - A. VIDEO SERVICE PROVIDER (S) – Comcast Customer Updates
 - B. PROGRAMMING
 1. New Mandarin News Show
 2. Program Log and Meeting Log – 1st Quarter
 - C. ANALYTICS – YTD Overview Graphs
 - D. PROMOTIONS/PUBLICATIONS
 - E. FINANCE
 - F. HOMTV INTERNSHIP/ALUMNI
 1. Alumni Giving Letter & Levels
13. OTHER NEWS & INFORMATION
14. PUBLIC REMARKS
15. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Commission Chair.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Communications Department; Communications Director, Deborah Guthrie, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4830 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Administrative Conference Room



CHARTER TOWNSHIP OF MERIDIAN
COMMUNICATIONS COMMISSION REGULAR MEETING **DRAFT** MINUTES
5151 Marsh Road, Okemos, MI 48864
Administrative Conference Room
Wednesday, February 6, 2019 6:00 pm

PRESENT: Chair, Walter Benenson; Vice Chair, Tunga Kiyak; Commissioner, Leslie Charles;
Commissioner, Mike Nevells; Alternate Commissioner, Reti Adhi
ABSENT: Commissioner, Brian Seipel; Alternate Commissioner, Kevin Thatcher
STAFF: Deborah Guthrie, Director of Communications/PIO; Brandie Yates, Executive
Producer
TOWNSHIP: Trustee, Kathy Sundland
COMCAST: Director of External Affairs, John Gardner

1. **CALL MEETING TO ORDER**

Chair Benenson called the meeting to order at **6:00 pm**.

2. **PUBLIC REMARKS**

4. **APPROVAL OF AGENDA**

Vice-Chair Kiyak moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Charles

VOICE VOTE: Motion carried unanimously.

5. **APPROVAL OF MINUTES**

Commissioner Charles moved **TO APPROVE THE MINUTES FOR WEDNESDAY, DECEMBER 5, 2018 REGULAR MEETING**. Seconded by Chair Benenson.

VOICE VOTE: Motion carried unanimously.

6. **COMMUNICATIONS DIRECTOR REPORT**

Explained the process of a Board Liaison and how they are appointed to commissions for the Township. Comcast representative, John Gardner was introduced to the new Commissioners. New onboarding packets were provided to the Commissioners and Comcast. A description of department functions was also provided to the Commissioners.

Discussed adding all of the PEG channels, to the onboarding packet, that are a part of the Franchise Agreement.

Discussed Citizen Survey results and the Communications Department's role in the survey in regards to customer service; including communicating public information and welcoming residents. All information from the survey can be found on the website. A follow up email will be sent to the commission with important numbers.

7B. TOWNSHIP BOARD LIAISON'S REPORT

Phil Deschaine was appointed to the position of Treasurer and the Board appointed a new Trustee to fill the vacant spot, Trustee Courtney Wisinski.

Township Board approved hiring an internal investigator for Brianne Randall-Gay to help bring closure to her case. She is also running a Meridian CSC Facebook page and continues to add content to the page.

New reveal coming at the next Township Board meeting about the Okemos Four Corners. All Township Board meetings are open to the public to attend or you can watch online at homtv.net.

11A. VIDEO SERVICE PROVIDER

Xfinity offers a My Account App which will provide information about Comcast Outages, as well as allow customers to check balances, etc.

For Black History Month, Xfinity is offering special programming featuring movies and TV series with 1,000 hours of content. Free previews for X1 customers. Visit the Comcast website for additional information.

11B. PROGRAMMING

Frequency, schedule times and new programs for 2019. Looking to do more program out in the community and connecting people together within the community.

Recorded the first newscast in Mandarin. Will begin airing on February 7, 2019. There is a large population in Meridian Township.

Commissioner Charles brought a couple of programming ideas to the meeting; Citizen Spotlight and Prime Discoveries

Discussion about having a place on the Township website to see where to find specific information, like a comings and goings section. Discussed developing a Nextdoor account for the Township, in order to communicate with specific neighborhoods and neighborhood groups.

Would like a business directory listing on the website to include restaurants. This is part of a website enhancement plan.

11C. ANALYTICS

Some commissioners prefer the previous way they were submitted and others liked the new format.

11E. FINANCE

HOMTV Program Sponsorship plan for 2019 is to create a Marketing Strategy. Beginning phases of promoting the sponsorship opportunities.

11F. HOMTV Internship/Alumni

GTA was a success and the interns really appreciated the event and posted lots of photos. It was a great venue, but staff needs to get the timing and the audio in sync for the presentation piece of the event.

There was an Advanced Skills Training workshop where Alumni members in the industry come back and do a workshop with the interns and provide useful feedback to the interns to help them grow in their journey of becoming a successful Multi-media Journalist. Twenty-five interns attended.

Alumni Giving Program has been launched. First campaign is to try and raise enough money to cover the cost of new Intern Editing Suite chairs. The Alumni Giving program account will be handled by the Treasurer’s Office along with other Township accounts. Need to establish a campaign and strategy for the Alumni Giving program.

Suggested developing a poem to go along with the campaign, “Remember when this chair was new and so were you...?”

14. ADJOURNMENT

Commissioner Nevells moved **TO ADJOURN THE MEETING**. No second for the adjournment.

VOICE VOTE: Motion carried unanimously
Chair Benenson adjourned the meeting at 6:59 pm.



Director's Report
Communications Commission Regular Meeting
April 10, 2019

Special Programming Related to 2019 Township Goals:

To support diversity and inclusion, HOMTV began incorporating bilingual programming including a Mandarin version of the Meridian News Now newscast on a weekly basis. The program is hosted by HOMTV Alumni Member Lingfanglu Han. The first episode aired on February 7, 2019. Episodes can be found on the HOMTV Facebook page and YouTube Channel.

On February 26, HOMTV produced a Special Report episode focusing on each of the individual 2019 Township Goals. News stories, interviews, citizen survey results and the Township Manager's goal presentation were all included in the program.

<http://bit.ly/SpecialReport2019TwpGoals>

On February 28, HOMTV provided Facebook live coverage of the Four Corners Alliance of Okemos meeting at Henry's Place where the Village of Okemos Concept Plan was presented to residents and Township officials. The presentation is airing on HOMTV as a Special Feature program and available on the HOMTV YouTube Channel <http://bit.ly/VillageofOkemos4-28-19>.

An Open Line call-in program was produced on March 28 focusing on road funding at the state, county and local levels – including discussion regarding a new Township Street Millage. Guests included: Assistant Township Manager & Director of Public Works Derek Perry, Ingham County Road Department Managing Director Bill Conklin and Administrator of the Asset Management & Policy Division of the Michigan Department of Transportation Polly Kent. The program is available on-demand here: <http://bit.ly/OpenLineHOMTV>

The newest Special Report episode focuses on the Aging Population in Meridian Township. Trustee Patricia Herring Jackson was our in-studio guest to discuss the Township's goal to explore housing options and alternatives to encourage diverse populations and targeted groups to live in the Township. The episode will begin airing by April 5, 2019.

Video Archive Project:

HOMTV recently borrowed a hard to find Sony 3/4" tape deck from Public Media Network in Kalamazoo to digitize HOMTV's 3/4" tape library. There are approximately 1,020 of these tapes that need to be converted to our new system before the machine breaks or the tapes deteriorate any further. Interns are being assigned weekly tasks within the archiving process to help organize and complete the process of separating, organizing, and tagging content for searchability. So far this year, 130 programs have been digitized into the system from their original tape format.

Alumni Giving Program:

A letter announcing the Alumni Giving Program "HOM Is Where the Start Is" is being sent out to HOMTV alumni members via mail and email. The levels of giving and PayPal donation link have been created and are also included with the letter. A marketing campaign strategy is being developed to help engage alumni members on a monthly basis and encourage them to "give back" to the HOMTV Internship Program that helped them get their start in the industry.

Additional Revenue Sources/Program Sponsorship:

Proposals have been submitted to the businesses/organizations who have reached out to HOMTV regarding utilizing Video Production Services and Program Sponsorship Opportunities. A marketing plan for 2019 is being created to engage local businesses, organizations and nonprofits to collaborate with HOMTV and in return bring in additional revenue. A “Services” page is under development on the HOMTV website to help direct potential partners. Community Training Workshops and a Media Kids Camp are under development for this summer.

HOMTV was a sponsor of the Michigan Student Broadcast Awards Lunch at the Michigan Association of Broadcaster’s (MAB) 2019 Great Lakes Media Show on March 6. The sponsorship included name and logo recognition in the program, website and on-site to provide more exposure for the HOMTV brand. <https://michmab.com/programs-events/great-lakes-media-show/>

Program Enhancements:

HOMTV began airing live programs using YouTube Live. All live programs including Township meetings, Meridian News Now, Open Line and Inside Okemos Athletics are now being live streamed on HOMTV Comcast Channel 21, www.homtv.net, Facebook Live and YouTube Live.

Staff attended a 360 Video Production Storytelling Workshop for additional training on new technology that could be used to enhance HOMTV’s programming – not only on the channel, but across multiple platforms.

Alumni Database:

Staff is currently updating alumni and intern records from 2017 and 2018 in the newly designed Alumni Database. When the database was undergoing repairs, staff was unable to update those records. Next steps include cleaning out alumni member file folders and updating records in the newly created database fields.



Communications
Commission

Communications/ Announcements



To: Communications Commission
From: Brandie Yates, HOMTV Executive Producer
Date: April 3, 2019
Re: HOMTV Media Camp for Kids

As part of our 2019 Goals to generate additional revenue sources, HOMTV is launching a Summer Media Camp for Kids.

The following information about the camp will be printed/distributed in the Spring-Summer 2019 edition of the Prime Meridian Magazine:

Does your child want to be on TV? Or learn how to make TV come to life? Kids ages 9-13 can explore different aspects of television through HOMTV's 2-Day Media Camp this summer! Learn how to run a studio camera, audio board, teleprompter, graphics system and even be a TV studio host.

Dates: Wednesday, June 19 & Thursday, June 20

Time: 10 am – 3 pm both days

Cost: \$50 (lunch provided both days)

Location: HOMTV Studios, Meridian Municipal Building

To register, contact HOMTV Executive Producer Brandie Yates at yates@meridian.mi.us.

Before the Prime Meridian Magazine is delivered to homes, registration information will be posted on the HOMTV website and Township website. The camp will also be promoted through our digital newsletters and across social media platforms.

Camp curriculum is being created and lunch sponsors are being secured.



Communications
Commission

Compliments/ Complaints

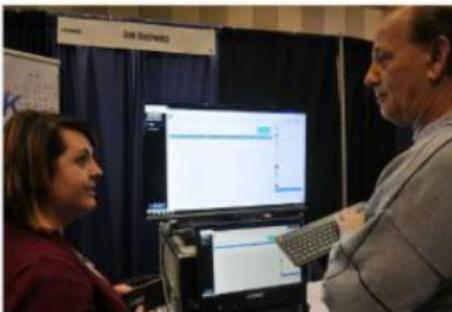
From: Gretchen N
Sent: Wednesday, March 06, 2019 8:53 PM
To: Brandie Yates <yates@meridian.mi.us>
Subject: MAB Career Fair

Ms. Yates,

I just wanted to say thank you for taking the time to speak with me at the career fair today. I greatly appreciate your kindness, and am honored to have met you. I am looking forward to hearing back from you for the summer internship program. Please feel free to contact me if you have any questions.

Best Regards,
Gretchen Nowroozi

Thank You for Being a Part of the Best #MABshow Yet!



THANK YOU SPONSORS

PATRICK COMMUNICATIONS



specSHOWARD
school of media arts

ENBRIDGE

NATIONAL GUARD
miamyguard.com

Midwest
Communications

MEIT
MICHIGAN EDUCATION INVEST

OK2SAY
stop the silence. help find the voice.

food
FOR THOUGHT

LOCAL 32 9&10 NEWS
WZZM-TV

THE MICHIGAN
MARKS GROUP
WHSB-TV, WBSB-TV,
WHSB-TV, WZZM-TV, WZZM-TV,
WZZM-TV, WZZM-TV

WLNS 6
LANSING - JACKSON

UNITED LANSING
WZZM-TV

SPARTAN SPORTS
NETWORK

DRAG
Digital Radio Advertising Group

Fletcher, Hoald & Hildreth
CommLawBog

BMI

Radisson
LANSING
AT THE CAPITOL

KELLEY CAWTHORNE
DRAWING, LANSING

HOM TV
DETROIT - GRAND RAPIDS - TROY
www.homtv.net

En Star

CBUS NEWS RADIO



BONNEVILLE
DISTRIBUTION

nielsen

T-Mobile

keycode
MEDIA
helping build the next generation

RCS
Sound Software

regionalreps
MICHIGAN'S PREMIER
REPRESENTATIVE

SoCast
digital growth partnership

GREAT LAKES
MEDIA SHOW

From: Elaine McLain

Sent: Thursday, February 07, 2019 6:17 PM

To: Deborah Guthrie <Guthrie@meridian.mi.us>

Subject: Re: HOMTV Airs Bilingual Newscast

Very very cool. How smart of you all.

My middle daughter is fluent in Mandarin and has used it in business negotiations,

Elaine McLain
Chairman, BACB



WMPX-AM Now Classic Country

On March 1, Steel Broadcasting flipped WMPX-AM (Midland) from a simulcast of WMRX-FM to a classic country format and added an FM translator simulcast with W299CK. The station is known at "107.7

The Highway." [Read More](#)

HOMTV Airs Bilingual Newscast

In order to better serve the diverse cultures in the community, HOMTV (Haslett/Okemos/Meridan) looks for new ways to accommodate a more inclusive audience. This year, HOMTV is incorporating bilingual programming including a Mandarin version of the "Meridian News Now" newscast. [Read More](#)



Key Code Media opens Detroit Office!

Key Code Media, the leading nationwide reseller of media technology and system integrations services, announced the opening of their newest office in Detroit, Michigan. This office is Key Code Media's 8th location nationwide. For more information, click [here](#).

-----Original Message-----

From: Whiting-Dobson, Lisa

Sent: Tuesday, March 19, 2019 5:38 PM

To: Brandie Yates <yates@meridian.mi.us>

Subject: Re: Happendance Impulse Collected Works

Thank you again for your great segment on Happendance Impulse! We appreciate you including us in your program. I have received several compliments about it!

It was great to finally work with you Brandie! I hope we can work together again in the future.

Lisa

>>

From: Good Fruit Video **On Behalf Of** Good Fruit Video

Sent: Monday, February 18, 2019 5:00 AM

To: Brandie Yates <yates@meridian.mi.us>

Subject: Helping Employers See Beyond Barriers with Video, Photos and Multi-Media

Utilizing Video, Photos and Multi-Media in the Employment Search for People with Disabilities

The Pros, Cons and How Much It Costs

You probably clicked on this link with some skepticism in your mind. But let me assure you, this is not a sales pitch. This is simply an article written by a person with multiple disabilities, who also happens to be an employer, and my observations of what tools are out there that enhance or supplement traditional job search tools, such as a paper resume, the pros and cons and cost of each.

First, here's a little background about myself and the evolution of job searches for people with disabilities over time. My name is Justin and I'm a person with disabilities. My disabilities really run the gamut, from physical to cognitive, awareness to memory and vision. I also have an undiagnosed, but very apparent case of ADHD. This all, or mostly, stems from a cancerous brain tumor hemorrhage I had in 1993.

If this would have happened to me before the 1970's I would have been in trouble. If I would have survived, they would have likely institutionalized me, as I would be perceived as broken and of no value to society. I would then stay institutionalized until I died, with no contact with my family. However, I was lucky enough to hemorrhage in a time when there was enough knowledge of modern medicine to save me, and enough knowledge of people with disabilities and human decency to keep me from suffering the above mentioned fate.

The rest of my story from there to here is long and winding and in the interest of time, I will spare you the details and just say, that today, I am a husband and father of two, business owner, philanthropist and athlete.

It is my belief that everyone with a disability should be afforded the same amount of opportunities, if not more, as I have received and are available to me today. However, my story and path should not be the one and only blue print for anyone either. Humans are as diverse as they come. Everyone has their own goals, desires and passions. There is no, one size fits all, so that's why I believe it is important to share some tools out there that people with disabilities and really anyone else, too, can use, to give them a leg up, when seeking the opportunity to work.



MSU Student, Isabella Hoeppe, speaking with Paul Schmidt, owner of Uno Deuce MultiMedia during a job shadow.



MSU student, Lily Chatterjee, observing a live production during a job shadow with HOMTV.

Photos in the Job Search Process

As time has gone on, studies have shown that a simple photo or photos, coupled with text, can bring a feeling of trust and comfort to a consumer of the content. It's an additional stimulus, which adds to the narration with another layer of understanding to a document.

Benefits: Photos are usually easy to come by. Nearly everyone has a cell phone that contains a high quality camera. Getting them off your phone to someone else's eyes or onto your computer is also a breeze with bluetooth, a text or an e-mail.

Disadvantages: A picture is worth a thousand words, but without any text, a photo is left to interpretation from the viewer, which can sometimes miss the mark or have unintended consequences. Also, photos alone can be quite inaccessible for people with visual impairments. At a minimum, the inclusion of Alt-Text is a must for true accessibility.

Things to Consider: It's not necessary, but definitely beneficial to understand what goes into a good picture. Things such as composition, lighting, stabilization, focus and timing can make a big difference in a picture.

Joanne is an advisor for Nieya (one of our current reporting interns). She came in today to check in on Nieya's progress and watch her anchor the news show. She was very impressed with what we do.

From: Joanne Williams
Sent: Monday, March 04, 2019 4:49 PM
To: Brandie Yates <yates@meridian.mi.us>
Subject: Thanks so much for your time and efforts today.

What an amazing opportunity for our students at HOMTV - thanks so much for all of your good work. Joanne

Joanne A. Williams
Associate Professor of Journalism and Mass Communication
Echo Adviser
Olivet College

"We are one human family whatever our national, racial, ethnic, economic and ideological differences. We are our brothers and sisters keepers..." U.S. Conference of Catholic Bishops

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From: Gabi Malta

Sent: Friday, February 22, 2019 8:48 PM

To: Brandie Yates <yates@meridian.mi.us>

Subject: Job shadow recap

Hello Brandie,

I enjoyed shadowing you and your team on Thursday. I learned a lot and appreciate how welcoming and informative the interns were in regard to my experience. Thank you again for taking time out of your day to show me around.

Sincerely,

Gabi Malta

From: [CAROL SIEMON](#)
To: [Andrea Smiley](#)
Subject: Re: HOMTV T-shirt
Date: Monday, March 11, 2019 8:43:53 PM

That is so sweet! I'd love to donate the t-shirt back to you! I use my HOM-TV mug all the time but don't need another t-shirt and someone else might use it more often

On March 11, 2019 at 2:57 PM Andrea Smiley <smiley@meridian.mi.us> wrote:

Hi Carol,

Deborah Guthrie mentioned that you answered a question correctly on social media and won a HOMTV T-shirt. I would like to mail the t-shirt to you, but I wanted to check first on the size and a correct mailing address. The mailing address I have on file is a PO Box from the 2016 Elections. Looking forward to hearing back from you and Congratulations!

Thanks,

Andrea



A Prime Community

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

Andrea Smiley

Communications Admin. Asst.

smiley@meridian.mi.us

W 517.853.4384 |

Individual Video Provider Customer Intakes

Complaint Number 2019-002

Date

Name

Street Address

City / Zip

Work Phone Ext

Cell Phone

Home Phone

Email

Best Time to Call

Best Time to Service

Service Provider Comcast

Reason for Calling Complaint

Unburied Cable Waiting for Service Missed Service Call Cable Box
Bad Reception Cable Out Cannot Phone Other
Bad Treatment Bad Information No Response to Request

Problem Description I have been working with Comcast on network failures at my residence for many years. They have agreed that the problem is a signal failure outside of my home but have yet to rectify the problem but continue to bill me each month. They continue to make promises and when they dispatch a repair tech, make an attempt to charge me for replacing lines that they installed and agree aren't the problem. This is a vicious cycle as the options for service are limited due to their financial relationship with the township.

I have contacted the FCC and registered my complaint with the opening of a file in preparation for a lawsuit.

How do I register a like complaint with the Township office and add the names of the individuals that allowed the franchise agreement with Comcast to take place?

Update: I have provided the Comcast local office numerous attempts to resolve the issue to no avail. This is the reason I have chosen to escalate to include legal means if necessary.

The registered complaint is FCC Ticket No. 3034531. Please note in your correspondence with Comcast going forward.

In the meantime, please send me the formal complaint form/process through the MPSC as I have exhausted the means you suggest and simply will not allow Comcast more time to damage my neighbors, family or myself.

I will also require the names of the township officials that are part of the franchise agreement with Comcast.

Problem Before? Yes Ongoing MPSC Information
Assigned Staff Deborah Guthrie Given

Individual Video Provider Customer Intakes

Staff Response Staff informed resident that the complaint would be forwarded to our local representative at Comcast. If it is not resolved through him in the next few weeks, staff will send the formal complaint process through the MPSC to the resident.

Update: additional information provided to resident

Sorry to hear of your issues with Comcast. The informal and formal dispute resolution process is through the MPSC and is available on their website. Please go to this link for that process and let me know if you have any questions or need assistance with this.
https://www.michigan.gov/documents/mpsc/dispute_resolution_198239_7.pdf

Township officials are not part of the franchise agreement. I oversee the agreement and compliance with the agreement. Complaints are submitted in the Communications Commission packets for their upcoming meetings. Here is a list of the commissioners:
<http://www.meridian.mi.us/government/boards-and-commissions/communications-commission>

The Communications Commission meeting is tomorrow night. You are more than welcome to join us and speak during public comment. The Commissioners will not have your complaint that was filed until their next meeting. Meeting information:
<http://www.meridian.mi.us/Home/Components/Calendar/Event/6740/1225?selcat=39>

Resolution Comcast local representative still planned to reach out to resident

Individual Video Provider Customer Intakes

Complaint Number 2019-004

Date

Name

Street Address

City / Zip

Work Phone **Ext**

Cell Phone

Home Phone

Email

Best Time to Call

Best Time to Service

Service Provider AT&T

Reason for Calling Complaint

Unburied Cable **Waiting for Service** **Missed Service Call** **Cable Box**
Bad Reception **Cable Out** **Cannot Phone** **Other**
Bad Treatment **Bad Information** **No Response to Request**

Problem Description Township Manager received a phone call complaint this morning from a very unhappy customer with a broken ankle. Customer stated that the system is out and AT&T will not be able to fix it until 6 days from now. Manager Walsh has asked me to reach out and inquire about expediting this for our homebound resident.

Update: 3/22

After technician left, the customer stated that the service stopped working again. The technical left a phone number for customer to call in case there were any issues, but the customer cannot read the writing.

Problem Before? No **Ongoing** **MPSC Information**
Assigned Staff Deborah Guthrie **Given**

Staff Response Staff forwarded the information to AT&T representative

Resolution AT&T technician was sent to customers residence to fix the service



Communications
Commission

Video Service Provider



March 26, 2019

Ms. Deborah Guthrie, Communications Director
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Re: Acorn TV

Dear Ms. Guthrie:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that as of May 2, 2019, the monthly rate for Acorn TV will change from \$4.99 to \$5.99 per month. This price change is due to an increase in programming costs from Acorn TV.

We are notifying customers who currently subscribe to Acorn TV through bill messages.

Please feel free to contact me at 517-334-5686 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "John P. Gardner".

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911



February 11, 2019

Ms. Deborah Guthrie, Communications Director
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Re: Xfinity TV Channel Updates

Dear Ms. Guthrie:

We are committed to keeping you and our customers informed with Xfinity TV changes and enhancements. Below we share details regarding new programming that we are launching, the drop of channels from our line-up, and a general reminder about expiring programming contracts.

New Channel Effective April 12, 2019

For our customers who subscribe to the Xfinity Latino package, in April we will begin offering a new Spanish-language channel, RCN Novelas. RCN Novelas is a Spanish-language network designed for women with a focus on telenovelas and dramas.

Loss of Channels Effective April 8, 2019

We also wanted to remind you that Comcast's programming agreement with TuTV to carry Bandamax, De Película, De Película Clásico, Telehit and RMS/Ritmoson expires on April 8, 2019, at which time these channels will no longer be available. These channels are carried on Xfinity Latino. We are communicating this change to our affected customers through a bill message.

General Reminder About Programming Contract Expirations

We regularly inform our customers in their bills and annual notices that we maintain an updated website (<https://my.xfinity.com/contractrenewals/>) and toll free number ((866) 216-8634)) to reflect the programming contracts that are set to expire in the coming months and the channels we might or will lose the rights to continue carrying.

We are excited about the addition to our robust entertainment offerings and for the opportunity to continue enhancing our Xfinity TV product. Please feel free to contact me at 517-334-5686 if you have any questions or issues.

Sincerely,

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Equipment Update



March 19, 2019



10113 0 T37 P1 *****SINGLP

Hom TV Gov Access Peg
5151 1/2 Marsh Rd
Okemos, MI 48864

Account Number:

8529114160156430

Dear Hom TV,

We recently updated our TV boxes and we show you have an older TV box. Please update your TV box(es) to avoid any impact to your service.

Go to xfinity.com/equipmentupdate to order your equipment, and we'll send you a free Self-Install Kit or ask you to set up an appointment with us. Please know your regular monthly equipment fees will still apply.

After you place your order, we'll send you an email with tracking information when your Self-Install Kit is on its way.

Please install your new TV box as soon as you receive it so you can get the most out of your service. Setup instructions will be included in your Self-Install Kit.

Thank you for being an Xfinity customer.

Sincerely,

Lisa Kocsis-LeCureux
Vice President, Customer Experience



Communications
Commission

Programming



FOR IMMEDIATE RELEASE
February 7, 2019

Media Contact: Brandie Yates
Executive Producer
yates@meridian.mi.us
517.853.4208

HOMTV Airs Bilingual Newscast
"Meridian News Now" Translated in Mandarin

OKEMOS, MI – In order to better serve the diverse cultures in the community, HOMTV looks for new ways to accommodate a more inclusive audience. This year, HOMTV is incorporating bilingual programming including a Mandarin version of the "Meridian News Now" newscast.

The Mandarin version newscast began airing on February 7, 2019 in honor of the week-long observation of the Chinese New Year. The program can be viewed here: <http://bit.ly/MNNMandarin2-7-19>

"It is truly a historic moment at HOMTV to air our first program in Mandarin. This is something we have talked about doing for multiple years," said Brandie Yates, HOMTV Executive Producer. "It is exciting we can provide this opportunity to our international interns and viewers."

The HOMTV Internship Program hires multiple international and multicultural students each year. Mandarin speaking alumni members will return to HOMTV to translate scripts and anchor the Mandarin version of the newscast on a bi-weekly basis.

"Thank you for HOMTV that gives me an opportunity to anchor in my native language. I hope it would impact local Chinese community to learn the news around them and encourage them to be involved in the community," stated Lingfanglu Han, 2018 HOMTV Alumni Member and anchor of the first Mandarin version newscast. 感谢HOMTV给了我这个宝贵的机会让我能用我自己的母语来主持新闻节目。我希望能通过这个节目来让中国社区了解身边发生的新闻，从而能够更好地参与到社区当中。

The Greater Lansing Chinese Association is also assisting HOMTV with the translation of scripts and continuation of this endeavor.

###

HOMTV is Meridian Township's award-winning Government Access Channel televising exclusive gavel-to-gavel coverage of Township meetings, community news and original programming.



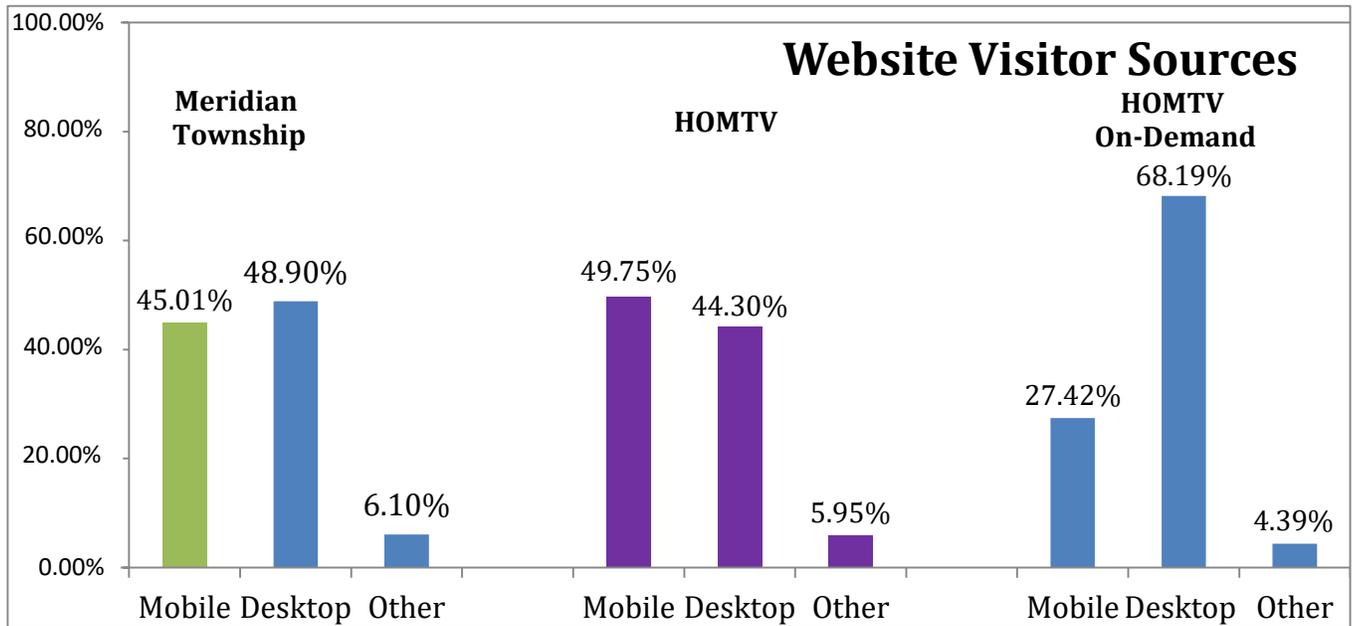
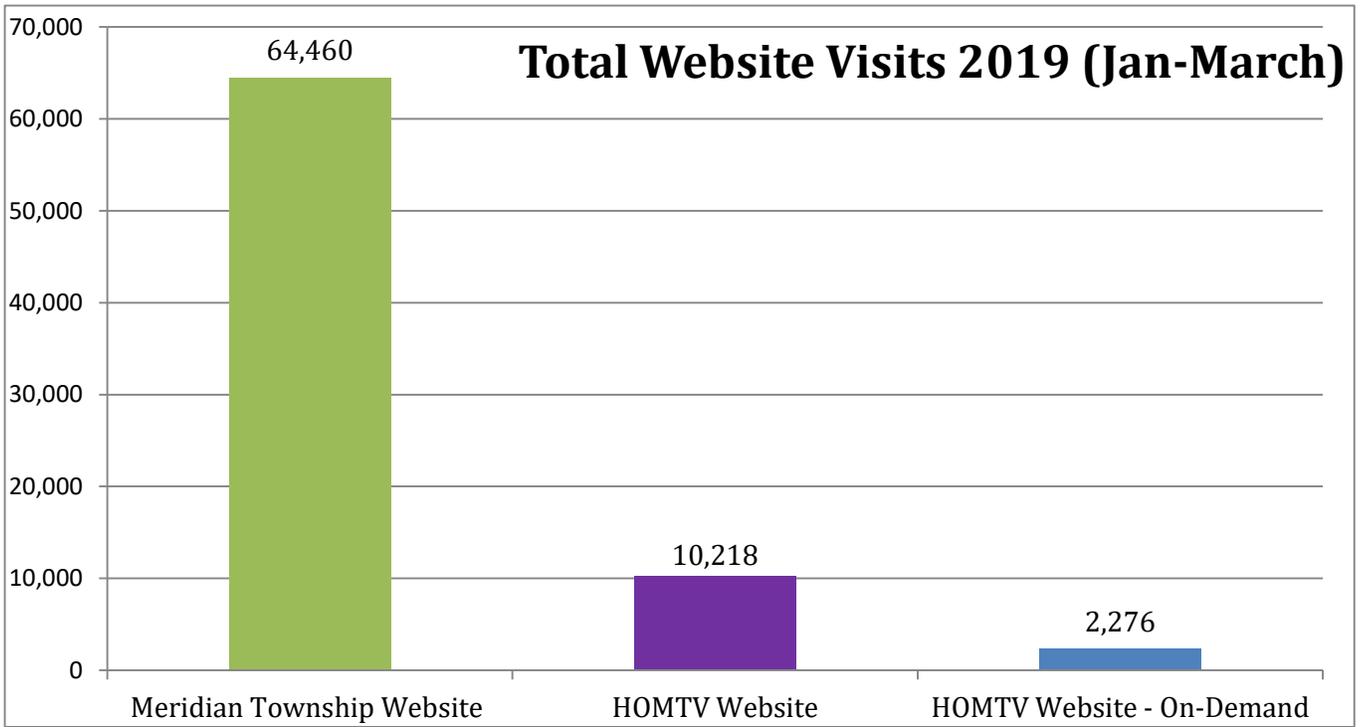
		2019 Program Totals				
	Programs	Hours		Promos	Hours	
Quarter 1	97	33:05:16		6	0:03:56	
January	21	5:33:12		0	0	
February	33	10:44:42		6	0:03:56	
March	43	16:47:22		0	0	

		2019 Meridian Live Meeting Totals			
	Meetings	Hours			
Quarter 1	16	36:12:57			
January	4	9:45:37			
February	4	11:44:20			
March	4	7:15:00			



Communications
Commission

Analytics





Communications
Commission

HOMTV Internship/Alumni



HOMTV
Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4370
F 517.853.4096

**Communications
Commission:**

Walter Benenson
Commission Chair

Tunga Kiyak
Commission Vice Chair

Leslie Charles
Commissioner

Brian Seipel
Commissioner

Mike Nevells
Commissioner

Kevin Thatcher
Alternate Commissioner

Riti Adhi
Alternate Commissioner

Kathy Ann Sundland
*Township Trustee/Board
Liaison*

Deborah Guthrie
Communications Director

03/29/2019

Subject: Alumni Giving Program – “HOM Is Where the Start Is”

Dear HOMTV Alumni,

HOMTV relies on the loyalty of our alumni members in helping us continue fulfilling our mission of positively impacting the growth, development and advancement of interns seeking careers in the media industry through the HOMTV Internship Program.

We are launching an Alumni Giving Program called “HOM Is Where the Start Is” to assist interns financially with costs associated with our unpaid internship program. Through the generosity of our Alumni Network, we can offer assistance for commuting, housing and professional clothing expenses, as well as career development opportunities. While encouraging participation in the HOMTV Internship Program, your support will also allow us to strengthen the depth of the interns’ experience and provide them with tools and opportunities they may not necessarily afford otherwise.

Since the first HOMTV intern in 1981, approximately 1,000 interns have successfully completed the Internship Program and over 500 have moved on to work in the field of journalism, television production, film production and the communications industry both nationally and internationally. It's very likely that the HOMTV Internship Program supported many of the experiences that helped you get your start in the industry. And even if you just recently started your career, it's not too soon to think about giving back; no amount is too small to make a difference.

Our first “give-back” campaign of 2019 is to raise \$1,000 to replace the 10 heavily used chairs in our Intern Editing Suite. Interns spend late nights and hundreds of hours in those chairs editing stories and programs to air on HOMTV. With budget concerns and funding threats, we are unable to purchase the replacement chairs from our current funds.

Donations can be made on our Facebook page, <https://www.facebook.com/HOMTV> or at the following link, <http://bit.ly/HOMie4life>.

When reflecting on your own connection and experience with HOMTV, please remember that your donation will equip future “HOMies” with the tools for success and help get their “Start” in the industry.

Sincerely,

Brandie Yates
HOMTV Executive Producer/Internship Coordinator

Insert with HOMTV Alumni Giving Letter (Front)

HOMTV Alumni Giving Program "HOM Is Where the Start Is"



LEADERSHIP LEVELS of Annual Giving

Big HOMie	\$3,500
Junior HOMie	\$2,000
Rookie HOMie	\$1,000

LOYALTY LEVELS of Annual Giving

Little HOMie:	\$ 500
Intern Chairs:	\$ 100

HOMie4LIFE of Recurring Annual Giving

HOMie 4 Life	\$ 21 per month
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Can you give up one latte or specialty coffee a week? Your monthly gift of \$21, recognizing HOMTV's Channel 21 on Comcast, is about \$5.25 a week or one specialty coffee.



IMPACT of Annual Giving

The value of your gift is greater than just its dollar amount. Consistent annual giving from the newest generation of alumni shows that you appreciate the role of HOMTV in your own career development. It sends a message that you remain part of the HOMTV community and feel invested in the station's future.

One person, one contribution at a time!
Every HOMTV Alumni makes a difference! Make your gift today by visiting: <http://bit.ly/HOMie4life>

HOMTV

Alumni Giving | 5151 Marsh Road | Okemos, MI 48864 | 517.853.4384

(Back)

Name: _____

Address: _____

City, State Zip: _____



Alumni Giving | HOM Is Where The Start Is

METHOD OF PAYMENT

To donate online go to: homtvtv.net

Check enclosed payable to:

HOMTV/Meridian Township

Credit Card (check one):

- Visa
- Mastercard
- Discover Card
- American Express

Credit Card #: _____

Name on Card: _____

Exp. ____/____

Signature: _____

MY GIFT

- \$3,500
- \$2,000
- \$1,000
- \$500
- \$100
- HOMie4life
- Other \$_____

MY GIFT TO BENEFIT

- Intern Editing Suite Chairs
- Alumni Giving Fund