

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,  
OCTOBER 26, 2015

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, at the, Leonard Township Hall, Leonard MI.

Members Present: Ed Hunwick (Chairman, Oxford Township), Charlene Sutherby (Vice-Chairperson), Sue Bossardet (Secretary), Lori Fisher (Treasurer), and Melvin "Buck" Cryderman (Oxford Township).  
**Also Present:** Station Manager Bill Service and Dave Kenny, Teri Stiles, Russel Currier .

Chair Ed Hunwick called the meeting to order at 4:00 p.m.

Respects to the Flag

APPROVAL OF THE AGENDA

Chair Hunwick proposed change to delete item 8C and include 2016 meeting dates. Commissioner Sutherby moved, Fisher seconded, to approve the Regular Meeting Agenda of October 26, 2015 as presented.

Ayes: 5      Nays: 0      Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Sue Bossardet made public comment to apologize for comment made at past DDA meeting.

APPROVAL OF MINUTES

Commissioner Fisher moved, Bossardet seconded, to approve the minutes of Monday September 28, 2015, second by Commissioner Cryderman.

Ayes: 5      Nays: 0      Motion Carried

BILL REVIEW

Fisher questioned RBI subscription which is a yearly subscription used for Science in the News. Fisher questioned Ubiquity Pro Wireless. Cost was to replace non-working wireless router.

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the Expense/Revenue Bill Runs for Approval for 10/5/15 through 10/19/15 in the total amount of \$18,740. as presented.

Roll Call Vote

Ayes: 5      Nays 0      Motion. Carried

Commissioner Fisher moved, Commissioner Fisher from 10/5/15 through 10/19/15, seconded by Cryderman, to receive and file the Year To Date Revenue and Expenditure Report for 2015 as presented.

Ayes: 5      Nays: 0      Motion Carried.

Commissioner Sutherby moved, Commissioner Cryderman seconded, to receive and file the Invoice Distribution Report for September, 2015

Ayes: 5      Nays: 0      Motion Carried

UNFINISHED BUSINESS

**Television Service Provider Options** - Service/Stiles      No change

**Employee Handbook** - Fisher

Commissioners Fisher still trying to format final product.

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NEW BUSINESS

**2016 OACCC Budget Consideration** - Fisher distributed proposed budget. Explained that figures provided to OCTV management was not the same as commission figures. Updated franchise fees based on previous revenue checks, decreased DVD revenue, based on management request. Proposed hourly wage increase of \$20,000. (Commissioner Cryderman requested (supported by Bossardet) a report of why and how much of a raise for which an employee). Social Security increased, requested monthly increase for upgrade of ATT T-1 Line (ethernet). Management requested Public Relations Increase (Cryderman requested a report on how funds will be spent). Management requested Education Workshop Increase (Bossardet wants a list of workshop possibilities). Without requested changes budget was in balance. With requested changes \$16,714. deficit. (Bossardet requested report of where funds will be adjusted from for expense of van and affiliated costs).

Commissioner Bossardet moved Cryderman second, to "Set Aside" until next meeting, November 23, 2015 at 3 pm, which will include a budget workshop.

Ayes: 5                                      Nays: 0                                      Motion Carried

**Proposal to Purchase used van for OCTV** - Commissioner Bossardet requested itemized list of yearly expenses, a re-allocation of the budget for purchase price, and suggested the school might be approached for some of the purchase funding.

Moved by Cryderman, second by Sutherby to set aside until budget discussion in November, 2015.

Ayes: 5                                      Nays: 0                                      Motion Carried

**Request to present OCTV's need for franchise fees** - Manager Service presented a request to approach Addison Township and the Village of Oxford to reinstitute forwarding the full five-percent franchise fees in order to facilitate necessary changes in future budget goals. Due to programs requested by residents, OCTV is not currently able to assist due to hourly constraints. Future improvements, continued maintenance etc.

Support granted.

**Commission Meeting Dates Draft for 2016** - As presented with April 25, 2016 at Oxford Township and final December 19, 2016 correction.

Moved by Commissioner Sutherby, support by Fisher to adopt as amended.

Ayes: 5                                      Nays: 0                                      Motion Carried

COMMITTEE REPORTS:

**School Participation Committee:** None

**Technical Committee:** None

**Personnel Committee:** None

**Facilities Committee:** Ongoing

MANAGER'S REPORT

Problems with Charter signal continues. Employee report, Russel Currier incredible editing skills, John Oetjens' great programming of My Life and Schooling Around, great community relations, Teri Stiles won Philo Award in October. Viewers Report.

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COMMISSIONER COMMENTS

**Commissioner Bossardet** - Questioned time frame of YouTube numbers. Wants YouTube graph of views. Requested most recent bank statement. Wants more detailed packets on agenda items. Wants more detailed Manager's Report. Shows are quality.

**Commissioners Cryderman** - Supported Bossardet's comments. Wants to know where YouTube hits are coming from, i.e. state, city, country.

**Commissioner Sutherby** - Asked for Leonard Channel 19 to be mentioned more on air.

**Commissioner Fisher** - None

**Commissioner Hunwick** - Congratulations to OCTV for Philo Award.


PUBLIC COMMENTS


None

ADJOURNMENT

Commissioner Cryderman moved, Commissioner Sutherby seconded, to adjourn at 5:24 p.m..

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

  
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Ed Hunwick, Chairperson

  
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Charlene Sutherby, Vice-Chairperson

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Date Approved  
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