

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,
JANUARY 23, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was January 23, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Lori Fisher (Treasurer, Addison Township), Bill Dunn (Township of Oxford).
Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles.
Excused Absence: Ed Hunwich (Township of Oxford).

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Fisher/seconded by Commissioner Sutherby to accept updated agenda.
Ayes: 4 Nays: 0 Motion Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Fisher moved to approve minutes November 28, 2016/seconded by Commissioner Sutherby.
Ayes: 4 Nays: 0 Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 11/28/16, 12/12/16, 12/26/16 in the amount of \$28,401.83
Fisher motioned to approve / seconded by Commissioner Dunn, for discussion. Dunn questioned wage variation. Due to raise beginning in 2017.
Roll Call Vote Ayes: 4 Nays: 0 Motion Carried

B) OACCC Year to Date Revenue/Expenditure Report 1/9/2017 in the amount of \$6,679.24
Fisher moved to receive and file/seconded by Dunn to receive and file.
Roll Call Vote Ayes: 4 Nays: 0 Motion Carried

C) OACCC Year to Date Revenue/Expenditure Report 2016
Sutherby moved to receive and file/seconded by Fisher. Fisher pointed out the revenue loss.
Ayes: 4 Nays: 0 Motion Carried

D) Year to Date Revenue/Expenditure Report 2017
Fisher moved to receive and file/seconded by Sutherby.
Ayes: 4 Nays: 0 Motion Carried

E) OACCC Invoice GL Distribution Report - November & December 2016.
Fisher motioned/seconded by Dunn to receive and file.
Ayes: 4 Nays 0 Motion. Carried

8) UNFINISHED BUSINESS

A) Employee Handbook - Fisher
Handbook is with the Attorney, not heard back on progress.
Chairperson Bossardet moved to set aside to check with attorney/seconded by Fisher
Ayes: 4 Nays 0 Motion. Carried

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B) Drone Operating Procedures - Due to perceived future revenue shortfall of AT&T switch to DirectTV Manager Service and Commissioner Dunn requested the purchase to be set aside.

Dunn motioned to set-aside the drone purchase until further notice/second by Sutherby.

Ayes: 4 Nays 0 Motion. Carried

C). Relocation of OCTV Studio

Chair Bossardet stated she is searching for a village alternate Commissioner to sit in on discussions. Addison and Oxford Townships alternate seats are vacant as well. Bossardet suggested to set-aside until Parks and Recreation move out of village complex and a village alternate is located.

Fisher motioned to set-aside/second by Dunn.

Ayes: 4 Nays 0 Motion. Carried

9) NEW BUSINESS

Fisher nominated Sue Bossardet as Chair, Char Sutherby as Vice-Chair, Lori Fisher as Treasurer, Bill Dunn as Secretary/ second by Sutherby.

Ayes: 4 Nays 0 Motion. Carried

COMMITTEE REPORTS:

Technical Committee: Fisher volunteered to serve on Technical Committee

Personnel Committee: Bossardet and Sutherby remain on Personnel Committee

Facilities Committee: Dunn and Bossardet assigned to Facilities Committee

MANAGER'S REPORT

Charter off the air four days. Met with Charter relations manager who assisted in solution at head-end. Connie's Kitchen received Philo award, also being aired out of four other station on west side of state. Looking for underwriters. Will be sharing DVD revenue with Band Boosters, \$5.00 each. \$800 total in December. Will be requesting Village of Oxford consider forwarding full Franchise Fees to OCTV. Jamie is out with a broken leg, Teri will do timing.

COMMISSIONER COMMENTS

Commissioner Dunn - None

Commissioner Fisher - Wishes quick healing to Jamie

Commissioner Sutherby - Quick healing to Jamie.

Commissioner Bossardet - Good thoughts to Jamie

PUBLIC COMMENTS - None

ADJOURNMENT

Commissioner Dunn moved, Commissioner Sutherby seconded, to adjourn at 4:44 p.m..

Ayes: 4 Nays: 0 Motion Carried

Sue Bossardet
Sue Bossardet, Chairperson

Charlene Sutherby
Charlene Sutherby, Vice-Chairperson

3-27-17
Date Approved
/tls