

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,
MARCH 27, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was March 27, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:05 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), Ed Hunwick (Township of Oxford).
Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, CJ Carnacchio

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Fisher/seconded by Commissioner Sutherby to accept updated agenda.

Ayes: 5 Nays: 0 Motion Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Fisher moved to approve minutes January 23, 2017/ Seconded by Commissioner Dunn.

Ayes: 5 Nays: 0 Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 1/23/17 through 3/20/17 in the amount of \$49,652.93

Fisher motioned to approve / seconded by Commissioner Sutherby.

Roll Call Vote Ayes: 5 Nays: 0 Motion Carried

B) OACCC Year to Date Revenue/Expenditure Report 2016

Dunn moved to receive and file/seconded by Fisher to receive and file.

Roll Call Vote Ayes: 5 Nays: 0 Motion Carried

C) OACCC Year to Date Revenue/Expenditure Report 2016

Sutherby moved to receive and file/seconded by Fisher.

Ayes: 5 Nays: 0 Motion Carried

D) OACCC Invoice GL Distribution Report for January 2017

Fisher moved to receive and file/seconded by Dunn.

Ayes: 5 Nays: 0 Motion Carried

E) OACCC Invoice GL Distribution Report - February 2017.

Fisher motioned/seconded by Hunwick to receive and file.

Ayes: 5 Nays 0 Motion. Carried

8) UNFINISHED BUSINESS

A) Employee Handbook - Fisher

Handbook is with the Attorney, not heard back from attorney, motioned to Set-Aside for another month/second by Sutherby.

Ayes: 5 Nays 0 Motion. Carried

Commissioner Dunn requested completion date. Chair volunteered to contact attorney.

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B). Relocation of OCTV Studio

Township Parks and Recreation Director Ron Davis presented idea for OCTV to build onto planned development of Parks and Recreation offices at Seymour Lake Park. Davis stated the perks could be; possibly to save project and property costs for OACCC, increase exposure, programming, and staffing for the studio.

Commissioner Dunn motioned to form a committee of Charlene Sutherby and Bill Dunn to explore the possibility of possibly moving out to the Seymour Lake Park/ second by Fisher.

Ayes: 5

Nays 0

Motion. Carried

9) NEW BUSINESS

A) Budget Revision - Fisher

Two page revision to the budget, would like to introduce and then table for the next month meeting. This was brought up by a meeting with Oxford Township. They wanted entire fund balance shown in the opening Fund Balance line. Audit was just completed so no solid numbers yet for 2016. Not comfortable approving revisions is not sure what the number is. Auditor requests to show Capital Improvement Fund in budget. Now rolled in with the Opening Fund Balance number, as requested.

Commissioner Dunn motion to set-aside until next month/second by Sutherby.

Ayes: 5

Nays 0

Motion. Carried

B) Selection of Alternates for Commissioners.

Jacob Newby appointed by Addison Township. None yet for the Village of Oxford. None yet for Township of Oxford.

COMMITTEE REPORTS:

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT

Tri-Caster has been down for two weeks, was sent out for service to factory. Still producing with old post production technology. Jamie Hughes still out, expect doctor release next week. Cub Scout Promo release on Facebook brought in nearly 500 hits. Continue to have over 9,000 views each month on YouTube. So many are people calling us to cover events, that "Our Community Access" is booked out at least three weeks.

COMMISSIONER COMMENTS

Commissioner Dunn - None

Commissioner Fisher - Thanks Oxford Township, Joe Ferrari and Susan McCullough for locating a replacement AT&T check, which makes up for missing money.

Commissioner Sutherby - None

Commissioner Bossardet - None

Commissioner Ed Hunwick - None

PUBLIC COMMENTS - None

ADJOURNMENT

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Commissioner Dunn moved, Commissioner Sutherby seconded, to adjourn at 4:49p.m..

Ayes: 5

Nays: 0

Motion Carried

Sue Bossardet
Sue Bossardet, Chairperson

Charlene Sutherby
Charlene Sutherby, Vice-Chairperson

4/24/17
Date Approved
/tls