

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,  
MONDAY, APRIL 28, 2014

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, April 28, 2014 at the Oxford Veteran's Memorial Civic Center, 2<sup>nd</sup> Floor, 28 N. Washington St., Oxford, MI 48371.

Members Present: Melvin "Buck" Cryderman (Chairman), Charlene Sutherby (Vice-Chairperson), Ed Hunwick (Oxford Township) and Lori Fisher (Treasurer)

Members Absent: Sue Bossardet (Secretary)

Also Present: Station Manager Bill Service, Dave Kenny, Elgin Nichols, John Oetjens, and Russel Currier.

Chairman Cryderman called the meeting to order at 4:10 p.m.

Respects to the Flag

Chairman Cryderman asked Dave Kenny to record the roll for the meeting.

APPROVAL OF THE AGENDA

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the Regular Meeting Agenda of April 28, 2014 as presented.

Ayes: 4                      Nays: 0                      Absent: 1

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Fisher moved, Chairman Cryderman seconded, to approve the minutes of the Regular Meeting held on March 24, 2014 as presented.

Ayes: 4                      Nays: 0                      Absent: 1

Motion Carried.

BILL REVIEW

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the bill runs for 03/24/14, 04/07/14 and 04/21/14 in the total amount of \$22,959.05, as presented.

Ayes: Fisher, Cryderman, Hunwick, Sutherby

Nays: None

Absent: Bossardet

Motion Carried.

Commissioner Fisher moved, Chairman Cryderman seconded, to receive and file the Revenue and Expenditure Report for Period Ending 04/30/2014, as presented.

Ayes: 4                      Nays: 0                      Absent: 1

Motion Carried.

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Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the Invoice GL Distribution Report for 03/01/14-03/31/14.

Ayes: 4                      Nays: 0                      Absent: 1  
Motion Carried.

UNFINISHED BUSINESS

**OACCC Action Items from 03/24/14 Meeting**

Chairman Cryderman reviewed the OACCC Action Item Log.

Chairman Cryderman appointed himself and Commissioner Fisher to a committee to compile the goals of the Commission.

Job descriptions will be discussed at the May 19, 2014 meeting.

Chairman Cryderman shared copies of the current bank statements from Oxford Bank and the Oakland County Pool account. These will be provided on a monthly basis.

Commissioners Hunwick and Fisher will begin a review of the Employee Handbook and any necessary updates.

Manager Service will provide Program Schedules at each meeting.

**Charter Conversion to All Digital Format and channel Change**

Manager Service explained that the station was first notified by Charter that the new channel would be moved to 189; however, the new channel is actually 191. The newsletter was quickly updated to reflect that change and all municipalities and libraries were notified immediately. Notices were placed on all websites, Facebook and the YouTube channel.

**OCTV Proposal for Additional Equipment**

Chairman Cryderman moved, Commissioner Fisher seconded, to set this item aside until the May 19, 2014 meeting.

Ayes: 4                      Nays: 0                      Absent: 1  
Motion Carried.

**OCTV Program Schedule Distribution**

Manager Service stated that the Newsletter and Program Schedule has been distributed and all information included on the website. Mr. Service will check with the post offices in Addison and Oxford regarding placing information there.

**Time for OACCC Meetings**

Commissioner Sutherby moved, Commissioner Hunwick seconded, to change the meeting time for subsequent OACCC meetings to 4:00 p.m. rather than 6:30 p.m.

Ayes: 4                      Nays: 0                      Absent: 1  
Motion Carried.

**Budget Correction and Amendments**

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Commissioner Hunwick moved, Commissioner Sutherby seconded, to approve budget corrections Item 1, Item 2 and Item 4 and budget amendment Item 3 on Proposed Budget Amendments/Corrections for OCTV dated 04/24/2014 as listed, and attach a copy hereto as a part of these minutes; further, to forward a copy to Oxford Township.

Ayes: Sutherby, Fisher, Cryderman, Hunwick

Nays: None

Absent: Bossardet

Motion Carried.

NEW BUSINESS

**Resubscription to Leightronix PEG Central**

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the expenditure of \$2,875.00 to renew the subscription for Leightronix web media hosting.

Ayes: Cryderman, Sutherby, Fisher, Hunwick

Nays: None

Absent: Bossardet

Motion Carried.

COMMITTEE REPORTS

**School Participation Committee**

Commissioner Hunwick stated that he feels there needs to be more involvement with the schools.

**Technical Committee**

None.

**Personnel Committee**

None.

**Facilities Committee**

None.

MANAGER'S REPORT

**Technical Report:**

Equipment: Modified telescoping tennis camera support to provide Cannon camera capability.

Maintenance: Replaced 2 cooling fans in edit station #4. Changed Tricaster HDMI cables to resolve issues with the curser. Replaced backup batter in 'Exit' sign. Installed drivers and printer on PC in studio. Updated inventory.

**Production Report:**

John Oetjens gave an update on new school programming projects and activities.

This week the station will be assisting a group of 5<sup>th</sup> graders to create a PSA about the hazards of smoking. On May 8, 2014, the station will be shooting an episode of a former program called *ReMix*.

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A column in the Newsletter highlighting an 'Employee of the Month' was added to the May newsletter. For the month of April, the production staff averaged a total of 148.08 hours per week, producing multiple programs.

**Manager's Report**

Manager Service shared a copy of an article written by C.J. Carnacchio in last week's *Oxford Leader*, highlighting all the changes at the station.

**COMMISSIONER COMMENTS**

Chairman Cryderman stated that Ron Davis, Director of the Oxford Township Parks and Recreation Department, has indicated that he would like to attend the May 19, 2014 OACCC meeting to begin a dialogue with the Commission regarding moving the studio to the proposed Oxford Community Center.

Chairman Cryderman also shared some information regarding the possible merger of Charter and Comcast.

**PUBLIC COMMENTS**


None.

**ADJOURNMENT**

Commissioner Hunwick moved, Commissioner Sutherby seconded, to adjourn the meeting at 5:32 p.m.

Ayes: 4                      Nays: 0                      Absent: 1  
Motion Carried

  
Melvin Cryderman, Chairperson

  
Charlene Sutherby, Vice-Chairperson

6-23-14  
Date Approved  
/smm