

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JUNE 23, 2014

MANAGER'S REPORT

Production Report

A total of 45 regular programs were produced this month. The crew also produced 11 promotion/informational spots, including channel change information, schedule information, parks information, Station ID, sports and the Burdick Street closure. Weather alerts were also run during recent severe weather.

There have been over 1,000 hits on YouTube for some of the programs. This month the station assisted the Middle School Thespians by producing the Lone Ranger Radio Reenactment.

A special program about the Enbridge pipeline will be produced soon.

The Oakland Press and Oxford Leader have recently given the station great coverage. The program schedule will soon be included on the Village website.

Manager's Report

The station will be awarded with the American Legion's Department of Michigan Best Electronic Media Award for the fifth year. The award will be presented on June 28, 2014 in Livonia, MI.

There are three upcoming specials:

1. An electric boat race at Elks Lake on June 26, 2014;
2. The Leonard Strawberry Festival on July 29, 2014; and
3. The Lone Ranger Parade

COMMISSIONER COMMENTS

Commissioner Bossardet wished everyone a happy and safe 4th of July.

Chairman Cryderman stated that he is happy to have Director Service at the station.

PUBLIC COMMENTS

None.


ADJOURNMENT

Commissioner Sutherby moved, Chairman Cryderman seconded, to adjourn the meeting at 6:12 p.m.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried


Melvin Cryderman, Chairperson


Charlene Sutherby, Vice-Chairperson

7-28-2014

Date Approved

/s/mm

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
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A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, June 23, 2014 at the Oxford Veteran's Memorial Civic Center, 2nd Floor, 28 N. Washington St., Oxford, MI 48371.

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

Members Absent: None

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, Attorney Robert Davis, Oxford Township Treasurer Joe Ferrari, Oxford Township Parks & Recreation Director Ron Davis, and one cameraman.

Chairman Cryderman called the meeting to order at 4:00 p.m.

Respects to the Flag

APPROVAL OF THE AGENDA

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

To add item 9.D. under New Business – Information from the Insurance Company and move current item 9.D. to 9.E.

Ayes: 5 Nays: 0 Absent: 0
Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Hunwick moved, Commissioner Sutherby seconded, to approve the minutes of April 28, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0
Motion Carried.

Commissioner Hunwick moved, Commissioner Sutherby seconded, to approve the minutes of May 19, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0
Motion Carried.

BILL REVIEW

Commissioner Fisher moved, Chairman Cryderman seconded, to approve the bill run for 05/19/14 – 06/16/14 in the total amount of \$24,380.54, as presented.

Ayes: Hunwick, Fisher, Cryderman, Sutherby, Bossardet
Nays: None
Absent: None
Motion Carried.

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Commissioner Sutherby moved, Commissioner Fisher seconded, to receive and file the Revenue and Expenditure Report for Period Ending 05/31/2014, as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

Commissioner Bossardet moved, Commissioner Fisher seconded, to approve the Invoice GL Distribution Report for 05/01/14-05/31/14.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

UNFINISHED BUSINESS

OACCC Action Items from 05/19/14 Meeting

Chairman Cryderman reviewed the OACCC Action Item Log.

Legal Bill from Kitch Drutchas Wagner Valitutti & Sherbrook

Commissioner Hunwick moved, Commissioner Fisher seconded, to set this item aside until the July 28, 2014 meeting.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

NEW BUSINESS

Presentation on Proposed Community Center-Parks & Recreation Director, Ron Davis

Oxford Township Parks & Recreation Director Ron Davis extended an invitation to the Commission to consider the possibility of moving the station into the proposed community center if the bond proposal passes.

Oxford Township Treasurer Discussion on OCTV Financials

Oxford Township Treasurer Ferrari offered counsel regarding relying on the Township bookkeeping rather duplicating the process in-house.

OCTV Manager Proposal to make Teri Stiles a Full-Time, Salaried Employee

Commissioner Bossardet moved, Chairman Cryderman seconded, to set this item aside until the July 28, 2014 meeting.

Ayes: Bossardet, Sutherby, Cryderman, Fisher, Hunwick

Nays: None

Absent: None

Motion Carried.

Re-subscription for Leightronix Total Info

Chairman Cryderman moved, Commissioner Fisher seconded, to renew the annual subscription to Leightronix beginning 08/02/14 in the amount of \$987.00.

Ayes: Fisher, Cryderman, Sutherby, Bossardet, Hunwick

Nays: None

Absent: None

Motion Carried.

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Information from Insurance Company

Commissioner Fisher moved, Commissioner Sutherby seconded, to set this item aside until the July 28, 2014 meeting.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

Station Manager Performance Evaluation/Possible Closed Session as set forth in the Open Meetings Act at MCL15.268(A)

Open Session: To meet in Open Session to entertain a motion and take a roll call vote regarding calling a Closed Session for the purpose of:

Discussion to consider the Station Manager Performance Evaluation pursuant to MCL15.268(A).

Closed Session: If approved by requisite vote, to meet in Closed Session for the above stated purpose.

Open Session: To return to Open Session for the purpose of possible Board action with regard to the above Closed Session item.

Commissioner Fisher moved, Commissioner Sutherby seconded, to meet in Closed Session for the purpose of: Discussion to consider the Station Manager Performance Evaluation pursuant to MCL15.268(A).

Roll Call:

Ayes: Sutherby, Bossardet, Hunwick, Fisher, Cryderman

Nays: None

Absent: None

Motion Carried.

COMMITTEE REPORTS

School Participation Committee

None.

Technical Committee

None.

Personnel Committee

Commissioners Bossardet and Sutherby will be meeting to review job descriptions and will also review the proposed Production Manager position.

Facilities Committee

Commissioner Bossardet suggested meeting to discuss the proposal to re-locate the station to the proposed community center if the bond proposal is successful, as well as considering relocating into a new Village facility if one is built.