

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

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, July 28, 2014 at the Oxford Veteran's Memorial Civic Center, 2nd Floor, 28 N. Washington St., Oxford, Michigan, 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, Elgin Nichols, and one cameraman.

Chairperson Cryderman called the meeting to order at 4:00 pm.

Respects to the Flag

APPROVAL OF THE AGENDA

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

To set aside item 8.D. Legal Bill from Kitch, Drutchas, Wagner, Valitutti & Sherbrook

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Hunwick moved, Chairman Cryderman seconded, to approve the minutes of June 23, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

BILL REVIEW

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the bill run for 06/30/14-07/14/14 in the total amount of \$15,431.28, as presented

Ayes: Hunwick, Bossardet, Sutherby, Cryderman, Fisher

Nays: None

Absent: None

Motion Carried.

Commissioner Sutherby moved, Chairman Cryderman seconded, to receive and file the Revenue and Expenditure Report for Period Ending 07/31/14, as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

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

Commissioner Fisher moved, Commissioner Bossardet seconded, to approve the Invoice GL Distribution Report for 06/01/14-06/30/14.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

UNFINISHED BUSINESS

OACCC Action Items from 06/23/14 Meeting

Commissioner Fisher reviewed the OACCC Action Item Log.

OACCC Inter-local Agreement

The agreement will now be circulated to Addison Township, the Village of Leonard and the Village of Oxford for their approval and signature.

OACCC By-Laws

Commissioner Bossardet moved, Commissioner Fisher seconded, to make the following corrections/changes to the By-Laws:

1. Page 1, item 4 – remove the word “Charter” before “Township of Addison” as it is not a charter township.
2. Page 2, item 5 – delete the last sentence of the last paragraph.
3. Page 2, item 6 – make the following changes to the second sentence in the paragraph: “Regular meetings shall be held monthly on the 4th Monday of the month.”
4. To make any necessary grammatical and/or typographical errors as required.

Ayes: Sutherby, Cryderman, Fisher, Hunwick, Bossardet

Nays: None

Absent: None

Motion Carried.

Legal Bill from Kitch, Drutchas, Wagner, Valitutti & Sherbrook

This item was set aside.

Request to make Teri Stiles a Full-Time, At-Will Employee with Contract

Commissioner Hunwick moved, Commissioner Sutherby seconded, that the OACCC will provide a labor agreement to Teri Stiles with a proposed salary of \$31,200.00 annually, to include health insurance at the present rate of \$7,200.00 annually with ten (10) days paid time off.

Ayes: Cryderman, Fisher, Hunwick, Bossardet, Sutherby

Nays: None

Absent: None

Motion Carried.

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

Commissioner Bossardet moved, Commissioner Cryderman seconded, to ask attorney Bob Davis to draw up a contract to be executed between the OACCC and Teri Stiles.

Ayes: Fisher, Hunwick, Bossardet, Sutherby, Cryderman

Nays: None

Absent: None

Motion Carried.

NEW BUSINESS

Insurance Bill from Gandolfi Agency

Commissioner Sutherby moved, Commissioner Fisher seconded, to renew the insurance policy with Michigan Community Underwriters in the amount of \$8,629.50 and authorize Chairman Cryderman to sign the agreement.

Ayes: Hunwick, Bossardet, Sutherby, Cryderman, Fisher

Nays: None

Absent: None

Motion Carried.

OACCC Financial Audit Results

Commissioner Fisher moved, Commissioner Hunwick seconded, to receive and file the 2013 Audit from Post, Smythe, Lutz & Ziel.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

Document Retention

Chairman Cryderman moved, Commissioner Bossardet seconded, to place this item on the August 25, 2014 agenda.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried

COMMITTEE REPORTS

School Participation Committee

None.

Technical Committee

None.

Personnel Committee

None.

MANAGER'S REPORT

Production Report

This month the big production project was the Leonard Strawberry Festival. The OCTV crew was out in full force with two camera/reporter crews so that we could actually capture the spirit of the individual spirit, as well the community energy of this festival. In addition to this full-time community event, OCTV also covered the major 4th of July events in the Oxford Community. The crew is continuing to provide a presence in the community, completing 85 productions for the month.

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

Manager's Report

Manager Service invited all Commissioners to visit the station to meet the employees and see how things are being done. He requested help at the station's tent during the Lone Ranger celebration on August 2nd. He stated that cameras will be covering the parade from multiple locations. The station will also have an entry in the parade.

Manager Service played the video production that will be playing on a continuous loop in the station's tent during Lone Ranger Days.

COMMISSIONER COMMENTS

Commissioner Fisher stated the video was great and offered congratulations to Teri Stiles.

Commissioner Bossardet congratulated Manager Service and the station for receiving the American Legion award once again. She stated that she enjoyed Mr. Oetjen's program "My Life" featuring Manager Service. She also stated that she has enjoyed the Yoga in the Park program, and that she would like to see Ellen doing more shows. Ms. Stiles stated that Ms. Waara is trying to work around her full-time job.

Commissioner Sutherby also enjoyed the "My Life" program featuring Manager Service. She also suggested the elimination of line 6 on the proposed wages sheet.

Chairman Cryderman stated that he also enjoyed the video.

Chairman Cryderman stated that due to other obligations, he will be stepping down as Chairman of the Commission. This item will appear on the August 25, 2014 agenda.

PUBLIC COMMENTS


None

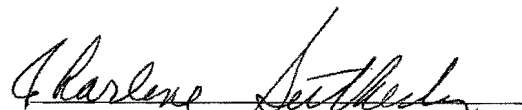
ADJOURNMENT

Commissioner Sutherby moved, Commissioner Fisher seconded, to adjourn the meeting at 5:24 p.m.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried


Melvin Cryderman, Chairman


Charlene Sutherby, Vice Chairperson

Date Approved
/smm