

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,  
MONDAY, AUGUST 25, 2014

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, August 25, 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), Susan Bossardet (Secretary), Ed Hunwick (Oxford Township) and Lori Fisher (Treasurer)

Members Absent: None

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, and Elgin Nichols.

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

Respects to the Flag

APPROVAL OF THE AGENDA

Commissioner Sutherby moved, Commissioner Bossardet seconded, to approve the Regular Meeting Agenda of August 25, 2014 as presented.

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 July 28, 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 07/28/14 – 08/11/14 in the total amount of \$26,319.91, as presented.

Ayes: Hunwick, Fisher, Cryderman, Sutherby, Bossardet

Nays: None

Absent: None

Motion Carried.

Commissioner Sutherby moved, Commissioner Fisher seconded, to receive and file the Revenue and Expenditure Report for Period Ending 08/31/2014, as presented.

Ayes: 5                      Nays: 0                      Absent: 0

Motion Carried.

Commissioner Fisher moved, Commissioner Bossardet seconded, to approve the Invoice GL Distribution Report for 07/01/14-07/31/14.

Ayes: 5                      Nays: 0                      Absent: 0

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Motion Carried.

UNFINISHED BUSINESS

**OACCC Action Items from 07/28/14 Meeting**

Chairman Cryderman reviewed the OACCC Action Item Log.

**OACCC Inter-local Agreement**

Discussion only. No action.

**OACCC By-Laws**

Discussion only. No action.

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

Discussion only. No action.

**Contract for Teri Stiles**

Discussion only. This item was set aside until the 09/22/14 meeting.

**Document Retention**

Discussion only. No action.

**Employee Handbook**

Discussion only. No action.

NEW BUSINESS

**Resignation as Chairman by Commissioner Cryderman**

Commissioner Sutherby moved, Commissioner Bossardet seconded, to accept the resignation of Commissioner Cryderman as Chairman of the OACCC.

Ayes: 5                      Nays: 0                      Absent: 0

Motion Carried.

**Election of New Chairperson**

Commissioner Bossardet nominated Commissioner Hunwick as Chairman.

Commissioner Sutherby seconded the nomination.

Commissioner Hunwick accepted the nomination.

Ayes: 5                      Nays: 0                      Absent: 0

Motion Carried

**Budget Amendment to Adjust Computer/Accessories Line Item**

Commissioner Fisher moved, Commissioner Cryderman seconded, to move \$5,100.00 out of Contingency (296-851-890.000) and apply it to Computer & Accessories (296-851-977.004).

Ayes: Sutherby, Cryderman, Fisher, Hunwick, Bossardet

Nays: None

Absent: None

Motion Carried.

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**Proposed One-Year Equipment Plan**

Commissioner Cryderman moved, Commissioner Fisher seconded, to purchase the equipment listed on pages 38 and 39 of the packet in the amount of \$23,550.00 and attach those pages as a copy to these minutes, with monies to come from Fund Balance (296-000-402.000).

Ayes: Sutherby, Cryderman, Fisher, Hunwick, Bossardet

Nays: None

Absent: None

Motion Carried.

COMMITTEE REPORTS

**School Participation Committee**

Commissioner Hunwick will be meeting with the school to seek more academic involvement at the station. He would like to explore starting a program whereby students are given credit for production and programming classes.

**Technical Committee**

None.

**Personnel Committee**

Commissioners Bossardet and Sutherby continue to review job descriptions.

**Facilities Committee**

Commissioner Cryderman suggested that the Committee look into moving to another location to reduce the cost of rent and improve the visibility of the station.

MANAGER'S REPORT

**Production Report**

The big production project for the month was the Lone Ranger Days Parade and subsequent events. The crew covered the event with three cameras and three reporter crews in order to capture the spirit of the community. In addition to this full-community event, OCTV also covered the community band camp for the first time. This coverage resulted in substantial revenue for DVD sales.

A cooking pilot was also shot called "Connie's Kitchen." This program will be aired before the end of the month.

**Crew and Production**

One of our valuable editors, Ryan Myer, returned to college and is no longer available to us. For the present time, Dan Zwierz will be taking over some of Ryan's projects. The OCTV crew continues to be ever present in the community. Sixty-nine productions were completed this month.

**Manager's Report**

Thirty families have requested copies of the Band Camp program. To date, the station has received \$4,055 in revenue. More and more people are purchasing DVDs and the community is becoming increasingly aware of what a great local television station they have.

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Manager Service also requested that the Commission consider the future location of the station. The current location is not the most convenient for a number of reasons, e.g. busy parking lot, dust, noise and a lack of visibility to the community. He also requested that the Commission consider the risk to the amount of franchise fees given to the station when there is such a large fund balance.

COMMISSIONER COMMENTS

Commissioner Hunwick stated that he appreciates the Commission's vote of confidence by electing him as Chairman and hopes he lives up to expectations.

Commissioner Fisher thanked Commissioner Cryderman for his years of service as Chairman.

Commissioner Bossardet also thanked Commissioner Cryderman. She also brought up the forms that were included in the Risk Management report. Commissioner Fisher stated that she and Commissioner Hunwick will handle these forms as part of their review of the Employee Handbook.

Commissioner Sutherby stated that the station is doing a great job. The coverage of the Leonard Strawberry Festival was excellent. She also thanked Commissioner Cryderman for all his hard work.

PUBLIC COMMENTS

None.

ADJOURNMENT

Commissioner Sutherby moved, Commissioner Cryderman seconded, to adjourn the meeting at 5:59 p.m.

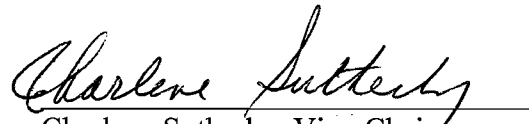
Ayes: 5

Nays: 0

Absent: 0

Motion Carried

  
Melvin Cryderman, Chairperson

  
Charlene Sutherby, Vice-Chairperson

\_\_\_\_\_  
Date Approved

/s/mm

**PROPOSED 1 YEAR EQUIPMENT PLAN**

**OCTV**

**MAR 24, 2014**

**PAGE 1**

**REVISED 1, AUG, 2014**

**1. REMOTE SPORT SWITCHER AND EDIT STATION**

- A. ROLAND VR-50 HD VIDEO & AUDIO BOARD  
HIGH DEFINITION PRODUCTION  
MULTI-DEVICE INPUTS AND OUTPUTS  
UP TO 4 CAMERA HDMI INPUTS  
4 SDI INPUTS

**\* NOTE**

FOR MORE INFORMATION GO TO  
"WWW.SWEETWATER.COM

SEARCH....ROLAND VR-50HD			7,600.
A-1. 1 EA.....GATOR GXDF-1919-7-TSA HARD C ASE FOR SWITCHER STATION.			200.
B. 1 EA ... LAP-TOP DELL COMPUTER (SPORTS) (FOR GRAPHICS INPUT TO SPORTS SWITCHER)			400.
C. 1 EA.....BREAK-DOWN TABLE FOR SWITCHER.			200.
D. 2 EA ...2TB HARD DISKS			200.
E. 2 EA .....PORTABLE HARD DRIVE S			150.
F 3 EA ....USB STICKS 8 GB \$ 30. EA			100.
G. 2 EA....CAMERAS SONY AVC HD-NX-5U \$ 3,800 EA			7,600.
H. 2 EA....LILIPUT 7" COLOR CAMERA MONITORS \$ 250. EA			500.
H. 3 EA ...HDMI CABLE(200 FT) \$ 200 EA			600.
3 EA HDMI AMPLIFIERS \$ 300 EA			900.
I. 1 EA..CAMERA WIRELESS AUDIO COMMUNICATIONS H EAD -SETS SYSTEM TO//FROM CAMERA TO CONTROL			3,000.
J. 2 EA...TRI-PODS \$ 500 EA			1,000.
2 EA... TRI-POD CASTER KIT \$ 50. EA			100.
K. 3 EA....TALLY LIGHTS \$ 300. EA			900..
A. 3 EA TALLY LIGHT CORDS 200 FT \$ 100. EA			100.
		<b>SUB TOTAL</b>	<u>\$23,550</u>
			<u>\$23,550.</u>

\*NOTE  
IN LEAU OF WIRED TALLYLIGHT SYSTEM....  
3 EA....TLLEY LIGHT CONTROLERS WIRELESS  
\$ 2000.

**PROPOSED 1 YEAR EQUIPMENT PLAN      OCTV**

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2	1 EA.....CD -VIDEO //AUDIO RECORDER	300.	
		\$ 300.	\$ 300.

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**3 EDITING DIRECTOR / PRODUCER:**

A.	1 EA ...LAP-TOP COMPUTER WI-FI CAPABLE DELL	400.	
B.	1 EA ... PRINTER (WIRELESS)	250.	
C.	1 EA... SWIVEL LAP-TOP SUPPORT	100.	
		\$ 750.	\$ 750.

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**5. MISC.**

A.	3 EA ...20 VOLT 12-15 AMP ELECTRICAL EXTENSTION CORDS 100' FT.                      \$ 50 EA	150.	
B.	1 EA...DOT-LINE, HANDS-FREE VIDEO CAMERA STABALIZER DL-0370 B&H	100.	
C.	1 EA COLOR MONITOR 50' INCH HDMI IN-PUTS & OUTPUTS	800.	
D.	1 EA HARD CASE FOR SPORTS COMPUTER (LAP-TOP)	200.	
E.	SOFTWARE MISC. FOR STREAMLINE	1,000.	
F.	NEW/BACKUP COMPUTER FOR TIMING ROOM (TRAFFIC ROOM) REPLACE OLD !	700.	
		\$ 2,950.	\$ 2,950

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**FINAL \$ 27,550**