

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING.
MONDAY, SEPTEMBER 22, 2014

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, September 22, 2014 at the Oxford Veteran's Memorial Civic Center, 2nd Floor, 28 N. Washington St., Oxford, MI 48371.

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

Members Absent: None

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

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

Respects to the Flag

APPROVAL OF THE AGENDA

Commissioner Fisher moved, Commissioner Cryderman seconded, to approve the Regular Meeting Agenda of September 22, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Cryderman moved, Commissioner Sutherby seconded, to approve the minutes of August 25, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

BILL REVIEW

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the Income and Expense Report for 08/25/14 – 09/08/14 in the total amount of \$16,703.52, as presented.

Ayes: Hunwick, Fisher, Cryderman, Sutherby, Bossardet

Nays: None

Absent: None

Motion Carried.

Commissioner Sutherby moved, Commissioner Cryderman seconded, to receive and file the Revenue and Expenditure Report for Period Ending 09/30/2014, as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

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Commissioner Fisher moved, Commissioner Bossardet seconded, to approve the Invoice GL Distribution Report for 08/01/14-08/31/14.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

UNFINISHED BUSINESS

OACCC Action Items from 08/25/14 Meeting

Chairman Hunwick reviewed the OACCC Action Item Log.

OACCC Inter-local Agreement

Discussion only. No action.

Employment Offer for Teri Stiles

Commissioner Cryderman moved, Commissioner Fisher seconded, to hire Teri Stiles as the interim production manager on a month to month basis following the document presented by the Personnel Committee.

Commissioner Cryderman moved, Commissioner Fisher seconded, to revise the above motion, adding "*until the attorney review of the job description is complete.*"

Ayes: Fisher, Hunwick, Sutherby, Cryderman

Nays: Bossardet

Absent: None

Motion Carried.

Document Retention

Discussion only. No action.

Employee Handbook

Discussion only. No action.

NEW BUSINESS

Creation of Committee for OCTV Relocation

This item was removed from the agenda.

Accounting Services

Commissioner Bossardet moved, Commissioner Fisher seconded, to set this item aside.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

Station Manager Contract Negotiation/Possible Closed Session as Set Forth in the Open Meetings Act at MCL 15.268(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's Contract Negotiation pursuant to MCL15.268(A).

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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.

Chairman Hunwick moved, Commissioner Sutherby seconded, to meet in Closed Session for the purpose of: Discussion to consider the Station Manager's Contract Negotiation pursuant to MCL15.268(A).

Roll Call:

Ayes: Sutherby, Bossardet, Hunwick, Fisher, Cryderman

Nays: None

Absent: None

Motion Carried.

COMMITTEE REPORTS

School Participation Committee

The Committee met with school representatives. The meeting was very productive and the school is reception to working with the station. Manager Service is working on a proposal, with the goal of beginning programs in January.

Technical Committee

None.

Personnel Committee

None.

Facilities Committee

None.

MANAGER'S REPORT

Production Report

A new intern started on September 10, 2014. She is earning internship hours to satisfy Rochester College broadcast requirements, and will then move on to Specs Howard School of Broadcast Arts.

The station has been contacted by the Michigan Association of School Boards, inviting the students who performed the radio version of the Lone Ranger at the studio to again perform the production in Lansing at the annual association meeting.

Production meetings with representatives from Oxford Schools have resulted in the possibility of creating a student-based broadcast club, sanctioned by the school.

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Crew and Production

In September, we introduced a community show called *Local Fellowship*, highlighting the churches and their clergy. This will be a bi-monthly program. Additionally, 88 productions were completed for the month.

Manager's Report

The order has been placed and a check sent for the new sports switcher, two cameras, two tripods and two dollies.

The station has sold \$100.00 in DVDs for the Oxford/Lake Orion football game. The game was also shown at the 24th Street Tavern the day following the game, and five more copies were sold.

The first *Local Fellowship* program featuring the Immanuel Congregational Church has aired. The next program will feature Holy Cross Lutheran Church.

Tickets to the Renaissance Festival were given out to viewers this year. Two hundred tickets were distributed in three weeks.

Manager Service and Teri Stiles met with Gary Elzerman for *Our Community*. Mr. Elzerman is a nationally awarded chainsaw artist.

COMMISSIONER COMMENTS

Commissioner Cryderman stated that the Commission needs to begin working on the 2015 budget. Commissioner Fisher stated that preliminary discussion will begin in October, with finalization in November.

Commissioner Bossardet asked how many signed up for the class through Parks & Recreation. Manager Service stated that no one signed up for the class.

Chairman Hunwick asked why public comment is on the agenda twice. Commissioner Sutherby explained that initially public comment was only heard at the end of the meeting. The public comment at the beginning of the meeting was added so that residents did not have to sit through the whole meeting before being able to comment.

PUBLIC COMMENTS

None.

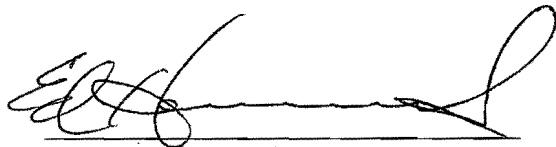
ADJOURNMENT

Commissioner Fisher moved, Commissioner Sutherby seconded, to adjourn the meeting at 5:16 p.m.

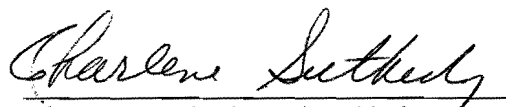
Ayes: 5 Nays: 0 Absent: 0

Motion Carried

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Ed Hunwick, Chairperson



Charlene Sutherby, Vice-Chairperson

10-27-14
Date Approved
/smm