

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,
July 27, 2015

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, at the Addison Township Government Offices, 1440 Rochester Rd, Addison, MI 48367.

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

Members Absent: Ed Hunwick (Chairman, Oxford Township) - Excused

Also Present: Station Manager Bill Service, Dave Kenny.

Vice-Chair Char Sutherby 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 June 22, 2015 as presented.

Ayes: 4 Nays: 0 Absent:

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Fisher requested corrections to June minutes to amend zero absentees and remove Inter-local signatures from "Unfinished Business."

Commissioner Cryderman moved, Commissioner Fisher seconded, to approve the June 22, 2015 with corrections.

Ayes: 4 Nays: 0 Absent:

Motion Carried

BILL REVIEW

Commissioner Fisher moved, Commissioner Cryderman seconded, to approve the Expense/Revenue Bill Runs for Approval - 6/29/15, 7/13/15 in the total amount of \$18,907.41 as presented.

Ayes: 4 Nays: Absent: 0

Motion. Carried

Commissioner Fisher moved, Commissioner Cryderman seconded, to receive and file the Year To Date Revenue and Expenditure Report for 2015 as presented.

Ayes: 4 Nays: Absent: 0

Motion Carried.

Commissioner Fisher moved, Commissioner Cryderman seconded, to receive and file the Invoice GL Distribution Report for June, 2015

Ayes: 4 Nays: 0

Motion Carried

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UNFINISHED BUSINESS

AT&T Audit Status - Hunwick

Dave Kenny reported list of expenses verses actual settlement with a net gain of \$3,465, including expense of last unpaid legal bill.

Fisher motioned, second by Sutherby to pay the final bill of \$787.50 from Kitch, Drutchas, Wagner, Valitutti, & Sherbrook and to consider the case closed with no further charges.

Ayes: 4 Nays: 0 Motion Carried

Cryderman motioned Fisher supported, to authorize the OCTV Office Manager to include a closure letter stating all future work on the AT&T project is complete, and signed by Chairman Hunwick, within the final payment to Attorney Mike Watza.

Ayes: 4 Nays: 0 Motion Carried

Television Service Provider Options - Service/Stiles

Positive visit with Brandon Township Supervisor, Kathy Thurman, to inquire interest. Looking to meet with Village of Ortonville Manager when he returns from vacation.

Employee Handbook - Fisher

Editing complete and working on digital updates, then will send to attorney for review.

Relocation Status - Service, Nichols

Bossardet motioned, Cryderman second, to set-aside for closed session discussion and to meet with Management team and Buck Cryderman to develop criteria worksheet.

Ayes: 4 Nays: 0 Motion Carried

NEW BUSINESS

Legal Bill re: AT&T Settlement - Hunwick

Motion to pay made in Unfinished Business

Combined Request for OCTV Software Updates) and Future Expenses - Nichols/Service

Cryderman motioned, second by Fisher to authorize Station Manager to spend up to \$4,200 for software updates and additional items listed on minutes attachment.

Ayes: 3 Nays: 1 (Bossardet) Motion Carried

Reallocation of AT&T Settlement Check - Fisher

Fisher motioned, second by Sutherby to increase Miscellaneous Revenue by \$10,915.00 and increase Expense Line Item Computers & Accessories by \$4,200

Ayes: 4 Nays: 0 Motion Carried

School Participation Committee: None

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT

Production Staff Meeting to keep on track

New York band trip - free from Rod Wright brought in \$520 to date with more anticipated.

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Another Leader story on OCTV Veterans Award for the 6th year in a row.

Congratulations letter from Congressman Mike Bishop.

Thanks to Commissioners Fisher, Sutherby, & Bossardet for attending studio Chamber Coffee event.

Monthly letter to BJ's Realty.

Commissioner motioned, Fisher second to receive and file Manager's Report.

Ayes: 4 Nays: 0 Motion Carried

COMMISSIONER COMMENTS

Commissioners Cryderman Oxford Township Audit shows Fund Balances as of December 31, 2014 \$554,062.

Commissioner Fisher responded to the Township Audit figures that while they are revenue figures, it is not money sitting in the bank, but represents expenditures that are used throughout the current operating year. This year's current revenue is only approximately \$47,000 to date due to timing issue of the lump sum schedule of the franchise checks. Thanks everyone for doing such a good job.

Commissioner Bossardet reminded of the upcoming Lone Ranger event.

Commissioner Sutherby commented on the good quality of the programming and appreciated the staff coverage of the Strawberry Festival.

PUBLIC COMMENTS

None

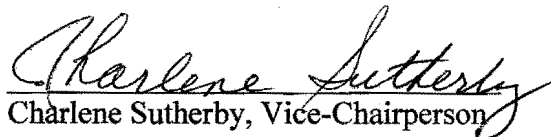
ADJOURNMENT

Commissioner Cryderman moved, Fisher seconded, to adjourn.

Ayes: 4 Nays: 0 Motion Carried



Ed Hunwick, Chairperson



Charlene Sutherby, Vice-Chairperson

Date Approved

/tls

OUTSTANDING UNPAID CREDIT CARD PURCHASES		
AURORA 3D SOFTWARE		\$40.50
SAMSON S-MIX		\$49.99
PLANNED RECURRING COSTS		
CHECKPOINT UTM-1 FIREWALL SOFTWARE RESUBSCRIBE EXPIRES 11/14/15		\$590.00
SYMANTEC ENDPOINT ANTI-VIRUS SOFTWARE RESUB. EXPIRES 12/5/15		\$510.00
ANTICIPATED EXPENSES		
ANTICIPATED DVD RESUPPLY PURCHASE IN OCTOBER 2015		\$420.00
ELGIN NICHOLS REQUEST FOR NEW SOFTWARE (SEE NEXT PAGE FOR DETAIL)		\$2,000.00
CURRENT OVERAGE OF 2015 \$7000 BUDGET FOR COMPUTERS/ACCESSORIES		\$328.11
TOTAL REQUEST FOR REALLOCATION OF AT&T SETTLEMENT CHECK		\$3,938.60
From 296.000.698.000 TO BUDGET LINE NUMBER 296.851.977.004		
note: These figures are based on OCTV quickbooks data and may vary temporarily from Oxford Township reporting due to timing of bill submittal vs. actual payment and reporting.		