

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, SEPTEMBER 25, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was September 25, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Vice Chair Charlene Sutherby called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Charlene Sutherby (Vice-Chairperson, Village of Leonard), Lori Fisher (Treasurer, Addison Township), Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford).

Absent: Sue Bossardet (Chairperson, Oxford Village) joined later.

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, Elgin Nichols, and Drew Benson of Benson Professional Services, LLC.

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn /seconded by Commissioner Fisher to approved agenda.

Ayes: 4 **Nays:** 0 **Motion:** Carried

5) APPROVAL OF MINUTES - Fisher motioned/second by Commissioner Hunwick

Commissioner Dunn pointed out minutes state a motion was made to hire Attorney Davis yet Dunn reviewed minutes back to 2013 and could find no motion. Dunn reiterated he does not think Davis should represent the OCTV.

Ayes: 4 **Nays:** 0 **Motion:** Carried

6) BILL REVIEW

A) OACCC Expense/Revenue Bill Run from 9/4/17 thru 9/18/17 in the amount of \$21,843.40

Fisher motioned to approve / seconded by Dunn.

Roll Call Vote **Ayes:** 4 **Nays:** 0 **Motion** Carried

B) OACCC Year to Date Revenue/Expenditure Report 2017

Dunn moved to receive and file/seconded by Fisher to receive and file.

Roll Call Vote **Ayes:** 4 **Nays:** 0 **Motion** Carried

C) OACCC Invoice GL Distribution Report for August 2017

Dunn moved to receive and file/second by Fisher.

Ayes: 4 **Nays:** 0 **Motion** Carried

7) UNFINISHED BUSINESS

A) **2017 Budget Revision** - Fisher

Fisher received copy of Township of Oxford audit, so an amendment is necessary, but wants to wait for the budget workshop, not yet scheduled. Fisher requested to Set-Aside for one more month.

Motion by Dunn to Set- Aside / second by Hunwick.

Ayes: 4 **Nays:** 0 **Motion:** Carried

B) **Facility Comparison** - Service

Station Manager gave commission architectural assessment, they had already received in June, 2017, to remind the commission of the estimated cost to build at Seymour Lake Park location.

Dunn motioned to move forward with architectural plans to move to Seymour Lake with a budget not to exceed \$300,000, total, including furnishings/second by Fisher.

Roll Call Vote **Ayes:** 4 **Nays:** 0 **Motion** Carried

C) **Capstone Project** - Fisher

Drew Benson, presented first: Phase I as a formal proposal to survey, though mailer instructions, throughout the OCTV viewing area, and an analysis of how Oxford

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Community Television engages the community. Phase II of the proposal will be an internal analysis of the internal function of the station and best practices.

Commissioner Dunn motioned not to pursue the professional services agreement/ No second motion failed.

Fisher motioned to pursue the survey with a budget up to \$7,500/second by Bossardet.

Roll Call Vote Ayes: 4 Nays: 1 Dunn Motion Carried

Fisher motioned to take the cost of the survey out of Fund Balance/second by Bossardet.

Roll Call Vote Ayes: 4 Nays: 1 Dunn Motion Carried

8) NEW BUSINESS

A) None

COMMITTEE REPORTS:

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT - John Oetjens, Russel Currier, Ashley Pointe, and OCTV received a letter from Senator John Reiley on the Philo Award for "My Life." The award was given by a panel of 45 judges from five different states with more than 2,000 entries. Connie and Kyle have been nominated for a Promotional Overall Excellence for their Unicorn Festival Promo.

PUBLIC COMMENTS -

Production Manager Teri Stiles reported on the five station tour attended in September. Sited improvements needed are Underwriting opportunities, full funding, extensive governmental involvement, and volunteer training programs.

COMMISSIONER COMMENTS - Congratulations to Kyle Snage from the board.

Commissioner Dunn -

Commissioner Fisher - Congratulations on the Awards

Commissioner Sutherby - Congratulations on the Awards

Commissioner Bossardet - Congratulations to the whole station on the Philo Awards

Commissioner Ed Hunwick - Congratulations to the station on the Philo Award

ADJOURNMENT


Commissioner Dunn moved, Commissioner Hunwick seconded, to adjourn at 5:10 p.m..

Ayes: 5

Nays: 0

Motion Carried


Sue Bossardet, Chairperson


Charlene Sutherby, Vice-Chairperson

10-23-17

Date Approved

/tls