

**Waterford Cable Commission**  
**AGENDA**  
**6:30 pm, Tuesday, March 19, 2019**  
**Town Hall, 3<sup>rd</sup> Floor Conference Room**

1. Approval of agenda
2. Approval of minutes
3. Correspondence and bills
4. Signal quality
5. Subscriber complaints
6. Report from Media Network
7. Report from Cable Coordinator
8. Comments
9. Adjourn



# Waterford Township Cable Commission

## Minutes of the Tuesday, January 15, 2019, Meeting

Members Present: Steven Thomas, Howard Heitzeg, Kathy Hepler, Laura Petrusha, Ken Fuerst, Bob Piggott, Gary Allison (Cable Coordinator)

Absent: Al Pavlish

Guests: Josh Bowren

The meeting was called to order by Chairperson Laura Petrusha at 6:30 p.m.

Roll Call.

Agenda – The motion to approve the agenda for, January 15, 2019 was made by Steve Thomas and supported by Ken Fuerst. Approved unanimously.

Minutes – The motion to approve the minutes from November 20, 2018 was made by Bob Piggott and supported by Kathy Hepler. Approved unanimously.

Election of Officers – Kathy Hepler motioned to re-elect current officers and Howard Heitzeg supported. Approved unanimously.

Chairperson – Laura Petrusha

Vice-Chairperson – Howard Heitzeg

Secretary – Bob Piggott

Correspondence and Bills – PEG and Franchise fees received from AT&T. Channel lineup change with Comcast. Sound system upgrade quote from Advanced Lighting and Sound. Motion to approve the ALS quote for \$10,842.00 made by Kathy Hepler and supported by Howard Heitzeg. Approved unanimously.

Signal Quality – No reported problems. Steve Thomas reported signal loss with AT&T at home. Gary Allison requested he forward further information to his office. Josh Bowren reported that a Media Network volunteer has reported an poor audio signal specific to the volunteer's program on AT&T. Josh Bowren believes that it is a problem with the show and not AT&T

Subscriber Complaints – No outstanding complaints.

Media Network Report – Josh Bowren reviewed the Media Network report. Following discussion, report was filed.

Cable Coordinator's Report – Gary Allison reviewed the Cable Coordinator Report. Following discussion, report was filed.

Adjournment – The motion to adjourn was made by Howard Heitzeg and supported by Bob Piggott. The motion was unanimously approved, and the meeting adjourned at 7:18 p.m.

Respectfully submitted,

Bob Piggott, Secretary

# Media Network of Waterford

## Organization Monthly Report – February 2019

### Executive Director Goals 2019

Increase our volunteer base by 40 volunteers by then end of the 2019 year.

Establish an ongoing working relationship with Waterford Mott and School Day Curriculum.

Facilitate broadcasting live from both the Media Network Studio and Mobile Television Truck

*-Wireless ability on social media is now available. Looking to push live to Comcast and ATT*

Create and execute a new Drone workshop for Waterford Residents.

Create a sport radio live simulcast with the new radio station.

Increase our visibility in the Township by helping volunteers promote their content on all platforms

Complete revamp of our program guide to facilitate our demographics better.

No issues with Comcast, Radio, ATT. Our internet broadcast links are working now. Ray McAllister has reported that the low audio problem has been resolved.

We have received our new Bingo License for the 2019 year. We plan on continuing our bingo fundraiser as long as it continues to show a normal or upward trend.

W2 and W3s have been processed and distributed to staff. W2gs are now being processed for our bingo winners for the 2018 year.

Media Network's new 2019 budget is still being input in to Quickbooks. January financial statement only shows expenses for January 2019.

Staff Member Whitney was out of the office for 4 weeks due to a knee surgery. Media Network staff took turns covering her duties while she was in recovery. A good testament to all staff knowing each other's duties for such events like this. She has now returned to work under doctor orders for limited movement.

Staff videotaped Waterford Mott Students performing "Spamalot". This is the last play of the year for 2018 seniors. They were very appreciative of our coverage for their special event.

We purchased a new portable light kit for the organization. We still have to purchase new microphones and audio board for the radio room.

Staff has been approached to produce commercial videos for a local business. Staff has also been approached by Magician Jason Hudy to rent our studio space for rehearsals. We will pursue both of these interests as a continued endeavor to seeking alternate funding.

We are developing a new electronic sign out sign in equipment form. This will allow us to track trends in equipment usage and allow for staff to better track where and who has equipment reserved. Staff will use a tablet in the office and will fill out and sign the electronic form.

Media Network was at Dinner and a Movie event showcasing our green screen photo booth technology. This event was put on by the Waterford Coalition. Media Network has done the green screen presentation in the past and is very popular with the participating families. Participants were emailed the photos instantly using our new Mifi hotspot device.

Media Network will be covering Taste of Waterford and providing our green screen photo booth during the event. This year's theme is camping.

Media Network staff and volunteer Jack from Under the Checkered Flag will be covering the annual AutoRama show at Cobo Hall in Detroit. We will be producing 3 episodes of this event.

Staff assisted with the following shows: Kids Bis, Nature Kid, Seniorcise, Poetry Leaves show, Hello Waterford, Victoria Rose Show, Inside Waterford, New Health Show (name TBA)

Our Kids Video Camp will be held on July 16-19, 2019 for ages 10-16. We will provide a similar format to last year which was very successful. Registration will again be through the Waterford Parks and Rec department.

We provided a green screen photo booth for the Waterford Coalition for Youth's Dinner and a Movie.

Powers Pow Wow Chat filmed 2 studio shoots.

Powers Pow Wow Road Show filmed a very interesting tour of the Masonic Temple in Detroit.

Several volunteers filmed a band at the Crofoot in Pontiac for broadcast.

Media Network is mourning the loss of volunteer Ron Fisher was a dedicated video person for the Oakland Sportmen's Club.

## **Township of Waterford**

Cable Coordinator Report February 2019

Submitted by Gary Allison

- **Audio System**
  - The budget amendment for a new audio system in the auditorium at town hall was approved by the board of trustees.
  - A purchase order was created and a check was cut for Advanced Lighting and Sound. We are currently waiting for a schedule of install from Advanced Lighting and Sound.
  - The install will happen in two stages due to equipment delivery. The majority of the system will be installed first. However, the new speakers that will go into the ceiling will happen sometime in March as the speakers are a special order specific for the auditorium.
  - During the two-stage install, we will not experience a down time. We will utilize the two front speakers between the installs.
- **Franchise and PEG fees**
  - 4<sup>rd</sup> quarter fees were paid by AT&T and Comcast, 3.2% above 2018 overall projections.
  - AT&T performed 2.7% below 2018 4<sup>th</sup> quarter projections.
  - Comcast performed 5.9% above 2018 4<sup>th</sup> quarter projections.
  - We are on target to perform above 2019 revenue projections at this time.
- **Broadcast Issues**
  - We experienced broadcast issues for the January 28, 2019 board of trustees meeting due to an encoder problem. At this time, the issue has been resolved by the IT department at Waterford School District.
  - We experienced an audio issue during the February 11, 2019 board of trustees meeting. Our audio was delayed a few seconds. We believe this to be an encoder issue and have made Waterford School District aware and they believe the issue to be resolved. All tests point to a resolution, at this time.
- **Broadcast system/playback**
  - Plans to replace the existing broadcast system currently used by Media Network and the Township are underway. We are currently looking at replacing the Leightronix system with Castus, which is also being utilized by the Waterford School District.
- **Budget Amendment**
  - The board of trustees approved a request to amend the cable department's 2019 budget for PEG services (Media Network). The budget committee failed to update the PEG services budget line, as submitted by the cable commission, prior to board approval, an oversight that wasn't caught until January 2019.

## **Township of Waterford**

Cable Coordinator Report March 2019

Submitted by Gary Allison

- State of the Township
  - Recording of the SoT went well and will broadcast on Channel 20 until July.
  - The SoT is currently in post-production.
- ZBA Meetings
  - The Cable Department has been recording special Zoning Board Appeals meetings and will no record all ZBA meetings in the future. These recordings are for an unofficial record only and not for broadcast.
- Library Open Mic Event
  - Tech scouting of LA Café was conducted for the library's open mic event on 3/21. The open mic will be recorded and broadcasted in an edited version.
- New Audio System
  - The new audio system in the auditorium is scheduled for install on 3/18 and 3/19.
- Summit Place Mall
  - We are scheduled to produce a "Mall Memories" episode around the demolition of the Summit Place Mall on 4/30.
- Clerk PSA
  - Recorded a PSA from the Clerk's office about voting.
- Inside Waterford
  - Produced two Inside Waterfords.