

**Waterford Cable Commission**  
**AGENDA**  
**6:30 pm, Tuesday, January 15, 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, November 20, 2018, Meeting

Members Present: Al Pavlish, Kathy Hepler, Laura Petrusha, Ken Fuerst, Bob Piggott, Gary Allison (Cable Coordinator)

Absent: Steven Thomas, Howard Heitzeg

Guests: Josh Bowren

The meeting was called to order by Chairperson Laura Petrusha at 6:43 p.m.

Roll Call.

Agenda - The motion to approve the agenda for, November 20, 2018 was made by Al Pavlish and supported by Bob Piggott. Approved unanimously.

Minutes - The motion to approve the minutes from October 16, 2018 was made by Kathy Hepler and supported by Ken Fuerst. Approved unanimously.

Correspondence and Bills – PEG and Franchise fees received from Comcast. MPSC survey submitted. Channel lineup change with Comcast. 2019 price changes for Comcast.

Signal Quality – No reported problems.

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 Bob Piggott and supported by Ken Fuerst. The motion was unanimously approved, and the meeting adjourned at 7:31 p.m.

Respectfully submitted,

Bob Piggott, Secretary

# Media Network of Waterford

## Organization Monthly Report – January 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

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 seem to be working now. Ray McAllister is complaining about low audio on ATT, but we have yet to find the problem.

We are purchasing new audio board, new microphones and a new portable light kit for the organization.

We did purchase the MiFi hotspot and did stream the Holiday Extravaganza in Pontiac to our Facebook page. Everything worked perfectly. We are very excited about streaming more programs live on location with this new MiFi hotspot. We also have a Media Network cellphone for volunteers to call when coordinating location shoots instead of trying to get a hold of staff personal phone numbers. A Network hotline so to speak.

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.

Media Network will be at the Dinner and a Movie event showcasing green screen technology. This event is 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.

Media Network conducted a year end volunteer party to thank volunteers for their hard work this year. Party was held at Waterford Mott High school December. Food, Broadcasters Band entertainment and a mock awards ceremony showcased the night.

Staff assisted with the following shows: Powers Pow Wow, Kids Bis, Nature Kid, Seniorcise, Parade of Horses in Metamora, Holiday Extravaganza Parade, Oakland County Sportsman's Club with Archery video, Poetry Leaves show

New show Hello Waterford will be highlighting events, township news, sports and interviews with local organizations in our community. Show is produced by Denise McLeod, using 5 volunteers as production crew.

Media Netowrk is mourning the loss of longtime volunteer and Board Member David Weyhing.

## **Township of Waterford**

Cable Coordinator Report January 2019

Submitted by Gary Allison

- Channel Streaming
  - We are currently considering new streaming services for the municipal channel and public access channel.
- Budget
  - 2019 Cable Department budget was approved by the board of trustees.
  - The board of trustees approved membership in PROTEC.
- Planning Commission meeting recorded
  - The Planning Commission meeting was recorded and broadcasted.
- SB 637
  - The bill passed both the house and senate. Coupled with the new FCC rulings, 2019 will be interesting as it comes to ROW and fees. We expect to see change as early as July 2019.
- NATOA, MINATO, & FCC
  - The cable department as decided to pass on joining NATOA; however, MINATO membership will continue.
- Audio System
  - A quote for a new audio system was received from ALS. Upon approval from the cable commission, the quote will go before the board of trustees for approval and installation will take place in February.
- New Set Pieces
  - Gardner-White of Waterford has graciously donated two chairs and a table to Media Network. They are the 2019 sponsors of a new show called Poetry Leaves.
  - Media Network will produce a 30 second commercial for Gardner-White at some point in 2019.
- Franchise and PEG fees
  - 3<sup>rd</sup> quarter fees were paid by AT&T, 12% above 2018 projections.
  - Overall, revenues performed 2% below projections due to a dramatic drop in Comcast revenue.

## **Productions**

Planning Commission Meeting