

**Waterford Cable Commission**  
**AGENDA**  
**6:00 pm, Tuesday, February 6, 2024**  
**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. Election of Officers
9. Comments
10. Adjourn



# Waterford Township Cable Commission

## Minutes of the Tuesday, November 21, 2023 Meeting

Members Present: Anthony Bartolotta, Jim Powers, Laura Petrusha, Janey Mosakoski, Tyler Soncrainte

Absent: Bob Piggott

Guests: Gary Allison, Josh Bowren

Chairperson Laura Petrusha called the meeting to order at 6:03 p.m.

Agenda – Jim Powers motions to approve the agenda for November 21, 2023, supported by Anthony Bartolotta. Approved unanimously.

Minutes – Jim Powers motions to approve the minutes for October 17, 2023, supported by Anthony Bartolotta. Approved unanimously.

Correspondence and Bills – Comcast 2024 price increases, Cable Commission vacancies memo.

Signal Quality – Nothing to report.

Subscriber Complaints – No outstanding complaint.

Media Network Report – Josh Bowren submitted and reviewed the Profit and Loss Statement and Organization Summary.

Cable Coordinator's Report – Gary Allison submits report for review.

Comments – No comments.

Adjournment – Jim Powers motions to adjourn, supported by Anthony Bartolotta. Approved unanimously. Meeting adjourned at 6:43 p.m.

Respectfully submitted,  
Gary Allison, Cable Coordinator

Township of Waterford  
Cable Coordinator Report February 2024  
Submitted by Gary Allison

- 2023 Year End Budget Review
  - 2023 Q4 fees have not been received as of this report.
    - 2023 PEG and Franchise Fees are expected to average .5% above 2023 projections once Q4 fees are submitted. This will be reported on the March 2024 report.
- Castus Broadcast System
  - AT&T encoders have been delivered.
  - With Comcast and AT&T encoders in possession, the Cable Department will be moving forward with the transition from Mott to Town Hall.
- HB 4965
  - The “Netflix” bill is still in the State Senate Oversight Committee.
- Comcast Franchise Renewal
  - The Cable Department initiated an early renewal for the Comcast Franchise to align with AT&T’s franchise timeline. Both companies will now renew in accord, the next renewal being in 2033.
    - AT&T and Comcast PEG fees are both 1.97%.
- School District Podcast
  - A weekly school district podcast is now being aired on Channel 10, 20, as well as 22. This is a cross-platform initiative to keep residents better informed.
- New Studio and Offices
  - The Supervisor’s Office and Cable Department are exploring the possibility to relocate the Media Network studio and offices to a proposed community center in the planning. This is an early exploration. No details at this time.

# Media Network of Waterford

## Organization Report January, 2024

### Staffer Bowren:

Comcast issues signal quality: Fixed the local cable distribution in the office, but it looks like garbage. Also had a Comcast complaint that our signal is very grainy. I went to a friend's house in Waterford and checked her Comcast quality on Channel 10 and it actually looked satisfactory. It seems the original analogue inconsistent weird signal problems of 25 years still exists today. I will check on it. Studio Tricaster switcher was sent to ALS and repaired successfully no issues to report. Cost of repair was estimated at \$225.00. We shot Dave LewAllen Podcast with Jim Johnson retired from 104.3 WOMC. This show/podcast is a paid rental for the organization. Renewed our bingo license for 2024. I've updated our Board of Directors and Bingo Chairpersons based on last year's changes. Successfully broadcast live the Oakland Holiday Extravaganza on all of our platforms. Live view count was about 150. Produced Oakland Holiday Extravaganza recap which featured Fran Anderson scholarships presentation and the big 5k race. Covered the 5<sup>th</sup> Annual Joy Drive at Overtime Grill. Very compelling story about how this grew over the years. Working with a new resident Randy Savagery. He's producing a comedy style podcast in the studio. Produced two shows so far. Spoke at the Waterford Friends of the Library Board of Directors meeting about Media Network of Waterford. This followed up with a tour of our facility where about 10 members of the Board attended. They are very interested in taking advantage of our services. Finished and distributed 2023 W2s to our staff. Filed our W3 with the SAA for 2023. Filed Michigan 5081 Annual Sales Tax Report (basically \$0) due to 501c (3) filing status. W2gs, which are filed with SSA and progressive bingo winners is not completed yet. Deadline is Feb 28<sup>th</sup>, 2024

### Staffer Hunt:

The 3rd Annual music festival has been set for July 20th 2024. One band has been signed already. We will be getting a committee together by the beginning of 2024 and get things rolling soon. Wildly Basic continues to record a show every month. Met with Kris Miller about a new podcast. Whitney is Co-hosting "Let's Talk about It" w/Kris. Two episodes have been filmed and released across multiple social media platforms. New shows every two weeks. Bingo has still been going very well. Player attendance also has been staying steady. New tickets came out and has been a big hit with players. Tricaster was fixed and has been working great. Have not seen any errors come through since coming back repaired. Continue to direct Sandy Kay new show "The Reality of ME" along with Denise. Continue directing Hello Waterford. It has taken off on social media. New show "Side Note" that covers what I describe as a live bulletin board. If a group wants to come in and discuss their event, election info etc. in detail instead of just running on the message board this show pin points that. This is opening to anyone that would like to host/interview. Whitney & Denise are putting together the first round of clips for the magnetic fishing/metal detecting show. Name was just picked out. MNOWs On Demand server is still back and forth when it comes to uploading and viewing shows. Hoping to get that moved over to the Cloud App with CastUs. Directing Powers Pow Wow studio show. Whitney filmed an episode of Jims Power of Rock N Roll Podcast. Filmed a PSA with Kim for the 2024 Election and how to submit ballots.

### Staffer Mcleod:

*No report submitted.*

### Staffer Casetti:

*No report submitted.*

## Media Network of Waterford Financial Report December 2023

REVENUE	Current	Budget	% of Budget
Bingo Income	23,181.00	35,000.00	66.23%
Fundraising	4,265	3,000	142.2%
Waterford Township	195,520.00	195,000	100.3%
<b>Total Revenue</b>	<b>222,966.00</b>		
<b>GROSS PROFIT</b>	<b>222,966.00</b>	<b>233,000.00</b>	95.693562231759700%
EXPENDITURES			
Capital Improvements	26,465.30	20,000	132.326500%
Digital Media	395.00	400	98.75%
Grants	1,750.00	2,000	87.50%
Health Insurance	36,464.37	40,000	91.1609250%
Insurance	5,011.17	4,000	125.2793%
Office Supplies	4,322.92	4,500	96.064888888888900%
Outreach	3,463.46	4,000	86.586500%
Payroll Expenses	69,243.21		
Taxes	7,340.94		
Wages	95,960.00		
<b>Total Payroll Expenses</b>	<b>172,544.15</b>	157,000	109.900732484076000%
Payroll Taxes	172	1000	17.200%
Postage and Delivery	95	100	95.00%
<b>Total Expenditures</b>	<b>250,683.37</b>	<b>233,000</b>	107.589429184549000%
<b>NET OPERATING REVENUE</b>	<b>-27,717.37</b>		