

Waterford Cable Commission
AGENDA
6:30 pm, Tuesday, April 18, 2017
Town Hall, 3rd 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, March 21, 2017, Meeting

Members Present: Ken Fuerst, Steven Thomas, Laura Petrusha, Al Pavlish, Gary Allison (Cable Coordinator)

Absent: Bob Piggott, Kathy Hepler, Howard Heitzeg

Guests: Josh Bowren, Dave Weyhing, Mark Herne

The meeting was called to order by Chairperson Laura Petrusha at 6:46 p.m.

Roll Call.

Agenda - The motion to approve the agenda for March 21, 2017 was made by Al Pavlish and supported by Ken Fuerst. Approved unanimously.

Minutes - The motion to approve the minutes from February 21, 2016 was made by Al Pavlish and supported by Ken Fuerst. Approved unanimously.

Correspondence and Bills – Cable Department received payment from the Waterford School District for streaming services.

Signal Quality – No reported problems.

Subscriber Complaints – Report shows that subscriber complaints are being handled in a timely manner via Comcast and AT&T. Complaints are up 55% from this time in 2016.

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. Steve Thomas inquired about AT&T services, primarily the company's relation to Direct TV, as well as the company's

mobile internet service. Additionally, Mr. Thomas inquired about cable providers other than AT&T and Comcast conducting business in Waterford, and whether they are restricted to operate. Gary Allison informed Mr. Thomas that there are no restrictions and that the Cable Department reaches out to cable providers annually inviting them to service Waterford Township.

Adjournment – The motion to adjourn was made by Steve Thomas and supported by Al Pavlish. The motion was unanimously approved, and the meeting adjourned at 7:33 p.m.

Respectfully submitted,

Gary Allison, Cable Coordinator

Media Network of Waterford

Organization Bi-Monthly Report - April 2017

Move to Waterford Mott

I think it's safe to say we are officially moved in. All outstanding projects have pretty much been taken care of. We still have lots to move out of the old studio. We anticipate starting this process very soon as the weather is starting to warm up.

WTV10 Broadcast Report

Our frame rate problem has been fixed. The fiber encoder shipped to us was in fact defective. With the help from Sam and Comcast he coordinated a replacement and installed the new equipment in a short amount of time. Now our Comcast Ch10 broadcast looks amazing.

We are having trouble connecting our computers to the playback server. We don't know what has caused this issue. This problem seems to only occur when you are inside the building. Staff is able to connect from home to the server. Josh has temporarily connected Whitney's computer to the playback server on a dedicated IP address so she can still operate playback. We still have to figure out why the other computers are not connecting.

Nexus/SCALA

The changeover to the Nexus bulletin board has gone well and has no issues. We are working having our own radio podcasts play under the messages.

On-Demand

The new on-demand website: www.waterford.viebit.com has worked out real well and we are happy with the quality and ease of upload new content to the on-demand server.

Media Network Facility/Operations

Equipment Problems / Repairs / Purchases

Looking to purchase:

New portable light kits for studio and field.

Extra batteries for existing HD camcorders.

Lavalier mic clips for studio microphones.

Recently Purchased:

Computer Monitors

Computer Towers

Memory Card Readers

Websites

We have added the new address and map of how to find us, as well as adding pictures of the new facility and we continue to tweak and adjust the look and functionality of this website.

Clerical/Data

Social Media Marketing

Media Network continues to utilize social media (Facebook/Twitter). Our posts have really increased in frequency. We have been learning how to post 360 degree photos as well as 3D-VR content and LIVE periscope content on social media. We have started an Instagram marketing campaign.

Staff Internal Calendar

Adding Staff, Studio and Truck shoots to the Google calendar has been a huge help in keeping staff coordinated. We will continue to use this service.

Staff Training

Training on Galaxy tablet to shoot, edit and upload for broadcast (ProDirector) to help train others to complete projects in the field or at home.

Training on Adobe Character Animator (For future cartoon show, and to train others)

Staff was training on the Radio Podcast equipment.

Staff will be training on Adobe After Effects this spring.

Staff continues to train with Board Member Jeff Decker on news style live broadcasting on Jeff Decker In Town

Workshops

Editing with Melinda learning Vegas.

Producing and Editing with Mott student Emily for Youtube.

Seniors And You

The S.A.Y (Seniors and You) Video group has been working on learning to edit projects, we also have two new senior volunteers, and will be working with the Waterford Garden Club.

Camera:

Capricia Murphy

Debbie Booth

Charles Molina

Danielle Anderson

Edward Daniels

Michelle Spann
Austin Baylor
Joel Pryor
Ethan Herne

Master Control:

Danielle Anderson
Edward Daniels
Michelle Spann
Austin Baylor
Joel Pryor
Ethan Herne

Field Camera:

Charles Molina
Danielle Anderson
Edward Daniels
Michelle Spann
Austin Baylor
Joel Pryor
Ethan Herne

Editing:

Brad Shaw- Michigan Rocks
Jeannie Richards- Real Talk
Kochavah Latham
Pamela Tomaszycski-Peacemakers International
Don Brown, Ron Hall – Oakland County Sportsmen’s Club Archery
Debbie Booth – Functional Fitness
Greg Mulsoff - Team 2612 Robotics
Aaron Miller – Mott Student

Production TV Truck:

Radio Show Tapings

Recovery Unfiltered – 2
Michigan Rocks – 1
Darren and Sam Show – 1
Kidz Biz -1
Deckers In Town -1

New Volunteers:

Sean Gillian

Productions/ Studio/Truck/Remote

Media Network of Waterford Shoots- Truck

Grayson 5th Grade Talent Show

Media Network of Waterford Shoots –Studio

Ask the Chiropractor

Seniorcise - 2 Productions
Senior Focus (SAY Produced)– 2
Michigan Rocks – 1
Real Talk -1
Oakland Hope PSA
Under the Checkered Flag News Segment
Functional Fitness News Segment
Leave a Legacy

Field Camera Shoots/Edits

Oakland Hope PSA for the Art Van Challenge
Diann's Keyboards – 4
Log Cabin Days
St. Benedict Church Mass
Around the World with Ray (Edit)
Oakland County Sportsmen's Club
First Robotics Competition - Districts
Taste of Waterford
Waterford Business Expo
Mott Play – Steve Campbell???

Staff Assisted Volunteer Productions:

Waterford Senior Focus – 2 Productions - (S.A.Y. Produced)
Diann's Keyboards – 4 (Editing)
Log Cabin Days
Meals On Wheels
Seniorcise -2
Michigan Rocks (Assist with studio & Edit)
Gate to Glory (Assist with Editing)
Under the Checkered Flag AutoRama 2017 3 episodes.
Inside Waterford
Ask the Chiropractor
Around the World with Ray-4 Productions
St. Benedict Church Mass
The Journey

New Shows

We will be taking part in airing the Michigan Municipal Conference.
Waterford News Now
Creation
In Town News
Thirst No More
Oakland County Tomorrow
Peacemakers International
St Benedict Church

Video Transfers

36 copies were completed

MNOW Radio Productions

Unity – 2 shows

Michigan Rocks -2 shows

Kidz Biz News – 2 Show

Get Real -1 Show

2017 Waterford Expo Podcast- 2 shows

Recovery Unfiltered- 1 Show

C2 Pipeline Group -4 shows

Community Outreach

MNOW Radio – Staffer Denise McLeod, with Whitney Hunt and volunteer Eunice Kiefer set up a booth for doing podcasts at the **2017 Waterford Business Expo**. they gave away candy and information about Media Network, and had 4 citizen’s sign up for workshops. People seem very receptive, go to mnowradio.org to listen to the shows.

Bingo – STAFFER Josh Bowren

No issues to report with bingo. Bingo continues to make a very good profit. Our quarter end paperwork is due. We are also drafting a new contract for Michigan Linked Progressive game with Walled Lake Central.

Access Monitor

Access Monitor was published in February and had a ton of really cool video tech news. Our next Access Monitor will be released in June 2017.

Public Relations/Branding

Staffer Denise McLeod

Has been experimenting with new software to design logos, posters, and social media informational banners that can be done quickly and in the field if need be.

Media Network Mock Awards Volunteer Celebration

Media Network of Waterford Awards Ceremony will not happen until February after we are settled into our new facility.

Special Staff Projects & Goals

Internet Radio Progress - STAFFER - Denise McLeod

We are attracting more users interested in creating pod-cast programming, and as we start to add license free music we will become more like a station with more people wanting to do music programs. As we move forward the goal of adding music and being able to broadcast live from Mott or from remote shoots like sporting events and parades, seems like a reachable goal. Also to add podcasts on to our televised C.G. for the communities listening pleasure.

Seniors and You (S.A.Y.) Group - STAFFER - Denise McLeod

The SAY group has picked up two new members which gives us seven members to shoot and edit senior programming throughout our area. The Waterford Senior Center now enjoys shooting Senior Focus, at Media Network studios instead of at the center because it is a professional studio and they like the atmosphere. The next step would be that our group can shoot, edit, and produce programming on their own as their confidence grows.

Media Network Intern Program - STAFFER - Diana Casetti

We will be having two high school interns join us for the month of May. This will be a win-win where they learn video production from the inside out and we have a couple extra hands to help us in day to day business activities. They will join us for about 3 hours per day, Monday - Friday.

Media Network Video Camp - STAFFER - Diana Casetti

Preparation for our 2nd Annual Kids Video Camp are well under way. We are holding it at the beginning of summer with hopes of attracting these students to produce programming or volunteer during their summer vacation when they don't have as many commitments. The program will run June 19-23, from 10am-4pm.

Media Network Social Media Marketing - STAFFER - Diana Casetti

Since there are so many different forms of social media and marketing in general, we are looking at ways to maximize the potential while trying to keep the workload manageable.

Show Posters- STAFFER - Whitney Hunt

Showcasing each program that has been or is being filmed at the Network by creating "movie Posters" for each program. We now have a handful of show posters hanging up along the lobby wall. There are still several shows that are currently being worked on.

Summer Events- STAFFER - Whitney Hunt

Jeff Decker branched out and started a new summer event now called Summer Beach Bash. Quake is being handled through someone else. We will help with promoting either or both events.

Township of Waterford

Cable Coordinator Report April 2017

Submitted by Gary Allison

Pre-production for two projects for 2017 have begun: The Waterford Township promotional video and the DPW documentary. Production could begin as early as June.

The PA system in the auditorium has been adjusted, though a proper equalization is still needed. The adjustment came after several complaints regarding room sound and not broadcast sound. Our broadcast sound is good. Additionally, an email was sent to department heads and others that use the auditorium for meetings stating standards and limits for PA operations.

The Waterford Regional Fire Department documentary "75" was submitted for consideration for the 2017 NATOA Government Programming Awards for Best Documentary.

Considerations for new editing software and computer are being made for the Cable Department.

A formal complaint regarding Comcast contractors operating within Waterford Township has been made to Comcast via the Cable Department. Several incidents where contractors have failed to properly install new cable lines by way of easements and right of ways have been reported by residents. The Cable Department informed Comcast that they were in danger of breaching the franchise agreement with Waterford Township. Comcast has taken immediate action to rectify each incident.

The 2017 Waterford Cable Commission Scholarship is now open to applications from graduating seniors that are Waterford residents. Applications are accepted until May 12, 2017.

A Town Hall meeting concerning subdivision roads was broadcasted and will air throughout the week until July.

The 2016 End of Year Report to the Township Board of Trustees was submitted and accepted.

2017 Major Productions

Township Promotional Video

DPW documentary

Civic Awareness Series