

**Waterford Cable Commission**  
**AGENDA**  
**6:00 pm, Tuesday, September 15, 2023**  
**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. Channel 20 Programming Discussion
9. Comments
10. Adjourn



# Waterford Township Cable Commission

## Minutes of the Tuesday, August 15, 2023 Meeting

Members Present: Jim Powers, Laura Petrusa, Janey Mosakoski, Bob Piggott, Tyler Soncrainte

Absent: Anthony Bartolotta

Guests: Josh Bowren, Gary Allison

Chairperson Laura Petrusa called the meeting to order at 6:05 p.m.

Agenda – Jim Powers motions to approve the agenda for August 15, 2023, supported by Bob Piggott. Approved unanimously.

Minutes – Jim Powers motions to approve the minutes for July 18, 2023, supported by Janey Mosakoski. Approved unanimously.

Correspondence and Bills – Gary Allison read the DirectTV Annual Report and a LCSA Metro Act letter.

Signal Quality – Nothing to report.

Subscriber Complaints – No outstanding complaints.

Media Network Report – Josh Bowren submitted a Profit and Loss Statement and an Organization Summary for review.

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

Comments – No comments.

Adjournment – Jim Powers motions to adjourn, supported by Laura Petrusa. Approved unanimously. Meeting adjourned at 7:04 p.m.

Respectfully submitted,  
Bob Piggott, Secretary

# Media Network of Waterford

## Organization Report September, 2023

### Staffer Bowren:

No issues to report with Comcast broadcast.

AT&T Uverse is still exhibiting broadcast problems on Public and Government Access Channels. Still looking for a replacement.

Studio Tricaster is exhibiting major problems with camera inputs. Looking to replace the input card with another one.

Finished our 2023 LARA Michigan Non-Profit Corporation update and filed with the State of Michigan. Due Oct 10<sup>th</sup>, 2023

Trying to get Quickbooks to auto pay of UIA taxes. (Unemployment) I currently file this manually every quarter.

We shot Dave LewAllen Podcast with Pontiac Mayor Tim Greimel

I was approached by Pontiac Mayor Tim Greimel to possibly start combing resources with their PEG channels.

Rotten Manor in Holly has contracted Media Network to produce content for their on property bulletin board TVs.

### Staffer Mcleod:

Mad Music & Arts Festival

Our event went well, on a beautiful day, Gray Allison did a great job as MC and the bands were awesome!

Alison Swanson reports that we had roughly, 600-700 people, (last year 400 people) the problem was that it was on the Same day as Dream Cruise weekend. When we chose the date Dream Cruise dates were not announced yet. We had a few vendors back out at the last minute but we powered on. (Whitney can discuss our budget and monies raised.) We had a meeting with Alison to decide if we would try and do another one in 2024, we decided to try one more time to see for sure of it continues to grow. We got great reactions that people enjoyed it, social media was very receptive to videos and pictures from it, with over 1200 views so our new date for 2024 would be July 20th.

### Productions

Powers of Rock - Editing 3 shows

Refuge In The Word - Produced and Edited- 3 show

The Reality of ME -1 Show

Mad Music Festival- PSAs 3

Taping Festival and editing band videos - 4

Pictures and social media-3

Sponsorship thank you- 2

Artwork on Tshirts, Banners

Festival itself

### Staffer Hunt:

The 2nd Annual Waterford Mad Music & Arts Festival went very well. We estimate around 600 people in and out the whole day. We did have a few vendors and non profits drop out due to family related conflicts. We met with Allison to talk about next years Festival and scheduled it for July 20th, 2024. We decided on that to avoid event conflicts with Dream Cruise or anything else happening. We collected \$525 in donations from the public. With a possible extra \$100 from Trevor's sister. I'll have to get with Josh to get the full break down of what was spent to what was saved. I do believe we were able to make a profit and have a fund to start with for next year.

DVDs and On Demand sent to the OCIA Board with Bill Carson.

Wildly Basic continues to record a show every month. Coming up Halloween Movies

New live scripts have been written in partnership with Gary A for Rotten Manor.

Bingo has still been going very well. Player attendance also has been staying steady.

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 began new magnetic fishing and metal detecting show. First location was Waterford Historical Society. Tried a few new locations to add into the first show.

MNOWs On Demand server is currently giving problems uploading shows.

Adding/updating website for current truck shoots, meetings, episodes etc.

New workshop with volunteer Chase to learn editing and video production. He will be coming around more to help with various shoots.

Directing Powers Pow Wow studio show.

Website radio tab has been updated to show all new shows.

**Staffer Casetti:**

Filmed and broadcast several Waterford Township Board Meetings.

Inside Waterford shoots featuring the Senior Center's Meals on Wheels program and the Western Oakland Transportation Authority's services.

Began planning for filming the Operation Good Cheer event at Oakland County International Airport on Dec 1st and 2nd.

Began planning for the filming of the demolition of the Stepanski Childcare Center.

## Media Network of Waterford Financial Report September 2023

REVENUE	Current	Budget	% of Budget
Bingo Income	15,000.00	35,000.00	42.86%
Fundraising	4,015	3,000	133.8%
Waterford Township	146,250.00	195,000	75.0%
<b>Total Revenue</b>	<b>165,265.00</b>		
<b>GROSS PROFIT</b>	<b>165,265.00</b>	<b>233,000.00</b>	70.929184549356200%
EXPENDITURES			
Capital Improvements	11,725.50	20,000	58.627500%
Digital Media		400	0.00%
Grants	1,750.00	2,000	87.50%
Health Insurance	23,547.00	40,000	58.8675000%
Insurance	2,506.00	4,000	62.6500%
Office Supplies	3,894.07	4,500	86.534888888888900%
Outreach	1,353.46	4,000	33.836500%
Payroll Expenses	67,938.12		
Taxes	4,447.85		
Wages	58,141.60		
<b>Total Payroll Expenses</b>	<b>130,527.57</b>	157,000	83.138579617834400%
Payroll Taxes	169	1000	16.900%
Postage and Delivery		100	0.00%
<b>Total Expenditures</b>	<b>175,472.60</b>	<b>233,000</b>	75.310128755364800%
<b>NET OPERATING REVENUE</b>	<b>-10,207.60</b>		

Township of Waterford  
Cable Coordinator Report September 2023  
Submitted by Gary Allison

- Broadcast System Install at Town Hall
  - Comcast received a quote from their manufacturer for an encoder and converter.
    - Quote total is \$3,160.00. **This is a roll call vote for approval or rejection as a recommendation to the Township Supervisor.**
    - Encoder and converter is needed prior to ALS relocation work.
- Gary Allison emceed the Mad Music & Arts Festival, promoted by Media Network of Waterford.
- Producing two radio shows (Powers of Rock-n-Roll) in September. Production is took the month of August off.
- Produced three new episodes of Inside Waterford, hosted by Gary Wall.
- Produced the recording of a special Planning Commission meeting.
- Produced the Waterford Business Recognition Awards Breakfast.
  - Broadcast of pre-recorded award show will air for the remaining year, 2023, on Channel 20.
- Produced the recording of Zoning Boards of Appeal meetings.
- Numerous cable issues from downed cables to outages due to August storms were prevalent, and handled by the cable department.
  - Comcast and AT&T responded well to outages.
    - Follow-ups were required by the cable department regarding downed cables. All reported downed cables have been addressed and fixed or removed.
- The Town Hall auditorium camera system experienced an outage due the effects of August storms for the August 28 Board of Trustees Meeting.
  - An audio recording of the meeting was broadcasted and replayed.
  - The camera system required reset at the NetGear box located in the control room, determined by ALS post-meeting.
- Preliminary Budget Meetings
  - The Cable Dept. is scheduled for September 22, 2023, at 8:30 a.m. to propose 2024 budget changes for the Cable Dept.
- Comcast Franchise and PEG Fees
  - Franchise and PEG fees for the 2<sup>nd</sup> quarter of 2023 submitted by Comcast were 0.6 % above projections.