



**Village of Oregon
Cable TV Committee Meeting and Oregon
Community Foundation**

Thursday, June 6nd, 2019

Firefly Coffee House

114 N Main St, Oregon, WI 53575

Approved
8-1-19

Oregon Foundation and Joint meeting of the Cable TV

1. Called to Order by Tom K. 7:40 a.m.
2. Roll Call.

Attended: Tom Kirchdoerfer, Paul Zwicker, Andy Weiland, Karleigh MacWilliams, Uriah Carpenter and Mark Miller.

Absent: Mike Hutzinger, Amanda Peterson and Judy Knutson.

3. Approval of Agenda: Moved by Uriah C., seconded by Karleigh M. Unanimously approved.
4. Approval of Minutes
 - a. April 4th, 2019 Meeting. Moved by Andy W. and seconded by Uriah C. Unanimously approved.
 - b. May 2nd, 2019 Meeting. Moved by Andy W. to approve with Uriah C. seconded. Unanimously approved,

5. Communications:

- a. G-Suite Website Implementation: Paul's e-mail's have been migrated, so that his can consolidate his e-mails. The Charter are not going to the G-Mails. The calendar's are next to move away from the generic G-mail calendar and move to a ocamedia.com calendar. We have had trouble with some Board e-mails being added to the Groups. Karleigh provided a personal e-mail which will be tried. We will update with Amanda's e-mail.
- b. Website Implementation: We have learned to add video content for availability can be done well with SquareSpace. Tim has done a great job organizing the content, so we can move to making the videos more easily available for purchase. We have made a change in the e-mail to info@ocamedia.com from the previous Charter.net.
- c. Paul Z. and Tom K. presented to the Village Board on May 20th. Three topics were discussed: 1) Fund the TDS costs and implementation for OCA which are approximately \$8,000. The question arose which is what are the available funds, which is about \$106,000. These funds are those which would also be used to update the system in the village board room(higher resolutions cameras). 2) Updated on Strategic progress. It is still Oregon Cable Access, but we need and are moving to Oregon Community Access. Also discussed updating by-laws and eliminating the committee to change the from the public entity guidelines. Will involve a re-work on the By-law changes and business status. Discussed

Memorandum of Understanding (MOU). Possible plans to have the changes made by December 31st, 2019. 3) Also discussed the closed capturing status. There are on-going costs which are a concern. The technology continues to develop to provide such ADA compliance, such as YouTube provides services. Maybe this will suffice. Currently, our funding is not adequate to pay for closed capturing.

6. Treasurer's Report:

- a. Reconciliation report is provided and the account is balanced to the bank statement.
- b. Profit and loss. Revenues for the village are in line. DVD sales revenues are up. The expenses are down, particularly in video equipment repairs. No new purchases have been made. The budget is supportive of funds being available to purchase equipment and computer resources.
- c. We have funds available so we want to look into equipment needs. Paul will put together items to purchase and the priority.
- d. Motion to accept the Treasurer's report was made by Andy W, and seconded by Paul Z. Unanimously approved.

7. Executive Report:

- a. Programming:
 - i. **2019 WI High School Boys Championships**, June 3rd. Views of 700 during and after the broadcast. Incomes of \$1,000 sponsorships. Crew payroll of about \$500. Hinkley Productions donated instant replay gear and additional equipment. Madison United Rugby is the governing body.
 - ii. **Summer Fest** - June 20-23. Event coverage at Fireworks, Main Tent Bands, Run/Walk, Car Show, Parade (Live)
 - iii. Purchasing new labor laws poster.
- b. Operations:
 - i. DVD Sales are up.
 - ii. TDS set to hook up mid-June.
 - iii. Computer upgrades: Graphic cards were updated. Webroot was implemented from Madison Computer Works. An invoice was received.
 - iv. Data storage systems to manage the large video files such as NAS. Mark has some quotes which will share with Uriah. Work flows will be impacted, so look into the impact of which to retain the products (video) and retain. Some recent hard drive issues have added work to recover files.
- c. Equipment: [Paul will put a list of equipment with priorities together]
 - i. Encoders ordered and arrived to send OCA station to TDS-HD
 - ii. Camera purchase - Summer of 2019
 - iii. Wireless video transmitter purchase (future).
 - iv. Data storage system (need as increased)
 - v. Wireless intercoms (future)
 - vi. Computer upgrades
 - vii. Creative Cloud subscriptions (soon)
- d. Communications:

- i. Zwicker attended the **Wisconsin Community Media** annual Convention May 9 & 10. Summary:
 - 1. **Income strategies:** Some stations have development directors working on these:
 - a. Annual events for fundraising and awareness.
 - b. Grant Writing-find grant writing/development/groups with similar interest in what we do.
 - c. Friends of OCA Media,
 - d. Bring attention to OCA from larger groups who benefit from us.
 - ii. **Closed Captioning:**
 - 1. ADA requires CC-document needed - OCA working towards covering costs and implementing.
 - 2. Researching costs. Working on document.
 - iii. **Zwicker Vacation** - June 21-30:
 - 1. Support needed from staff and board members. Summer Fest occurs during that time Jim Baken will be available and will provide coverage as planned.
 - e. Hinkley Productions has requested to rent OCA equipment and add streaming data sources increased . Uriah C. moved to provide a one time rental of equipment and include incidental cost to be negotiated to by the Executive Director. Karleigh M, seconded. Unanimously approved.
8. Committee Reports-Community Advisory (not held)
- a. We have to new interested individual, Andy and Casey Horenemen. They are willing to participate, so they will be included in the next scheduled meeting.
 - b. Our student member is graduating, so we need to recruit for a student member. Paul will pursue to find a student.
9. Old Business: None.
10. News Business:
- a. None
11. Next meeting date scheduled for July 4th, however it is a holiday. Agreed to postpone the July meeting and re-convene for August 1st, at 7:30 a.m. Firefly Coffee House.
12. Adjournment at 8:59 a.m.

Minutes reported by Mark Miller.

These minutes are unapproved, pending board approval.

Approved
8-1-19