



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

DRAFT

**Thursday, December 5<sup>th</sup>, 2019**

Firefly Coffee House and Artisan Cheese  
114 N Main St, Oregon, WI 53575

Oregon Foundation and Joint meeting of the Cable TV

1. Called to Order by Tom K. 7:37 a.m.
2. Roll Call.

Attended: Tom Kirchdoerfer, Paul Zwicker, Andy Weiland, Uriah Carpenter, Judy Knutson, Karleigh MacWilliams, Amanda Peterson and Mark Miller

Absent: Mike Houtzinger.

3. Approval of Agenda: Moved by Uriah, C., seconded by Andy W.. Unanimously approved.
4. Approval of Minutes
  - a. November 7th, 2019 Meeting. Moved by Andy W., seconded by Judy K. Unanimously approved.
5. Communications:
  - a. Invitation to the Oregon Community Bank Open House on December 17th at 6 p.m. All are welcome.
  - b. Thank you to A & G Accounting for helping with the delayed taxes.
  - c. Lease agreement has been received from the School District.
6. Treasurer's Report:
  - a. Reconciliation report was provided and the account is balanced to OCB's statement October 9<sup>th</sup>, 2019.
  - b. Profit and loss to current was presented. The accounts are positive with a balance of \$30,256.49 and Balance Sheet at \$22,508.74.
  - c. Motion to accept the Treasurer's report was made by Uriah C., seconded by Amanda P. Unanimously approved.

7. Executive Report:

a. Programming:

- i. Ashley working ahead in calendar. Keeping up with scheduling.
- ii. Channel 3000 intends to host site for all Dane county PEG stations to share sports uploads.
- iii. School sports and Performing Arts picking up through the end of the year.
- iv. Village tree lighting will be handled by Frank Caurus. It will be live on FaceBook and re-broadcast.
- v. Announcing staff increasing: Michael Staplemann, Nicole Bookhout. Returning Hockey announcers Zach Sielaff, Dan Geyezchk.

b. Operations:

i. Personnel:

- 1. Good OHS staff working out well. Training continues.
  - 2. Kaden Houtsinger - (School to work program), editing promotions and sports opens.
- ii. Corrected the Village Board meeting being cut-off as the meeting was long and the three (3) hour limit was exceeded, which was changed to five (5) hours. The staff has noted the upload speed has slowed at times.
  - iii. Computer status:
    - Edit 1 is last Windows 7 machine to replace.
    - Some slow downs seen on Dan's computer.
  - iv. Live streaming: Verizon data suspended until spring.
  - v. Spectrum services active until website host is moved. Uriah will help with the transfer.

c. Equipment:

- i. New Daktronics scoreboard capture device replaced at cost of repair-working fine. The Basketball Boosters paid for the original unit.
- ii. Wireless camera system (\$2,000) purchased by Oregon Youth Basketball tested.
- iii. Fiber in OHS Gym tested for FNL live streams
- iv. Zoom controllers (2) donated by Stoughton Cable Access in use.

d. Communications:

- i. Staff salary adjustments-discussion.
- ii. Announcer recognition- Chamber Bucks discussion
  1. Jeff Rohrer (Girls & Boys Soccer)
  2. Dan Dean (Football)
  3. Kean MaCaulay (Football)
  4. Michael Stapelmann (Volleyball & BBall)
  5. Nicole Bookhout (BBall)
  6. Travis Anderson (BBall)
  7. Zach Sielaff (Soccer, Hockey, BBall)
  8. Dan Grejezyk (Hockey)

iii. Staff recognition- Chamber Bucks discussion

1. Jim Bakken
2. Samuel Bergemann
3. Kyle Cardella
4. Alexis DorneAnu
5. Corban Graf
6. Anneka Haglund
7. Jordan Hake ('19 OHS graduate)
8. Kaden Houtsinger
9. Christopher Learish
10. Jude Shipley

iv. OHS Staff salary adjustments: discussion

- Samuel Bergemann- increase Y3
- Kyle Cardella-increase Y3
- Alexis DorneAnu remain probationary
- Corban Graf-increase Y1
- Anneka Haglund-increase Y1
- Jordan Hake ('19 OHS graduate) Assistant 2
- Kaden Houtsinger remain Y3
- Christopher Learish-remainY3
- Jude Shipley-remain Y2
- Ethan McKirdy-remain Probationary

Urian C. moved to provide Oregon Area Chamber Bucks based on the hours worked to the discretion of the Executive Director from \$10 to \$20. Seconded by Andy W. Unanimously approved.

Motion to provide Staff at \$20 Oregon Area Chamber Bucks Moved by Andy W. and seconded by Karliah. Unanimously approved.

e. OCA Media YouTube Data11/15/19

Past 28 days:

- 5 new subscribers –down 86% (687 total)
- 4800 views – down 22%
- Watch time – down 29%
- 237 views Girls Basketball 12/03/19
- 145 views School Board 7/8/19
- 142 views Village Board 11/18/19

YTD: [data to follow]

- 248 new subscribers (+5%)
  - 6050 views (+5%)
  - 6090 watch time (hours) – % increase
  - Top video: Welcome to Oregon (2100)
- 
- Boys Basketball: 39 live views, 239 views since air 12/3/19
  - Village Board Meeting: 16 live views, 20 views since air 12/2/19

## 8. Committee Reports-

- a. Fiscal Planning and strategic 2020 planning took place Sunday, December 1st, to prepare a working revenue and expense outline. Discussed about building financial capital to support the Committee to keep in operation in the event funding changes. The amount of funding is a discussion, where some may consider three months or more.

Discussed the source of funding and where it may be drawn from civic organizations, or the village funding. Further discussion with the village to gain an understanding of the support for building capital without concern of the OCA/OCF use of the funds.

- a. Community Advisory
  - a. A meeting was not held this past month.
  - b. Tom K. has suggested these meetings will take place on a quarterly basis as the ideas and action items are often not able to be acted during the time frame.

2. Lease from the Oregon School District was provided, which the adjustments include a fee change to \$1.00 per month for a 29 months, to align with the School Budget year. Andy W, removed himself from discussion as he is directly involved from the School involvement.

## 9. Old Business:

- a. By-law Development. No further progressed. A shared document for editing by Tom K and Amanda P. with Board reviewing rights.
- b. Statement of Understanding (Village & School District). Will pursue as by-law documents are consolidate.
- c. Moved by Amanda to Karlieh M to approve the payroll budget approved to \$107,700, with the Director to manage the adjustments by Director. Unanimously approved.
- d. Lease

## 10. News Business:

- a. Mike Huntzinger has not been able to attend Board meetings, and with his time up in January, so we need to seek a new member. Providing advance understanding of the involvement would be valuable.
- b. Thank you to Frank for the video as well as the community ribbon cutting. Frank also did a video from the Honor Flight, of which six from the Oregon Area VFW participated.
- c. Meeting Agenda and Minutes on the website.

11. Next meeting date scheduled for January 9<sup>th</sup>, at 7:45 a.m. Firefly Coffee House. This meeting will include the annual Oregon Community Foundation and renew and director positions. New Plan to schedule for the first Thursday of the month at the Firefly Coffee and Artisan Coffee House.

12. Adjournment at 8:58 a.m. Moved by Judy K. and seconded by Amanda P.

Minutes reported by Mark Miller.

*These minutes are unapproved, pending board approval.*

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