



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

Thursday, January 9th, 2019

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

DRAFT

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: none (note, one position open)
3. Approval of Agenda: Moved by Paul Z., seconded by Karliah M. Unanimously approved.
4. Approval of Minutes
 - a. December 5th, 2019 Meeting. Moved by Urah C., seconded by Judy K. Unanimously approved.
5. Communications:
 - a. The Chamber of Commerce as notified OCA about awarding Frank Carus, Tim Olsen and Dan Sutter for Community Contribution. Paul Z. moved and Andy W seconded to pay for Tom K and Mark M to attend. The other Board members will be in attendance with other organizations. The awardee, Frank, Dan and Tim will be paid by the Chamber.
 - b. 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 December 10th, 2019.
 - b. Profit and loss to current was presented. The accounts are positive with a balance of \$24,425.66 and Balance Sheet at \$26,987.96.
 - c. Motion to accept the Treasurer's report was made by Uriah C., seconded by Paul Z. Unanimously approved.

7. Executive Report:

Operations:

- YouTube: 19 new subscribers, 7600 views
 - Top videos: Rugby 425 views, Boys BBall 358, School Board 350.
- New Events broadcast: 28
 - i) (3) Village Board
 - ii) (9) Community (Church & events)
 - iii) (1) School Board Meeting
 - iv) (8) Performing Arts
 - v) (7) Panther Sports (2) Friday Night LIVE
- Live streamed events: 12
- Increased technical failures (human error + internet speed @ Village Hall & Ice Arena, unknown failure for School Board Meeting). School Board unit appears OK.
- OHS office restructured: partitions & desks replaced with retired OHS desks (12/19). Open floor plan now helps to facilitate communication.

Personnel:

- Request to recognize Tim Olson for years of service. Statement to Village? The Chamber Dinner will suffice as well as the Village Board will be presented at a future meeting. Tom K and Mark M will plan on presenting.
- Technical staff position (limited hours, search underway.
- 6-8 OHS Students covering most evening events but falls short at times.
- Volunteer announcer staff is great!

Equipment:

- Live camera transmitter purchase by Youth Basketball Boosters works great.
- Replacement OHS scoreboard device paid for by OCA (\$300)
- OSD purchased new video encoder and recorder monitor-allows 2 OSD events streamed simultaneously.

Computers:

- 1 desktop running Windows 7-need upgrade
- 3 desktop editors need internal Hard Drives purchased/installed
- Currently editing on 3 desktops including Pauls'.

Additional discussion included:

- a. Need staff during live feeds.
- b. Troubleshooting is a lot of time spent.
- c. Discussed video failures
- d. The recognition for the community awards will be written by Judy with the Chamber of Commerce.

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. Budget finalization with line details to be submitted for the Board. Tom K, Mark M and Paul Z will schedule to work through additional details to present to the Board.
- b. By-Law development has began where Tom K. and Amanda P. met to review documents and inquired into changes to the membership representation, statement of purpose and name change as appropriate to the organization. The village will be involved in the changes and clarify the relationship, The changes will minimize some of the limitations which exist.
- c. The Oregon School Lease for OCA Media has been posted. Uriah C. moved and Amanda P. seconded to approve the lease. The motion was unanimously provided. Tom will get the lease signed and send back to the School through Andy W.

10. News Business:

- a. The strategic planning is being pursued for improvements. Andy W. offered to provide some guidance and offering supporting information.
- b. A task to perform a review of the Paul Z., Executive Director to be lead by Tom K. Andy W. participated last year. Mark has offered to participate.

11. Next meeting date scheduled for February 13th, 2020 at 7:45 a.m. Village Hall. (This has been amended to the Oregon High School Conference Room.

12. Adjournment at 8:50 a.m.

Minutes reported by Mark Miller.

These minutes are unapproved, pending board approval.

DRAFT