OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, OCTOBER 24, 2016

A Regular Meeting of the Oxford Area Cable Communications Commission was held October 24, 2016 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Buck Cryderman (Secretary, Township of Oxford), Ed Hunwick (Oxford Township), Lori Fisher (Treasurer, Addison Township)

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, and Township Supervisor Bill Dunn

4) APPROVAL OF THE AGENDA

Station Manager Bill Service requested Station Relocation to be placed back under "Unfinished Business."

Motioned by Commissioner Sutherby/second by Commissioner Fisher to accept updated agenda.

Ayes: 5

Nays:

0

Motion Carried

5) <u>PUBLIC COMMENT</u> - Township Supervisor Dunn requested commission to consider purchasing a drone to make more professional-looking footage of parade, promo, events and unforeseen uses. Requests to be put on November agenda for discussion/decision.

6) APPROVAL OF MINUTES

Commissioner Fisher moved to accept minutes September 26, 2016 as presented /second by Commissioner Cryderman.

Ayes: 5

Nays:

0

Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 10/03/16 through 10/17/16 in the amount of \$19,600.72 Fisher motioned to approve / second by Sutherby.

Roll Call

Vote

Ayes: 5

Nays: 0

Motion Carried

B) OACCC Year to Date Revenue/Expenditure Report

Cryderman moved to receive and file/second by Sutherby to receive and file.

Ayes: 5

Nays 0

Motion, Carried

C) OACCC Invoice GL Distribution Report - September 2016.

Fisher motioned/second by Hunwick to receive and file.

Ayes: 5

Navs 0

Motion, Carried

8) UNFINISHED BUSINESS

A) Employee Handbook - Fisher - Was able to retrieve Spring (2016) draft and is making changes from prior to appendix items, but lost, due to computer crash. Commissioner Bossardet will send latest digital copy to Commissioner Fisher to have ready for review at next meeting.

No Motion

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B) Earmarks for future capital expenditure -

Commissioner Cryderman requested the township be informed of the OACCC Earmark monthly. Fisher motioned to receive and file earmarks for future capital expenditure/Sutherby second the motion. Discussion ensued should a copy of the adjustment total be forwarded to each community board.

Aves: 5

Navs 0

Motion, Carried

Motion by Fisher to proceed as discussed in closed session to have Attorney Bob Davis send the letters to

9) NEW BUSINESS:

A) Employee Warning Notice - Manager Bill Service questioned if an Employee Warning form should be included in the Employee Handbook and receive an opinion from legal council with the entire handbook.

No Motion

B) 2017 Budget Workshop -

Scheduled for November 7, 2016 at 1 o'clock at the Village of Oxford chamber.

COMMITTEE REPORTS:

Technical Committee: None Personnel Committee: None Facilities Committee: None

MANAGER'S REPORT

From 2013 to 2015 OCTV has gained over 300% Youtube views, currently there are five consistant volunteers. Girls volleyball had 1,750 hits for one game. No problems at the station and very busy.

COMMISSIONER COMMENTS

Commissioner Bossardet - Thanked Commissioner Cryderman for his service.

Commissioner Sutherby - None

Commissioner Fisher - Enjoyed working with Commissioner Cryderman. Thanked him for his leadership and service

Commissioner Hunwick - None

Commissioner Cryderman - Last meeting, it's been great, had lots of fun, nice working with the commission.

PUBLIC COMMENTS - None

ADJOURNMENT

Commissioner Sutherby moved, Cryderman seconded, to adjourn at 4:44 p.m..

Nays: 0

Sue Bossardet, Chairperson

Charlene Sutherby, Vice-Chairperson/

Motion Carried

11-28-16 Date Approved

/tls

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Ayes: 5