# OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, JANUARY 22, 2018

A Regular Meeting of the Oxford Area Cable Communications Commission was January 22, 2018 at the Oxford Village Chamber, Oxford MI.

- 1) Vice-Chair Char Sutherby called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Char Sutherby (Vice-Chairperson, Leonard Village),

Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford), Jacob Newby (Township of Addison).

Absent: Maureen Helmuth

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles.

## 4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn/seconded by Commissioner Hunwick to approve agenda.Ayes: 4Nays: 0Motion Carried

5) PUBLIC COMMENT - None

## 6) APPROVAL OF MINUTES

Commissioner Dunn moved to approve minutes November 27, 2017/ second by Commissioner Newby. Ayes: 4 Nays: 0 Motion Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Runs - 11/13/2017, thru 12/6/2017, in the amount of \$29,401.61 Hunwick motioned to approve / seconded by Dunn. Roll Call Vote Ayes: 4 Nays: 0 Motion Carried B) OACCC Expense/Revenue Bill Runs – 1/8/2018 in the amount of \$10.543.11 Hunwick motioned to approve / seconded by Dunn. Roll Call Vote Aves: 4 Navs: 0 Motion Carried C) OACCC Year to Date Revenue/Expenditure Report for 2017 Dunn moved to receive and file/seconded by Hunwick. Navs: 0 Motion Carried Aves: 4 D) OACCC Year to Date Revenue/Expenditure Report 2018 Dunn moved to receive and file/seconded by Hunwick. Aves: 4 Navs: Motion Carried 0 E) OACCC Invoice GL Distribution Report - November & December 2017. Dunn moved to receive and file/seconded by Hunwick. Navs 0 Ayes: 4 Motion. Carried

## 8) UNFINISHED BUSINESS

## A) OACCC Attorney - Stiles

Teri Stiles reported her attorney research revealed most Public Access stations do not retain an attorney, but use a local attorney as needed. Three local attorneys were recommended as follows: Fred and Nancy Miller of Oxford at \$100 per hour and Bob Davis at rate of \$125 per hour, given by commission previous. Stiles was corrected on Davis' rate, per letter to commission, of \$80 per hour as a legal advisor. Dunn stated he did not have issue with Davis doing, general work, which will not be a conflict of interest (to OACCC communities).

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Dunn moved to retain Bob Davis for pure legal procedural questions, each time this board uses an attorney (it) should decide whether it's going to be a conflict of interest and if there is none, (it) should go with Bob (Davis) at \$80 an hour. Second by Commissioner Newby. Roll Call Vote Navs<sub>0</sub> Motion. Carried Aves: 4 B) Municipal PEG and Franchise Fees - Stiles - Manager Bill Service request to Table. Manager Service and Commissioner Dunn requested the purchase to be set aside. Dunn motioned Table/second by Hunwick. Motion, Carried Aves: 4 Navs<sub>0</sub>

#### 9) NEW BUSINESS

A) Election of Officers.

Dunn moved to elect Ed Hunwick as Chair, Char Sutherby as Vice-Chair, Jacob Newby as Treasurer and Maureen Helmuth as Secretary/Second by Hunwick. Motion. Carried Nays 0

Roll Call Vote Aves: 4

C) Review of Committees – Service

Manager reports there is no need for Technical Committee. Commission agreed to remove from agenda.

#### **COMMITTEE REPORTS:**

Personnel Committee None

Facilities Committee: Dunn requested a Facilities Report monthly, from staff.

#### MANAGER'S REPORT

Youtube numbers from 2016 through 2017 OCTV was getting 7,750 views per month. From 2017 to 2018 OCTV experienced up to 11,765 views per month. A museum board member reported receiving more than 500 viewers on his Facebook page when he posts "Oxford History Today" and Wojo's "Green Team" host reports over 600 hits per program on their Facebook page. The drone has been repaired and is used currently for community promotional footage. Oxford High School student Brandon Sank is a new (paid) intern at OCTV, working camera and on air talent.

#### COMMISSIONER COMMENTS

Commissioner Newby - None

Commissioner Hunwick - Looks forward to the coming year.

**Commissioner Sutherby** – Looks forward to the coming year.

Commissioner Dunn - OCTV needs a new Employee Handbook, does not think it needs to go through an attorney, but through a Human Resource firm who is up to date with regulations. Dunn will check with Bob Davis to see where the original handbook stands.

### PUBLIC COMMENTS - None

ADJOURNMENT Commissioner Dunn moved, Commissioner Hunwick seconded, to adjourn at 4:24 p.m.

Ayes: 4 Nays: 0 1

Motion Carried *harlene Sutherlag* Charlene Sutherby, Vice-Chairperson

Ed Hunwick, Chairperson

5-21-18

Date Approved /tls Page 2 – Oxford Area Cable Communications Commission Minutes (Corrected)