

Orion Community Cable Communications Commission
Minutes of Regular Meeting
February 11, 2021
Virtual Meeting

Draft Minutes – To Be Approved at Next Regular Meeting

Members Present: Ralph Painter, Tom Watson, Doug Hobbs, Joseph P. Belanger, Sarah Paine, Penny Shults, Kim Urbanowski
Members Absent: Sarah Luchsinger, Jim Zsenyuk
Also Present: ONTV Executive Director Ian Locke (remotely from Orion Township, Michigan)
OCCCC Administrator Diane Griffiths (remotely from Orion Township, Michigan)

1. Call to Order

Meeting called to order by Vice Chair T. Watson at 7:02pm.

2. Roll Call

Ralph Painter stated that he is attending remotely from Jensen Beach, Florida.
Tom Watson stated that he is attending remotely from Lake Orion, Michigan.
Doug Hobbs stated that he is attending remotely from the Village of Lake Orion, Michigan.
Joseph P. Belanger stated that he is attending remotely from Brooksville, Florida.
Sarah Paine stated that she is attending remotely from Lake Orion, Michigan.
Penny Shults stated that she is attending remotely from Orion Township, Michigan.
Kim Urbanowski stated that she is attending remotely from Lake Orion, Michigan.

3. Call to Public

None.

4. Approval of Agenda

Moved by R. Painter, seconded by S. Paine to approve the agenda with the following amendments: Add Item 10B NATOA Webinar, and Item 6B1Two New Members. Motion carried.

5. Approval of Minutes

A. Regular Meeting of December 10, 2020

Moved by R. Painter, seconded by D. Hobbs to approve the minutes as submitted. Motion carried.

6. Commission Business

A. New Orion Township Hall Fiber Conduit at Scripps Road – Update

At their December meeting, the Commission requested a quote for more than the three or four strands of the original bids. I. Locke received a quote from Comcast for ten strands of fiber, which is the maximum number they would provide. With ten strands of fiber there will be room for expansion. The fiber will come into the basement of the Township Hall. Comcast will start the permitting process once they receive a check for the entire cost.

Moved by P. Shults, seconded by J. Belanger to accept the quote from Comcast for ten strands of fiber connecting ONTV and the new Township Hall location for \$26,300.19. Motion carried

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B. OCTV Neon Sign Repair

Moved by P. Shults, seconded by S. Paine to spend up to \$400 to repair the sign. Motion carried.

1. Two New Members

T. Watson welcomed P. Shults and K. Urbanowski to the Commission. They are replacing John Steimel and Donni Steele.

C. Election of Deputy Treasurer

Moved by R. Painter, seconded by P. Shults to elect Kim Urbanowski to Deputy Treasurer, and to authorize all current officers: Chair Ralph Painter, Vice Chair Tom Watson, Secretary Doug Hobbs, Treasurer Joseph P. Belanger, and Deputy Treasurer Kim Urbanowski, and only these officers, to sign checks for OCCCC through Oxford Bank. Motion carried.

D. 2020 Financial Audit

Moved by R. Painter, seconded by J. Belanger to hire Michael DeVries to conduct the 2020 Financial Audit for an amount not to exceed \$6,000. Motion carried.

E. Acknowledge Donni Steele's Service to OCCCC

Moved by R. Painter, seconded by S. Paine to present D. Steele with a plaque in appreciation of her service on the Commission. Motion carried.

F. OCCCC Outdated Laptop

Moved by P. Shults, seconded by R. Painter to allow the sale of the laptop to D. Griffiths for \$10. Motion carried.

G. Strategic Plan Update

R. Painter and J. Belanger have made some changes to the ONTV Strategic Plan. The ONTV Mission Statement has changed, and there needs to be a new picture of the van in front of the building. The Board members will be listed with an updated list of ONTV staff. There are plans to interview Orion Township and Village of Lake Orion officials and residents, as well as Lake Orion Community Schools representatives. The Cable Commission is an integral part of this plan that will take effect in January of 2022. P. Shults suggested that the ONTV survey could be tied in to the Township Master Plan Survey and the county survey.

Moved by P. Shults, seconded by K. Urbanowski to receive and file and thank R. Painter and J. Belanger for their work. Motion carried.

7. ONTV Board Report

A. Minutes of November 12, 2020 Regular Meeting

B. Synopsis of January 13, 2021 Regular Meeting

Moved by R. Painter, seconded by J. Belanger to receive and file. Motion carried.

8. Treasurer's Report

A. Payment of Bills

Moved by R. Painter, seconded by S. Paine to approve payment of the bills paid between meetings

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in the amount of \$98,016.70 and the bills presented at the meeting for payment in the amount of \$24,201.72 for a total of \$122,218.42. Motion carried.

9. Cable Providers' Reports

A. Comcast

1. January 27 Email re: Expansion of Lift Zones

Moved by P. Shults, seconded by K. Urbanowski to authorize D. Griffiths to reach out to our Comcast representative for information on the possibility of a Lift Zone in Orion Township. Motion carried.

2. January 29 Letter re: Programming Advisory

B. AT&T

1. Fourth Quarter 2020 Franchise/PEG Fee Reports – Village

Moved by P. Shults, seconded by R. Painter to receive and file the Cable Providers' Reports as presented. Motion carried.

10. Administrator's Report

A. Subscriber Concerns Log

B. NATOA February 8 Webinar Report

Moved by R. Painter, seconded by S. Paine to receive and file the Administrator's Report. Motion carried.

11. Conferences and Conference Reports

A. Alliance for Community Media, Virtual, June 29 – July 1, 2021

B. NATOA National Conference, Virtual, September 21 – 23, 2021

R. Painter is interested in attending the Alliance for Community Media conference. Other members who want to attend either conference should contact the Administrator.

12. Communications Received

None.

13. Commissioner Comments

R. Painter remarked that it has been since 2004 that he has attended a meeting at this time of year, and he's glad to do it. D. Hobbs welcomed K. Urbanowski and P. Shults. K. Urbanowski is thankful for the welcome and looks forward to being part of the team. She also thanked the Commission for her election to Deputy Treasurer. When she worked at the Orion Center for the Chamber of Commerce she worked with ONTV frequently. P. Shults is thrilled to be on the Board, and thought the first meeting was fantastic. She thanked D. Griffiths for getting her and K. Urbanowski up to speed before the meeting. J. Belanger welcomed K. Urbanowski and P. Shults to the Commission and thanked R. Painter for all his work on the ONTV Strategic Plan. S. Paine is thankful for Donni Steele serving on the Board and will miss her. She welcomed P. Shults and K. Urbanowski and thanked R. Painter and J. Belanger for all their work on the ONTV Strategic Plan. She's looking forward to being able to meet again in person. T. Watson welcomed K. Urbanowski and P. Shults and

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will be glad when R. Painter gets back from Florida to chair meetings.

I. Locke reported that the food drive went well. Due to COVID, it was held over five days instead of the usual six hour live event. He appreciated Matt Pfeiffer from Northern Flooring hosting his Facebook event from the ONTV studio towards the end of the food drive and raising \$1,000 in 43 minutes, Garrett Hoffman's corporation donated \$500 during that time and then he also personally contributed \$60 so that ONTV reached their goal of \$5,000. Forgotten Harvest brought their leftover boxes of food and filled the van. FISH was so appreciative, especially of the physical donations. It was a huge success.

14. Adjournment

Moved by J. Belanger, seconded by S. Paine to adjourn the meeting. Motion carried. Meeting adjourned at 8:01pm.

Respectfully submitted,

Doug Hobbs, Secretary
Diane Griffiths, Administrator

DRAFT