

Orion Community Cable Communications Commission  
Minutes of Regular Meeting  
June 10, 2021  
Orion Neighborhood Television Studio  
**DRAFT MINUTES – TO BE APPROVED AT THE NEXT REGULAR MEETING**

Members Present: Ralph Painter, Joseph P. Belanger, Doug Hobs, Kim Urbanowski,  
Sarah Luchsinger, Sarah Paine

Members Absent: Penny Shults, Tom Watson, Jim Zsenyuk

Also Present: Diane Griffiths, Commission Administrator

**1. Call to Order**

Meeting called to order at 7:03 pm by Chair R. Painter.

**2. Call to Public**

None.

**3. Approval of Agenda**

Moved by J. Belanger, seconded by D. Hobbs to approve the agenda as presented. Motion carried.

**4. Approval of Minutes**

**A. Regular Meeting of February 11, 2021**

Moved by D. Hobbs, seconded by J. Belanger to approve the minutes as submitted. Motion carried.

**5. Commission Business**

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

The fiber conduit is in the works. The Township is hoping to have the new building completed by October. Advanced Lighting and Sound has advised ONTV that some components of the cablecasting system might not be available by then.

**B. Strategic Plan Update**

R. Painter and J. Belanger worked on the ONTV strategic plan in Florida, they are just waiting for updated pictures for the front cover.

ONTV is using grant money to provide closed captioning on the channels. R. Painter would like to have a survey done to find out what else residents would like, so it could be included in the strategic plan. He would like to contact the Village, Township, Schools, and the community. In answer to S. Luchsinger's question of why there is a need for a survey, R. Painter replied that we need to know what we need to do, what they think the current situation is and what they would like to see.

S. Luchsinger suggested doing presentations. K. Urbanowski suggested submitting information to the quarterly publication *Orion Living*. J. Belanger suggested that ONTV Outreach Coordinator B. Andrus could prepare the content for *Orion Living*. S. Paine suggested making surveys available at ONTV and publicizing that on the channels and website and letting people know that ONTV is working on their strategic plan. S. Luchsinger suggested getting the information out to people using social media, create a funny video and end with please fill out the survey.

R. Painter set a committee meeting to discuss the survey for 7:00 pm, July 13.

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**C. Bylaw Amendments – First Reading**

There was discussion regarding the amendments to be made, and additional amendments were suggested. Moved by J. Belanger, seconded by S. Paine to declare that the first reading of the bylaws, including changes made at the meeting, has been held. Motion carried.

**D. Reappoint J. Belanger, R. Painter to ONTV Board**

Moved by S. Paine, seconded by K. Urbanowski to reappoint J. Belanger and R. Painter to two year terms on the ONTV Board, with terms ending June 30, 2023. Motion carried.

**6. ONTV Board Report**

**A. Minutes of January 13, 2021 Regular Meeting**

**B. Minutes of March 10, 2021 Regular Meeting**

**C. Synopsis of May 12, 2021 Regular Meeting**

Moved by D. Hobbs, seconded by J. Belanger to receive and file. Motion carried.

**7. Treasurer's Report**

**A. Payment of Bills**

Moved by D. Hobbs, seconded by S. Paine to approve payment of the bills paid between meetings in the amount of \$124,383.29 and the bills presented for payment at the meeting in the amount of \$4,438.08, for a total of \$128,821.36. Motion carried.

**8. Cable Providers' Reports**

**A. Comcast**

**1. April 30 Letter re: Programming Advisory**

**2. May 11 Email re: Federal Government's Emergency Broadband Benefit Program**

**3. First Quarter 2021 Franchise/PEG Fee Reports**

**B. AT&T**

**1. First Quarter 2021 Franchise/PEG Fee Reports**

Moved by K. Urbanowski, seconded by S. Luchsinger to receive and file. Motion carried.

**9. Administrator's Report**

**A. Subscriber Concerns Log**

**B. Franchise Fee Report**

**C. March 4, 2021 Webinar Report**

**D. March 15, 2021 Webinar Report**

Moved by K. Urbanowski, seconded by S. Luchsinger to receive and file. Motion carried.

**10. 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 will be attending the ACM conference in the ONTV studio and invited other members to join him.

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**11. Communications Received**

None.

**12. Commissioner Comments**

J. Belanger thanked R. Painter for his work on the strategic plan and the bylaws, and for keeping us current and putting in the extra effort. S. Paine is thankful for J. Belanger, R. Painter, and D. Griffiths and all their knowledge. She still would like a garage for the ONTV van. D. Hobbs likes being back to meeting in person. K. Urbanowski thanked R. Painter and J. Belanger for their work on the strategic plan and the bylaws. S. Luchsinger appreciates that the amendments needed for the bylaws are being made, she thinks keeping them up to date is important. R. Painter said that there is so much to do, we should see some action taken by the next meeting.

**13. Adjournment**

Moved by K. Urbanowski, seconded by S. Luchsinger to adjourn the meeting. Motion carried. Meeting adjourned at 9:00 pm.

Respectfully submitted,

Doug Hobbs  
Secretary

Diane Griffiths  
Administrator