

Orion Community Cable Communications Commission
Minutes of Regular Meeting
August 12, 2021
Orion Neighborhood Television Studio
Draft Minutes – To Be Approved at Next Regular Meeting

Members Present: Ralph Painter, Tom Watson, Joseph P. Belanger, Kim Urbanowski
Sarah Luchsinger, Penny Shults

Members Absent: Doug Hobbs, Sarah Paine, Jim Zsenyuk

Also Present: ONTV Executive Director Ian Locke
OCCCC Administrator Diane Griffiths

1. Call to Order

Meeting called to order at 7:01 pm by Chair R. Painter.

2. Call to Public

None.

3. Approval of Agenda

Moved by P. Shults, seconded by T. Watson to approve the agenda as presented. Motion carried.

4. Approval of Minutes

A. Regular Meeting of June 10, 2021

Moved by K. Urbanowski, seconded by S. Luchsinger to approve the minutes of the June 10, 2021 regular meeting as submitted. Motion carried.

5. Commission Business

A. New Orion Township Hall Update

I. Locke reported that construction is progressing well, with a move-in date set for October. He has received a quote for the broadcasting equipment of approximately \$30,000. He has been told by the vendor that the equipment he needs to purchase should be available without delay. He plans to move the mini Tricaster he has in the ONTV headend to the new Township Hall. The requested new Tricaster, included in this quote, will be used as a replacement for the aging Tricaster in the ONTV mobile flypack at the ONTV studio. The broadcast equipment will be purchased by the next OCCCC meeting. The ten strands of Comcast fiber are in place. Orion Township will be applying for a technology grant for their non- broadcast audio visual equipment needs for the new building. This grant request will be roughly \$125,000.

B. ONTV Strategic Plan/Survey Update

R. Painter shared that the plan is almost complete. They need better pictures for the cover, and will add an organizational chart of the full time ONTV staff. ONTV staff will review the completed document.

I. Locke stated that the Strategic Plan needs to be updated periodically as they evaluate how best to serve the community. The pandemic has proven the need for access channels.

Closed captioning for the access channels is not required yet, but I. Locke anticipates that it will be a good thing to offer.

R. Painter explained that the survey will be conducted in two parts, one for community residents

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and one for VIPs (business leaders, government leaders, chamber leadership, library director, etc). They are trying to find out what they are doing well, and what else they could be doing. There will be a survey of usage which will also serve to publicize the access channels. They are considering offering participants a chance to win a \$100 gift card for taking the survey.

C. Bylaw Amendments – Second Reading

Moved by P. Shults, seconded by K. Urbanowski to declare the Second Reading of the OCCCC Bylaws held tonight and the approved amended bylaws adopted. Motion carried.

6. ONTV Board Report

A. Minutes of May 12, 2021 Regular Meeting

B. ONTV 2020 Annual Report

I. Locke noted that although studio and editing usage went down, staff was very busy with government meetings, elections, the new LOCS Superintendent search, covering events, and providing information re COVID. They were lucky that staff was able to work remotely with the technology that they had just installed. S. Luchsinger related that she had a good experience with ONTV as a candidate for Lake Orion Village Council. ONTV staff made the process easy.

Moved by S. Luchsinger, seconded by T. Watson to receive and file the ONTV Board Report. Motion carried.

7. Treasurer's Report

A. Payment of Bills

Moved by P. Shults, seconded by T. Watson, to approve payment of the bills submitted in the amount of \$107,703.66. Motion carried.

8. Cable Providers' Reports

A. Comcast

1. June 10, 2021 Letter re: Programing Advisory

2. Second Quarter 2021 Franchise/PEG Fee Reports for the Village and Township

B. AT&T

1. Second Quarter 2021 Franchise/PEG Fee Report for the Village of Lake Orion

Moved by T. Watson, seconded by S. Luchsinger to receive and file. Motion carried.

9. Administrator's Report

A. Subscriber Concerns Log

Moved by P. Shults, seconded by T. Watson to receive and file. Motion carried.

10. Conferences and Conference Reports

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

1. Conference Report R. Painter

Moved by J. Belanger, seconded by T. Watson to receive and file the report. Motion carried.

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

J. Belanger has been registered for this conference.

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11. Communications Received

A. Orion Township Reappointed S. Paine to Two Year Term on OCCCC

B. Village of Lake Orion Reappointed J. Belanger to Two Year Term on OCCCC

Received and filed.

12. Commissioner Comments

T. Watson reported that the LO Transportation Department is having a Stuff the Bus (with school supplies) event this Saturday at Kroger.

P. Shults shared that Orion Township will be receiving a substantial amount of money from the American Rescue Plan Act, and suggested that ONTV could benefit. She also shared that the Township has a lobbyist that could help with ROW issues. She will contact Dave Raftery regarding the grant for equipment for the new township hall, and she offered to help with the surveys, but she doesn't want to go to a conference. She also wanted D. Griffiths to know that she was appreciated for the job that she does.

K. Urbanowski appreciates everything that ONTV does, and thanked J. Belanger and R. Painter for their work on the Strategic Plan.

13. Adjournment

Moved by P. Shults, seconded by S. Luchsinger to adjourn the meeting. Motion carried. Meeting adjourned at 8:53 pm.

Respectfully submitted,

Diane Griffiths
Administrator