



NOTICE OF AGENDA

**FOREST LAKE CABLE COMMISSION REGULAR MEETING
FOREST LAKE CITY CENTER
1408 LAKE STREET SOUTH
FOREST LAKE, MN 55025**

**WEDNESDAY, FEBRUARY 15TH, 2017
4:00 P.M.**

- 1. CALL MEETING TO ORDER**
- 2. ROLL CALL**
- 3. APPROVE THE AGENDA**
- 4. OPEN FORUM**
- 5. APPROVE CONCENT AGENDA** - ACTION
* Any item may be removed from the consent agenda for specific consideration.
 - A. Secretary's Report
 - a. Approve the Minutes of Regular Meeting: January 18th 2017
 - B. Approve Station Donation of \$1,350.00 from Davco
 - C. Approve Payment of Commission Bills
- 6. APPROVE TREASURER'S REPORT** - ACTION
- 7. REGULAR AGENDA**
 - A. Commission Seat Assignments / Committee Assignments - ACTION
 - B. Future Cable Commission Meeting Dates, Times, Location - ACTION
 - C. Authorize Paul Peterson as Check Signer - ACTION
 - D. Station Credit Card - ACTION
 - a. Credit Card Policy
 - b. Purchase of Credit Card
 - E. Computer and Equipment Purchases 2017 - ACTION
 - F. Merit Increases for Filmmakers - ACTION
- 8. UPDATES**
 - A. Former Lease Reimbursements
 - B. Establishing Service Contact for Video Systems
 - C. Year End Audit Schedule
 - D. Personnel Policy and Employee Handbook
 - E. Vision / Mission Statements

9. COMMITTEE REPORTS

- A. Financial: Dianne
- B. Personnel Committee: Jeff and Mara
- C. Procedures and Policies: Dianne and Doug
- D. Public Relations: Dianne and Doug
- E. Franchise Committee: Doug

10. CHAIRPERSON REPORT

11. ADJOURN MEETING

Next Meeting:

Wednesday, March 22nd at 4:00pm