



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 8<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## 1. CALL TO ORDER

The meeting was called to order at **4:01 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

### Other noted attendees:

Dan Udem – FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

Special Guest: Jim Caldwell, Principal of Forest Lake High School (left at 4:45 pm)

Jim Redfield, Forest Lake Citizen (left at 5:31 pm)

## 3. APPROVE AGENDA – (ACTION)

### Motion to: Approve the Agenda

Result	Adopted
Mover	Bain
Seconder	Duraine
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Absent	

## 4. OPEN FORUM

Jim Redfield, a citizen of Forest lake, wanted to thank the Cable Commission for continuing to film local community events. Mr. Redfield shared it is great to see the partnership with Forest Lake High School coming together and looks forward to what the future has in store.



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## 5. APPROVE CONSENT AGENDA – (ACTION)

- Approve Meeting Minutes from July 11th, 2018
- Approve payment of the Commission Bills

### Motion to: Approve Consent Agenda

Result	Adopted
Mover	Wood
Seconder	Bain
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Abstained	

## 6. APPROVE TREASURER’S REPORT – (ACTION)

- Salaries are under budget for July.
- Expenses: An additional \$14,567.39 in new equipment and miscellaneous expenses were purchased in July.
- Franchise fees: All joint powers are current
- Non Capitol expenditures: revenue exceed expenditures by about \$14,000
- Cash Report: the balance at the end of July was \$191,642.81

### Motion to: Approve June 2018 Treasurer's Report

Result	Adopted
Mover	Bain
Seconder	Duraine
Ayes	Bain, Wood, Duraine, Halfen,
Nays	
Absent	

## 7. REGULAR AGENDA

### A. Jim Caldwell; LATV/School Discussion

- Mr. Caldwell started off by thanking LATV and the Commission for engaging all the students in Forest Lake High School by filming the few videos done by LATV this past year. Mr. Caldwell shared how the 2018 Forest Lake High School Lipdub is a perfect



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example of bringing community together and that is what he hopes to continue by bringing LATV into the High School. The 2018 Lipdub will be shown at this year's orientation for the incoming students to showcase all the activities Forest Lake High School has to offer. The high school no longer has a media department. There are kids that want to learn media production, they have the teachers to teach the subject and with LATV'S help, it will be an educational opportunity for all involved. Partnering with LATV will not only benefit the kids and the school, but the community as well. A concern was the criminal background checks for all employees from LATV entering the school, (LATV does them for every potential employee and will re-do them before each LATV employee over the age of 18 that will work in the school)

Another concern was how LATV will have access to the school after hours if needed. The school is also discussing how equipment would be purchased if it is above and beyond what LATV will provide for the media department needs. An agreement needs to be made on what equipment will be used from LATV and what the school will purchase. Jim Caldwell is working on these topics and will let the cable commission and LATV know. After much discussion, it is agreed that although LATV will have a studio in the high school, it is atleast a year out before anything is produced or taught to the students and that this is a very positive step for all parties involved.

### **B. Sports Center Press Box**

Paul has been talking with Mike Elam, the Forest Lake Ice Arena manager about a sports center press box. When LATV sets up to film a game, it takes hours to get cords hooked up. With a press box, the cords would be hard wired into the box so when LATV comes to film, they just plug into the cords already there. Mike has a contractor that will build the press box and a contractor that will wrap it for free as long as LATV purchases the materials needed. In return, the contractor would get their logo on the wrap. LATV will have exclusive rights but others are welcome to use it when and if needed. Paul had an estimate of \$527 for the materials, Doug Wood thinks Menards will donate the wood, Dianne referenced the sponsorship guildlines, having the wood donated to the rink being that it will be a permanent structure in the rink would be a better fit for sponsoring. Mara suggested LATV could give up some of the logo space on the press box and have other businesses pay to have their name on it and in return they could/would sponsor enough to purchase the wood needed to build. The commission discussed that this purchase could fall under "advertising" due to LATV'S use of and their logo being on the press box and it is being built for LATV to ease the set up time. The commission agreed, they still want Paul to try to get donations/sponsors, but if he cannot get the wood donated, he is asking the commission to approve up to \$500.00 to purchase the needed materials.



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## Approve Sports Center Press Box materials in the amount of up to \$500.00

Result	Adopted
Mover	Bain
Seconder	Duraine
Ayes	Bain, Wood, Duraine, Halfen,
Nays	
Absent	

### C. Budget

After some discussion, some clarification with dollar amounts and some corrections, Paul needing a few updated numbers from Colleen per Dianne’s request, the commission approved Paul’s 2019 budget with the revision of it stating “2019” at the top of the page.

## Approve Access Cordinators Budget with revision

Result	Adopted
Mover	Bain
Seconder	Wood
Ayes	Bain, Wood, Duraine, Halfen,
Nays	
Absent	

## 8. ACCESS COORDINATORS REPORT

- Personel Policy is Done. Paul will email a copy to the Commissioners now that the personel policy is finished, Paul will start working on the updating the Sponsorship Guidelines.
- Paul questioned now that he is salaried, if he works a holiday he is supposed to have off, can he, as compensation, take a different day off to make up for the worked holiday. Dianne said yes, but double check the personel policy to be sure.
- Update on Columbus. System works great. New computer with software is in. Paul is still working on the graphics to make it easier to change the agenda items if needed. Midco still has one month before going live.
- Paul met with the Forest Lake Ranger’s, they have 8 productions in the works for the upcoming school year. A new “LipDub” highlighting the businesses in Forest Lake is anticipated.
- Paul has numerous stories that are currently in the works.



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- Lakes are Business Association will be having a Political Forum that LATV will be filming in October.

## 9. CHAIRPERSON REPORT

- Dan Udem is still working on the JPA with Scandia no longer in joint powers.
- Dianne shared if you do a google search on Cable Commissions in the state of MN, LATV does not show up as a local, public cable access station. Paul said he would change the settings in the Google account.
- Diane would like to move the September meeting to September 26<sup>th</sup>, 4 PM.

## 10. ADJOURN MEETING

### Motion to: Adjourn Meeting

Result	Adopted
Mover	Duraine
Seconder	Wood
Ayes	Bain, Halfen, Duraine, Wood
Nays	
Absent	

Meeting was adjourned at 5:59 PM

**NEXT MEETING – September 26<sup>th</sup>, 2018 at 4:00 PM at Forest Lake City Center**



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*Lakes Area Television's mission is to collaborate with people and organizations in the communities we serve to bring quality programming and learning opportunities while being fiscally responsible under direction of the Forest Lake Cable Commission.*

*Lakes Area Television's vision is to Educate, Inform, Entertain and Involve people within the Cities of the Joint Powers Agreement as directed by the Forest Lake Cable Commission.*