



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, December 13th, 2017 • 4:00 PM • Forest Lake Senior Center



1. CALL TO ORDER

4:09 PM the meeting was called to order by Dianne Halfen.

2. ROLL CALL

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

Other Noted Attendees:

Dan Unden - FL City Administrator Assistant

Paul Peterson - LATV Access Coordinator

Tim Schingen

3. APPROVE AGENDA (Action)

- **Motion To:** approve agenda with following changes:
 - Removing November minutes from the agenda,
 - Add Sub C under updates – Pauls Exempt/non-exempt status discussion

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Duraine
SECONDER:	Bain
AYES:	Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:	
ABSENT:	

4. OPEN FORUM

Tim Schingen attended the open forum to confirm that his resignation that was previously presented to Paul was then forwarded to the commission. The commission confirmed that they had all received a copy of it. Tim also asked if the commission had received his request for his back vacation/holiday pay & if they would consider him



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for being able to submit shows as an access user in the future. Tim asked about an approval from the commission for his resignation and it was clarified that the Paul was instructed by Marylee Abrams from Abrams & Schmidt that since his resignation was turned into and accepted by Paul already that commissions approval was not required. Tim's final payouts would be discussed for approval by the commission in the future. Tim acknowledged that he has already picked up all of his personal belongings from the station and that there was no problem there. Tim said his goodbyes to the commission and left the meeting.

5. APPROVE CONCENT AGENDA

Motion to: Approve consent with the removal of the November minutes until the January meeting and the agreement that Paul would fix October minutes typos.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kronmiller
SECONDER:	Bain
AYES:	Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:	
ABSENT:	

6. TREASURE'S REPORT (Action)

Discussed that Paul should check with Colleen that she took out Decembers rent early so she could begin closing out the 2017 books. Paul should ask Colleen not to invest the \$5000 MM Savings Investment which she usually does in January because the 2018 budget is not putting the money away at this time. If LATV can make it up later in the year that money may still be invested. Paul will work with Colleen & Neil to make a final decision on Scandia's role as FLCC bookkeeper going forward. The commission would like the deal finalized in February just in case an agreement can't be reached so FLCC would have enough time to look for another. The commission wants to make sure that the city is signing up as the bookkeeper and not Colleen personally. Columbus is short on access fees for Oct & Nov so there might be some carry over to 2018. We are under the audit threshold, so we will not have an audit performed this year. Dianne asked again about Paul's progress on the LATV inventory list. Paul said it is still in progress.

Motion To: Approve Treasure Report

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Wood
SECONDER:	Bain
AYES:	Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:	
ABSENT:	



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7. REGULAR AGENDA

A. Tightrope Update (ACTION)

Motion to: Approve update of Cablecast & Carousel software to current versions not to exceed \$1500

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Duraine
SECONDER:	Kronmiller
AYES:	Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:	
ABSENT:	

8. UPDATES

A. Personnel Policy Workshop

Agreed to schedule the next personnel policy workshop for January 17th 2018

Discussed that after the new Personnel Policy is finalized that we next move on to the current Access User Policy which led to a beginning discussion. It was discussed that the way the network is currently setup that security measures are not in place to sufficiently protect the LATV server files. It was then decided that until new security measures are in place, access users will not be given access to the computers connected to the LATV servers. Paul said he will look at the current Access User Policy.

B. LATV/High School Partnership

Paul shared his progress working with the career counselor at FL High School and the job applications he had received from NLA & Forest Lake High School.

Paul is continuing to work with teachers/student developing curriculum/training for the schools.

Conversation worked into possible sponsorship ideas that Paul can pursue moving forward. Paul will look at the current sponsorship policy as well as how other similar cable access channels are handling their sponsorship. The commission will take a look at new sponsorship possibilities in 2018.

C. Paul's exempt/nonexempt status

Discussed that Paul is working as more of an executive role with the schools and the need for an administrative assistant would help the progress he is making in that role moving forward. The commission agreed that just an administrative function might not be enough so figure out a way to



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combine the administrative with a bit of tech savvy.

Decided that the commission will resume the discussion next meeting on Paul's status. If Paul can bring back a model for what he believes would work for the commission to take a look at in the January meeting. The commission said that if Paul's job description needs to be re-written to make the exempt status fit that is a possibility. Dianne suggested to make this an action item for January's meeting.

9. ACCESS COORDINATORS REPORT

Pauls shared how he has begun using the new live stream system. Right now he is testing the system and putting the games on the channel/YouTube the next day. Within the next few games he will be ready to start playing them live on YouTube & Facebook. Paul is also researching to components to play them live on the TV channels.

10. CHAIR PERSON REPORT

Dianne asked about the annual Midco meeting. Paul said he would reach out to Jason and set it up

11. ADJOURN MEETING

Motion To: Adjourn Meeting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kronmiller
SECONDER:	Bain
AYES:	Duraine, Bain, Wood, Halfen, Kronmiller
NAYS:	
ABSENT:	

- *Next meeting scheduled January 10th 4:00pm at Forest Lake City Center*

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.