



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, January 8th, 2020 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

The meeting was called to order at **4:02 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Undem – FL City Administrator Assistant - Absent

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda with Changes (7D moved to 8)

Result	Adopted
Mover	Duraine
Secunder	Girard
Ayes	Duraine, Halfen, Wood, Girard
Nays	
Absent	

4. OPEN FORUM

There was no open forum at this meeting



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5. APPROVE CONSENT AGENDA

– (ACTION)

A. Secretary's Report

- A. Approve payment of November and December 2019 Bills
- B. Approve Meeting Minutes from November 13th, 2019

Motion to: Approve Consent Agenda

Result	Adopted
Mover	Girard
Seconder	Duraine
Ayes	Duraine, Halfen, Wood, Girard
Nays	
Abstain	

6. APPROVE TREASURER'S REPORT – (ACTION)

- November Financials: Rent agreement made in Nov. 2016: rate increase of 1.5%, rent for 2020 should have increased 1.5% in October (for November). Cable commission needs to retro pay 2 months of the 1.5% increase.
- There was a small dollar amount (\$30) difference in the financials that has been corrected and will be reflected in revised treasurers report by Colleen.
- December Financials:
 - Personnel expenses YTD are under budget by 3%
 - Miscellaneous Expenses are 31% under budget
 - Operating expenses are 26% under budget primarily from unbilled / unpaid accounting services for six months to Scandia.
 - Total disbursements less equipment is 7% under budget
 - Facilities and equipment are 8% under budget
 - Revenue less Access Fees is under budget by 4%
 - Scandia paid approximately \$1,400.00 for filming last quarter
 - Revenue from Midco is down vs budget by 20%
 - New Equipment purchases are 6% under budget



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- Non-capital expenses for the year were: \$135,899.97
- Non-capital Revenue is \$139,937.69 for the year
Non-capital Revenue for the year exceeded expenses by \$4037.72
- The YE Cash Balance is \$172,712.47 (before \$30 revision). Cash including MM reserve is: \$197,787.33

Motion to: Approve December 2019 Treasurer's Report with Colleen's Changes

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

7. REGULAR AGENDA

A. New Hire: Dustin Nyblom (Announcer)

Motion to: Approve New Hire: Dustin Nyblom as an Announcer

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



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B. LATV Filming School Events Protocol

After a detailed discussion with the Commission it has been reiterated that LATV can film school events if the school asks and invites LATV.

C. Job Description Update

The Commission requested that Paul and Jill have their job descriptions updated. The commission will review at the March Meeting. If there are comments, Commission members will contact Paul. Paul Girard offered to sit down with Paul and simplify job descriptions. Commission will approve job descriptions at a later meeting.

8. ACCESS COORDINATORS REPORT

Sponsorship Guidelines:

Paul has booked a meeting with QCTV to learn more about how they generate revenue for their station. He is meeting with them next week. LATV has future plans of sponsorships with the Boosters and is creating different options for purchase at different tiers. Paul will send the knowledge learned with Dianne.

LATV is currently working with 10 students towards a weekly news program. The school does not currently have a paper (budget cuts years ago) and are currently in the process of starting one. The students would film, edit and write the articles in the paper.

LATV is in process of filming 2 movies with students.

LATV is narrowing down the production. Focusing on the bigger stuff and promoting it.

Looking for new signs for promotion

LATV found a full set, free, from the MACTA site they are members of. They are hoping to pick the new set up soon.

LATV has recently acquired a new furniture set for the High School studio.

The high school is getting a jumbo-Tron and has approved a sports press box for LATV to film games in the gymnasium. Student will be filming the games.

Paul has purchased the necessary equipment to put in Forest lake Chambers to eliminate



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editing of all meetings held in the chambers.

Paul is still working with the Mayor to have a Mayor's Show: a casual show about what is going on in the city. Paul would like to do the same type of show with superintendent Steve Massey.

Paul was asked about doing a job shadow with a student.

Jim Caldwell will be at the March meeting

9. CHAIRPERSON REPORT

Inventory needs to be updated.

Dianne wants the production agreement with the school finalized before the end of the school year.

Dianne would like to get an agreement with LILA and NLA if needed or wanted.

Budget has been finalized, Dianne made some cosmetic changes, for next meeting Paul needs to update the reserve and his capital requests or ideas for the next meeting.

Dianne requested an update regarding scheduling City meetings and scheduling. Jill updated Dianne with positive results.

The hour/timesheet issue has been resolved once Morning announcements were eliminated at the high school.

Tightrope is working well and will in the future.

Dianne wanted an update on Paul's new medical insurance. Paul stated it is going well. He's waiting on his medical cards.

11. ADJOURN MEETING



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Motion to: Adjourn Meeting

Result	Adopted
Mover	Wood
Secunder	Girard
Ayes	Duraine, Wood, Halfen, Girard
Nays	
Absent	

Meeting was adjourned at 5:31 PM

Next Regular Meeting will be March 18th, 2020 at 4:00 PM at the 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.