



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 14th, 2017 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:17 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	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other Noted Attendees:

Dan Unden - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

3. APPROVE THE AGENDA (Action)

Motion To: Approval of the Agenda with the amendment of adding “Budget Discussion” under Updates

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

4. OPEN FORUM

There were no items added during the open forum at this meeting.

5. APPROVE CONSENT AGENDA (Action)

A. Approve Payment of Commission Bills

Motion To: Accept of Consent Agenda – with the amendment that Tim will be reimbursement only for receipts submitted, the remainder of his reimbursements are approved once those absent receipts are submitted to Colleen



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, June 14th, 2017 • 4:00 PM • Forest Lake City Center

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

6. TREASURE REPORT (Action)

Motion To: Accept Treasure Report

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

7. REGULAR AGENDA

A. Personnel Policy

The commission will set up a personnel policy workshop after budget. we discussed there will probably be 3 workshops with commissioners and since it needs labor law review that Marylee will need to review the version following our workshops. From her remarks, we'll have another workshop to finalize. Paul will send out his revised version of the policy along with the prior marked up version prior to workshop.

B. New Production Tech/Announcer Hires

Motion To: Hires 3 new employees

- Jason Demoe at level 3
- Colin Peterson at Level 1
- John Deneen at Level 1

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



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 14th, 2017 • 4:00 PM • Forest Lake City Center



8. Updates

A. Forest Lake City Hall Video/Audio Recording System

Paul shared that Tierney has replaced the capture device in the Forest Lake Council Chambers. The device was replaced/installed at no charge as a result of all the problems from the previous device.

B. LATV Server Room

Paul is working with senior center maintenance to enclose & vent the tightrope server as well as working with Sharon at the senior center to keep LATV's section of the building cooler.

C. Midco Annual Meeting

Paul is working on setting up the annual Midco progress/planning meeting with Jason Sachs. He will notify the commission when the meeting has been set.

D. Personnel Discussion

The commission discussed a personnel matter and the staff reported on a resolution of the issue - Documented information has been recorded in the personnel files.

E. Draft Budget

Paul and Dan will get together before next meeting and put together a draft budget. Paul will send a copy of the draft to the commission to be reviewed before the next meeting.

F. Access Coordinator Report

Paul shared various projects in the works including,

- Paul and Tim are creating an online video training series for the production techs so that if they're out filming and need an answer to something, the answers will always be available on LATV's website.
- Paul and Tim are working on a training program for current & new production techs with the goal of helping them to create better quality videos. The training will be event specific so the techs have a better understanding of how/what to shoot when out in the field.
- Paul is going to give the website a makeover. Highlighting the LATV mission & vision statements, The revisions will also make it easier for the community to see what LATV has in production as well as future productions & schedules.
- LATV is working on a partnership with MOST FL
- Various sponsorship options were discussed – It was agreed upon that community story based



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, June 14th, 2017 • 4:00 PM • Forest Lake City Center

videos can be produced for organizations and businesses as a service provided by LATV – There will be no charge to the organizations/businesses – The organizations/businesses can offer a donation the LATV if they wish but it is not mandatory. The purpose of the videos will be to educate, inform, involve and entertaining people while collaborating with people, businesses and organizations in the joint powers communities.

9. CHAIRPERSONS REPORT

- Dianne asked about progress with posting minutes and agenda on the LATV website. It is in the works with the website makeover.
- Dianne would like to start seeing the LATV Vision/Mission statements included on LATV documents as well as the revised website as well as incorporated into all video projects.

10. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- o Next meeting scheduled July 12th 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.