

**MEETING MINUTES
CABLE TELEVISION ACCESS CORPORATION
BOARD OF DIRECTORS**

September 11, 2017, Legislative Chamber, 1819 Farnam Street, Omaha, Nebraska

Present: Drew Theophilus
Dennis Lee
John Fullerton
Rudolph Smith
Buck Weyerman
Mary Williams

Staff: Stacey Hultquist, Law Department
Liz Birkel-Leddy, City Council Staff Assistant
Toni Hansen, Recording Secretary

1. The meeting was called to order at 4:05 p.m. by Vice President Drew Theophilus.
2. Approval of Agenda

Motion by Mr. Theophilus, second by Mr. Lee, to amend the agenda to add Election of Officers for the purpose of filling Charlie Cogar's position as President.

All in favor.

Motion by Mr. Weyerman, second by Mr. Lee, to nominate John Fullerton as President.

Mr. Fullerton accepted the nomination and Mr. Theophilus agreed to continue as the Vice President.

Motion by Mr. Lee, second by Mr. Weyerman, to close the nominations.

All in favor.

Mr. Theophilus asked if all were in favor of John Fullerton being elected to the remainder of Charlie Cogar's term as president.

All in favor.

3. Approval of Minutes

Motion by Mr. Theophilus, second by Mr. Weyerman, to approve the minutes of the June 12, 2017, meeting.

Yeas: Theophilus, Smith, Weyerman, Williams, Fullerton

Abstain: Lee

Motion approved.

4. Reports

The Knowledge Network – A report was provided to the board but a representative was not in attendance at the meeting.

Cox Communications – No report was provided. Ms. Birkel-Leddy explained there were contract negotiations with Hearst Media which led to KETV and ME TV being off the air for a few days. Nick Paden had contacted her just before Labor Day to advise her of this but they must have come to an agreement to get through the weekend. This was very short-lived and civil; they were back on the air Monday.

Rudolph Smith joined the meeting at 4:10 p.m.

CenturyLink – No report was provided.

5. Staff Reports

Studio Update

Chris Craddock provided the studio report for inclusion in the board's meeting materials. He was available for questions at today's meeting.

Staff Update

Ms. Birkel-Leddy explained that she has been focused the last two months on filling the studio manager contract. The advertisement was placed with Monster.com, Careerlink, and the Omaha World Herald. She said she did try reaching out to the public access networking group that she had talked about in a previous meeting but she did not hear back from them.

Ms. Birkel-Leddy reported they did get a pretty good response. Overall, there were about 60 interested applicants and about 30 had the qualifications for the studio manager position. Mr. Weyerman, Ms. Williams and Ms. Birkel-Leddy met to go through the resumes and reduced that to four. The four candidates then presented to the sub-committee. A recommendation will be made to the board for two applicants who will make a presentation at a future special meeting. Ms. Birkel-Leddy explained that, as a matter of confidentiality, the names of the candidates will not be announced but if board members have questions they can contact her.

Ms. Birkel-Leddy told the board that Buster Brown was approached about filling Mr. Cogar's position on the board. Mr. Brown indicated that he was interested in the position. Ms. Birkel-Leddy noted that it would need to come through the City Council Law Committee.

Finance update

Ms. Birkel-Leddy summarized the attached list of bills that have been paid since May, 2017. The total of the bills paid is \$34,003.15 and the proposed purchases are light bulbs for \$19.62 and microphone tie clips for \$28.95.

Ms. Birkel-Leddy provided an updated financial summary. The beginning balance for August was \$475,317, expenses totaled \$4,955 and the ending balance for August was \$470,317.

6. Board action on items from reports

Motion by Mr. Lee, second by Mr. Weyerman, to approve the expense report since May and the purchase of light bulbs and tie clips for a total amount of \$48.57.

All in favor.

Studio Manager Update

Ms. Birkel-Leddy's update was provided during the staff update.

7. Appeals – none.

8. Public Comments – none.

9. Executive Session – none.

10. Next Meeting Date

The next regular meeting is scheduled for November 13, 2017 at 4:00 p.m., in Legislative Chambers.

A special meeting has been scheduled for Tuesday, September 19, 3:00 p.m., in the City Council Conference Room for the purpose of the Studio Manager presentations. Mr. Lee informed the board that he is not available for that meeting. Ms. Birkel-Leddy will confirm the date with the two finalists.

11. Adjournment
4:34 p.m.



Secretary

Cable Television Access Corporation

PAYMENT OF BILLS

September 11, 2017

Paid invoices based on prior Board approval

DATE	VENDOR	DESCRIPTION	AMOUNT
5/1/2017	Chris Craddock	Monthly Payment - April	4,020.00
5/1/2017	Cody Van Dorin	Monthly Payment - April	228.00
5/1/2017	Malcolm Thomason	Monthly Payment - April	111.00
5/1/2017	LP Custodial	Custodial Service for May	249.50
5/11/2017	Security Equipment Inc	Security monitoring services	312.00
6/2/2017	Signworks, Inc.	Monthly Rent - June	2,906.59
6/2/2017	LP Custodial	Custodial Service for June	249.50
6/2/2017	Chris Craddock	Monthly Payment - May	4,057.50
6/2/2017	Cody Van Dorin	Monthly Payment - May	282.00
6/2/2017	Malcolm Thomason	Monthly Payment - May	105.00
6/27/2017	Liz Birkel-Leddy	Reimbursement-replacement of hard drives	988.96
6/27/2017	Signworks, Inc.	Monthly Rent - July	2,904.09
6/27/2017	LP Custodial	Custodial Service for July	249.50
7/5/2017	Liz Birkel-Leddy	Reimbursement - advertising studio manager	1,040.84
7/5/2017	Malcolm Thomason	Monthly Payment - June	57.00
7/5/2017	Cody Van Dorin	Monthly Payment - June	285.00
7/5/2017	Chris Craddock	Monthly Payment - June	3,855.00
7/27/2017	Signworks, Inc.	Monthly Rent - August	2,942.17
8/2/2017	Malcolm Thomason	Monthly Payment - July	165.00
8/2/2017	Cody Van Dorin	Monthly Payment - July	279.00
8/2/2017	Chris Craddock	Monthly Payment - July	3,967.50
8/2/2017	LP Custodial	Custodial Service for August	249.50
9/5/2017	Malcolm Thomason	Monthly Payment - August	117.00
9/5/2017	Cody Van Dorin	Monthly Payment - August	324.00
9/5/2017	Chris Craddock	Monthly Payment - August	4,057.50
		TOTAL	\$34,003.15

Proposed purchases/reimbursement approvals

VENDOR	DESCRIPTION	AMOUNT
Lowes	light bulbs	19.62
B & H	microphone tie clips	28.95
	TOTAL	\$48.57

**CABLE TELEVISION ACCESS CORPORATION
FINANCIAL SUMMARY**

	Final April 2017	Final May 2017	Final June 2017	Projected July 2017	Projected August 2017	Projected September 2017	Projected October 2017	Projected November 2017	Projected December 2017	Projected January 2018	Projected February 2018	Projected March 2018
BEGINNING BALANCE	\$313,617	\$500,653	\$495,572	\$483,724	\$475,272	\$470,317	\$464,300	\$458,282	\$452,265	\$446,247	\$469,505	\$463,487
<i>Costs:</i>												
Contractors	5,054	4,359	4,445	4,197	4,412	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Equipment	0	0	989	0	0	0	0	0	0	0	0	0
Facility	7,911	401	6,463	3,214	543	3,818	3,818	3,818	3,818	3,818	3,818	3,818
Other	0	321	0	1,041	0	100	100	100	100	100	100	100
Capital	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL COSTS	\$12,965	\$5,081	\$11,896	\$8,452	\$4,955	\$6,018	\$6,018	\$6,018	\$6,018	\$6,018	\$6,018	\$6,018
<i>Revenue:</i>												
PEG Revenue	200,000	0	49	0	0	0	0	0	0	29,275	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	200,000	0	49	0	0	0	0	0	0	29,275	0	0
ENDING BALANCE	\$500,653	\$495,572	\$483,724	\$475,272	\$470,317	\$464,300	\$458,282	\$452,265	\$446,247	\$469,505	\$463,487	\$457,470

CTAC Board Meeting -
September 11, 2017