

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

April 8, 2019, Legislative Chamber, 1819 Farnam Street, Omaha, Nebraska

Present: John Fullerton
Buster Brown
Marjorie Sturgeon
Buck Weyerman

Staff: Stacey Hultquist, Law Department
Todd Thorsheim, Finance Department
Liz Birkel-Leddy, City Council Staff Assistant
Genoveva Cutrell, Recording Secretary

1. The meeting was called to order by President John Fullerton.

2. Announcement of Open Meeting

A current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

3. Approval of Agenda

Motion by Mr. Brown, second by Mr. Weyerman, to approve the agenda.

Aye: Brown, Sturgeon, Weyerman, and Fullerton

Motion approved.

4. Approval of Minutes

Motion by Mr. Weyerman, second by Mr. Brown, to approve the minutes of the December 10, 2018, meeting as presented.

Aye: Brown, Sturgeon, Weyerman, and Fullerton

Motion approved.

5. Reports

The Knowledge Network – No report was provided.

Cox Communications – Jen Rae Wang, the Government Affairs Lead for Nebraska and Iowa, was in attendance, along with Robbie Squires and Curt Stamp. Offered a brief introduction and contact information: jenrae.wang@cox.com, and cell: 402-378-0246.

CenturyLink – No report was provided.

6. Staff Reports

Studio Update

Studio Manager, Mike Wallace, updated the board on website changes. The KPAO program schedule is posted to the website and is now easier to navigate and is automatically updated to display what is currently airing. Highlighted shows can be clicked on and the user can see a brief description of the show. The new schedule is more interactive and producers are encouraged to supply descriptions of their show in order to provide a more informative user experience.

Mr. Wallace explained that the studio is getting a more active social media presence.

Mr. Wallace updated the board about a new partnership with Omaha Public Schools. Approximately 12-16 Wilson Focus School students come to the studio on Wednesdays and work on video projects. Mr. Wallace explained this provides the studio with content and if the program is successful they will continue it again in the fall.

The studio has done well with its internship program. They currently have two interns from Iowa Western Community College and a new intern starting this quarter from Metro.

The Cinco De Mayo Parade will be broadcast for the second year. They will expand from one host to two for this year's parade. This year's parade should be more controlled with fewer people in the streets, making the camera person's job easier.

Working with the Parks and Rec Department, the studio is looking to broadcast the Bridge Beats concerts and other Omaha core events.

The studio will host an open house in the spring and try to do another in the fall. Last year's open house was successful and helped bring in more programming.

Mr. Wallace then showed a video showcasing KPAO programming.

Mr. Fullerton asked Mr. Wallace about rebroadcasting Sunday programming on Wednesdays. This allowed Mr. Wallace to change the parameters so new content is airing from 6 a.m. to midnight and dated material is not airing during prime viewing hours.

Staff Update

Ms. Birkel-Leddy explained they are continuing to work with the Building Commission on updates to the A/V in the Legislative Chambers. A demo is scheduled for April 24 for A/V equipment updates.

Ms. Birkel-Leddy said they are continuing to stay up-to-date with legislative goings on, there are currently no new FCC rulings to report.

Finance Update

Ms. Birkel-Leddy summarized the attached list of bills that have been paid since December, 2018. The total of the bills paid was \$57,152.81.

Ms. Birkel-Leddy provided an updated financial summary. The beginning balance for February 2019 was \$498,501 and the ending balance for February was \$484,180. The March 2019 beginning balance was \$484,180.00 and the ending balance was \$470,543.00,

7. New Business

Board action on items from reports

None.

Alliance for Community Media – National Conference

Ms. Birkel-Leddy addressed the board about Mr. Wallace attending the Alliance for Community Media National Conference in Portland, Oregon, July 10 through

July 12. Room nights are \$185.00 total and registration \$375.00, for a total of approximately \$2000.00 in travel expenses.

Motion by Mr. Brown, second by Ms. Sturgeon, to authorize Mr. Wallace to attend the Alliance for Community Media National Conference in Portland, Oregon, in July, 2019.

Aye: Brown, Sturgeon, Weyerman, and Fullerton

Motion approved.

Studio HD Upgrade

Ms. Birkel-Leddy updated the board that the Doug Walker is no longer with Omaha Public Schools; however, she does have a secondary contact, Alexander Hassel. Mr. Hassel will be the primary contact for The Knowledge Network and government broadcasting.

Heartland Video recently did the upgrade to HD for the Knowledge Network. After looking at the studio, the basic upgrade quote came in at \$36,374.00 from Heartland Video. The estimate provided by Heartland Video was provided free of charge.

To have AVI come to the studio and develop an estimate was approximately \$3800.00.

Mr. Fullerton expressed that he feels it's important to do the upgrade to HD. Mr. Weyerman agreed with this and suggested that KPAO may be missing out on some programming since it currently only broadcasts in SD. Mr. Brown also agreed that the studio must be upgraded to HD.

Ms. Birkel-Leddy explained to the board that the Heartland Video upgrade also included Tightrope software which makes the scheduling process much easier and streamlined. Ms. Birkel-Leddy stated that she will reach out to Heartland Video and inquire about bringing down the cost to upgrade.

Ms. Sturgeon inquired about a request for bids and whether or not CTAC should work with Douglas County Purchasing. Mr. Weyerman expressed concern that going through the bidding process would be lengthy and would prefer to proceed with the upgrade without doing a request for bids in the interest of expediency.

Mr. Weyerman inquired about potential downtime and completion dates provided by Heartland. Ms. Birkel-Leddy explained Heartland would be able to have two

systems running at the studio in order to train on the new HD system while still putting out a signal. Mr. Weyerman inquired if the computer system was upgradable should upgrades be needed in the future.

Ms. Birkel-Leddy suggested that CTAC continue to work with Cox Communications in order to move forward with the HD upgrade at the studio. Mr. Fullerton agreed that Cox should be consulted prior to doing the purchase.

Mr. Weyerman stated that he preferred to use Heartland Video.

Motion by Mr. Weyerman, second by Mr. Brown with the caveat that Cox is consulted, to pursue an HD upgrade at the KPAO studio contracted by Heartland Video.

**Aye: Brown, Sturgeon, Weyerman, and Fullerton
Motion approved.**

8. Old Business – none.
9. Appeals – none.
10. Public Comments – none.
11. Executive Session – none.
12. Next Meeting Date

The next regular meeting is scheduled for June 10, 2019, at 4:00 p.m., in Legislative Chambers.

13. Adjournment
4:56 p.m.



Secretary

Cable Television Access Corporation