

**URBANA PUBLIC TELEVISION COMMISSION  
MEETING MINUTES**

**DATE:** December 12, 2008  
12:00 p.m.

**PLACE:** Urbana City Council Chambers  
400 South Vine Street, Urbana, IL

**MEMBERS PRESENT:** Barbara Gladney Carol Inskeep  
David Gehrig Durl Kruse

**MEMBERS ABSENT:** Dana Mancuso  
Peter Resnick

**STAFF PRESENT:** Kate Gorman

**I. CALL TO ORDER**

Chair Barbara Gladney called the meeting to order at 12:05 p.m. and announced that David Adcock and Greg Boozell had resigned from the UPTV Commission. Chair Gladney also welcomed new Commissioner David Gehrig to the UPTV Commission.

**II. APPROVAL OF MINUTES**

The minutes of the September 12th, 2008 meeting were approved as presented.

**III. APPROVAL OF AGENDA**

The agenda was approved as presented.

**IV. CORRESPONDENCE**

There was no new correspondence for the Commission to review.

**V. STAFF REPORT**

Kate Gorman announced that UPTV was selected as one of the six participating PEG stations in the Open Media Project. The project sponsor, Denver Open Media, will begin UPTV's installation process at the beginning of January 2009. Ms. Gorman stated that 31 single public access programs were submitted for broadcast at UPTV over the last three months. Also, UPTV and Urbana High School have formed a partnership to produce several programs featuring UHS events and basketball games.

**VI. AUDIENCE PARTICIPATION**

There was no participation from the audience.

**VII. OLD BUSINESS**

**A. Public Access Cable Advisory Committee Update**

Ms. Gorman stated the Public Access Cable Advisory Committee had its final meeting in October. At the meeting, the members of the Committee agreed that the ingest kiosk/ virtual community media center proposal was the best way to create a workable plan for programming

on the fifth channel. The Committee's recommendation will be presented to the City Council once the timeline for the implementation of the Open Media Project is finalized.

Chair Gladney stated the Committee's purpose was to determine how a fifth channel would function, and asked if there were any additional funding avenues the Committee was able to devise. Ms. Gorman stated that no new funding was identified.

Commissioner Durl Kruse stated that the Committee's initial goal evolved during the course of the Committee's meetings. Positive communication and networking between the represented groups took place, but the Committee was unable to come up with a workable plan for additional funds for a fifth channel outside of supporting the growth of UPTV.

### **B. Franchise Renewal Update**

Chair Gladney stated the franchise negotiations were proceeding and they were continuing to work with Comcast on public access issues like acquiring the fifth channel. The current franchise will be completed by February, so the negotiations will have to be completed by then.

Commissioner Kruse stated they were proceeding a bit slower than was hoped, but progress was being made.

### **C. Human Relations Programming Update**

Ms. Gorman stated UPTV was still airing the programming donated by the Anti-Defamation League and the Southern Poverty Law Center every Friday at 6:00 p.m. The six programs are in rotation in that timeslot.

## **VIII. NEW BUSINESS**

### **A. Open Media Project at UPTV**

Ms. Gorman stated that Denver Open Media would be installing the Open Media System at UPTV enabling the station's processes to be accessed through a web interface by members. Implementation will start at the beginning of January and there is an expected go live date for the end of the month.

Chair Gladney asked for clarification about how the ingest kiosks would work. Ms. Gorman stated that the term "kiosk" refers to a computer that would have additional equipment and programs installed to upload and edit footage from MiniDV tapes. It would still be possible to access the site's other features, like scheduling equipment check out or watching archived shows, from any computer. Ms. Gorman said that each site would be worked with to determine what equipment they would want available at their location.

Commissioner David Gehrig asked if the Open Media System was already working at Denver Open Media. Ms. Gorman stated that DOM had been developing the applications over the past two years, and the system was already functioning well at the Denver station.

Commissioner Kruse stated that educational outreach to instruct the community on the resource and how they can use it should be a priority after the installation. Ms. Gorman agreed that training will be important to the success of the project.

Chair Gladney asked what funding would be necessary to implement the kiosks. Ms. Gorman stated that the initial funds would come from UPTV's operating budget, and the number of new kiosks installed each year would depend upon available funds.

Commissioner Kruse asked if people would be able to watch UPTV programming online after the installation is completed. Ms. Gorman replied that it would be possible to watch UPTV on the cable channel as well as through the website with web streaming and archived programs.

Commissioner Carol Inskeep asked what a site would need to have available to be able to have a kiosk. Ms. Gorman stated a site would require a reasonably fast internet connection and video cards in the computers.

Commissioner Kruse requested a presentation about UPTV's budget plans for the kiosk implementation at the next UPTV Commission meeting in March.

Chair Gladney asked if there would be a UPTV membership meeting soon. Ms. Gorman replied that UPTV would be holding informational and training sessions on the new system that members would need to attend.

### **B. Enforcing the Policies and Procedures**

Ms. Gorman stated that recently, there have been problems with members returning equipment in a timely manner. Most members, when they are warned, immediately return the equipment. However, there have been a few cases of members going extended periods of time without returning equipment, even when they incur violations. In one case, a camera and lighting equipment was stolen.

Ms. Gorman spoke with both Legal and Police Departments about the stolen equipment, and it was recommended that the Policies include more specific procedures for penalizing late return of equipment. After the specified return time is not met, the member will be contacted and required to return the equipment within 24 hours of contact. If they do not contact a staff member or return the equipment, a police report will be filed.

Chair Gladney asked about the use of a deposit to ensure the return of equipment. Ms. Gorman replied that UPTV does not have the facilities to store checks safely at the station, creating an unwieldy set of circumstances to retrieve the checks from the City Finance office.

Chair Gladney asked if the Commission decided to reinstitute membership and equipment fees how would the process be initiated. Ms. Gorman said she would need to check on the correct procedure, but reinstating the fees will become important if the membership increases with the new program.

Discussion ensued concerning the time allotted for the new return procedure. Commissioner Inskeep moved that the Commission accept the language provided by Ms. Gorman for the new field equipment return procedure. Chair Gladney called a vote on accepting the procedure as written. The vote was unanimous.

### **IX. COMMISSIONERS' COMMENTS**

There were no comments from the Commissioners.

### **X. SET NEXT MEETING DATE AND ADJOURNMENT**

The next meeting was set for Friday, March 13<sup>th</sup>, 2009 at 12:00 p.m. in the Urbana City Council Chambers. The meeting was adjourned at 12:48 p.m.