

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: March 13, 2009
12:00 p.m.

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

MEMBERS PRESENT: Barbara Gladney Carol Inskip
David Gehrig Dana Mancuso
Durl Kruse Peter Resnick

MEMBERS ABSENT: Mark Schultz

STAFF PRESENT: Kate Gorman

I. CALL TO ORDER

Chair Barbara Gladney called the meeting to order at 12:03 p.m. Chair Gladney welcomed the new member to the Commission, Mark Schultz, representing Urbana Schools. She announced that there are still two vacancies on the Commission, a Membership representative and the Urbana at-large representative, and encouraged people to apply.

II. APPROVAL OF MINUTES

The minutes of the December 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 reported that the annual Membership Meeting was held on February 26th where the Policies and Procedures were reviewed and members were instructed how to renew their membership. Staff is working with the Urbana Park District SPLASH program to create a video workshop for middle schoolers. UPTV has several governmental programming projects underway with Community Development, the Animal Control section of the Police Department and Champaign County Government. The Open Media Project is progressing and Ms. Gorman stated she would be attending the Open Media Camp April 18th-19th.

VI. AUDIENCE PARTICIPATION

There was no participation from the audience.

VII. OLD BUSINESS

A. Franchise Renewal Update

Chair Gladney reported that the franchise negotiations with Comcast have been extended to the end of summer and both cities are pursuing individual negotiations. Commissioner Durl Kruse added that he would like to suggest a discussion at the next Commission meeting of the transition to a fifth channel if one is acquired in the negotiations.

VIII. NEW BUSINESS

A. Library Projects Update

Commissioner Carol Inskeep reported on the youth media project at the Urbana Free Library. Students from 13 to 18 are learning how to use cameras from UPTV and will be filming and editing video projects over the next month with the assistance of UPTV and University of Illinois library science students.

B. Updates to Policies and Procedures

Ms. Gorman stated that with the introduction of the Open Media Project, some of the Policies and Procedures will need to be adapted to fit the new requirements of the website processes. She stated that these changes will not be made until after the site is complete and the Commissioners have had time to assess and recommend additions.

Commissioner Peter Resnick asked that it be made clear to members that it is possible to continue submitting programming the old way while the transition to the new site continues. Ms. Gorman agreed and stated that the transition would include multiple training sessions available to members to help them learn the new system.

C. PEG Promotions

Chair Gladney stated that at the last C-U Cable and Telecommunications Commission meeting, a committee was formed to look into alternatives for promoting all four PEG stations. The meeting will be held March 24th at 3:30 p.m. in Urbana’s Council Chambers and is open, and the resources each station has, the types of promotions that could be pursued and whether to continue utilizing the PEG paper insert.

Commissioner Kruse also asked that the committee be sure that the funds available for the PEG insert were utilized for the insert if no new plans could be completed before the new fiscal year. Commissioner Resnick stated that he believed the funds could be used for any promotional activities, but that Jeff Hamilton should be consulted.

D. UPTV Budget Overview

Commissioner Kruse stated that he had been informed by Comptroller Ronald Eldridge that the City is in the process of developing the budget for the next year and submitted the following information:

Personnel, including all benefits	\$113,430
Supplies & contractual	\$15,710
Total operating	\$129,140
Equipment	\$24,540
TOTAL	\$153,680
Estimated 2% revenues	\$135,100

VERF accumulated cash will be drawn down by \$18,580, and there will be \$186,200 remaining in the fund which is allocated to fiber installation.

Commissioner Kruse would like to know if the Library's live connection will be included in the fiber installation and what funds would be used to financially support a fifth channel if it is acquired. Kruse would like to know if the City would be willing to modify the budget to accommodate the funding for a fifth channel.

Commissioner Resnick stated that at the Broadband Access meetings Bill Dejarnette stated the fiber installation plan so far has included connecting schools and government buildings, including the library, together and back to the Illinois Century Network. Chair Gladney asked how the fiber connection will affect UPTV. Commissioner Resnick stated that while it doesn't relate directly to the station, data transfer of all kinds will be possible. Chair Gladney questioned why UPTV funds would be used for the installation. Commissioner Resnick replied it was his understanding that the installation funding comes from the franchise fees, not from the PEG fees.

Chair Gladney called for a clarification concerning the accumulated VERF funds for UPTV and the fiber installation funding and requested that Commissioner David Gehrig follow up with the City Council. Discussion ensued.

Ms. Gorman stated that the equipment budget listed would include computers and equipment to make the online functions of the Open Media system available to members. Commissioner Inskeep stated that the Library is interested in becoming an ingest site, and that UPTV and library staff would work together to assess what additional equipment was necessary.

IX. COMMISSIONERS' COMMENTS

Commissioner Inskeep announced that Ms. Gorman is the winner of Champaign County ACLU's Chalmers Award for Community Service and Protection of Liberties, to be awarded April 5th.

X. SET NEXT MEETING DATE AND ADJOURNMENT

The next meeting date was set for June 12th at 12:00 p.m. in the Urbana Council Chambers. The meeting was adjourned at 12:46 p.m.