

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: March 12, 2010
12:00 p.m.

PLACE: Urbana City Council Chambers
400 S. Vine Street, Urbana, IL

MEMBERS PRESENT: Barbara Gladney
Dana Mancuso

MEMBERS ABSENT: David Gehrig Peter Resnick
Mark Schultz Carol Inskeep
Durl Kruse

STAFF PRESENT: Jason Liggett

I. CALL TO ORDER

Chair Barbara Gladney called the meeting to order at 12:07 p.m.

II. ROLL CALL

Jason Liggett noted the attendance.

III. MODIFICATIONS TO AND APPROVAL OF AGENDA

The agenda was approved as presented.

IV. APPROVAL OF MINUTES

The minutes of the December 11, 2009 meeting were deferred due to lack of a quorum.

V. CORRESPONDENCE

There was no new correspondence for the Commission to review.

VI. STAFF REPORT

Mr. Liggett noted that an article in *The News-Gazette* featured a new public access program on UPTV, *C-U Mommy Connection*. Mr. Liggett also mentioned another new public access program titled *Financial Fitness*. The City of Urbana recently purchased and installed a new robotic camera man system for the Council Chambers. This was a large purchase on the UPTV budget for the fiscal year. Mr. Liggett announced that the City of Urbana is currently accepting applications for the position of UPTV Station Manager.

Chair Gladney noted that the UPTV Station Manager job description had a number of tasks in the Information Services Division. Mr. Liggett confirmed that this was true. The Station

Manager will be in charge of the big picture items at UPTV while helping out with other day to day operations in Information Services.

VII. AUDIENCE PARTICIPATION

There was no participation from the audience.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Budget Report FY 2010-11

Mr. Liggett noted that the budget presented is not finalized. The main component of UPTV's budget is a 2% PEG fee received through our franchise agreement with Comcast. This can vary from month to month. Mr. Liggett noted that the majority of the budget will be used on equipment replacement. UPTV staff will also look into video conferencing solutions and streaming city meeting live through our website. Staff is also hoping to upgrade their editing facilities with new software and an additional computer. Mr. Liggett mentioned upgrading public access camera equipment to meet certain technical needs of members.

Commissioner Mancuso asked if a new franchise with Comcast might affect the 2% fee that the City receives. Mr. Liggett confirmed that a new franchise agreement could potentially change the 2% fee. He also reminded Commissioners that the City has granted Comcast an extension until April 1, 2010 and that it will most likely be extended again at that time. Mr. Liggett noted that money was saved during the current fiscal year due to lack of staff and a great savings on the new camera system. Staff will also look at the possibility of a mobile video switcher within the next fiscal year.

Chair Gladney expressed the Commissions support for new equipment purchases and asked to be kept up to date on future purchases. She also mentioned the need for expansion if we get a fifth channel through our franchise agreement.

B. Open Media Project

Mr. Liggett noted that the beta stations are no longer receiving direct support from Denver Open Media, but all beta stations and Denver Open Media are working together with other drupal developers. UPTV staff is working with volunteer Josh King to fix the media mover. This has been malfunctioning since August 2009. Once this is fixed members will be able to upload their videos onto UPTV's site for on-demand viewing.

Chair Gladney asked about UPTV Public Access membership and the need for a membership meeting. Mr. Liggett stated that he would like to get the website functioning and then hold a membership meeting to introduce the website.

Commissioner Mancuso suggested having an online training video that would explain how to upload videos to the website.

C. Franchise Renewal Update

Mr. Liggett stated that the City Council approved a franchise extension until April 1, 2010.

X. COMMISSIONERS' COMMENTS

Commissioner Mancuso asked if there is a formal protest process if the City does not get a full 2% PEG fee or negotiations don't go the way the public would like for them to. Chair Gladney stated that there had been public input during the needs assessment process. Mr. Liggett urged citizens to talk to their City Council representative concerning the franchise agreement.

Chair Gladney mentioned the new website, cucabletv.com. It consists of information for all four PEG channels.

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next meeting date was set for Friday, June 11th at 12:00 p.m. in the Urbana City Council Chambers. The meeting was adjourned at 12:36 p.m.