

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: March 8, 2013 12:00 p.m.

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

MEMBERS PRESENT: Peter Folk Durl Kruse
Dale Sinder Carol Inskeep Dana Mancuso

MEMBERS ABSENT: Chris Fuller Marie Polk

STAFF PRESENT: Jason Liggett Jake Schumacher

I. CALL TO ORDER

Chair Folk called the meeting to order at 12:05 p.m.

II. ROLL CALL

Attendance was noted.

III. MODIFICATIONS TO AND APPROVAL OF AGENDA

The section titled “Old Business” was changed to “Unfinished Business”, per the City Clerk and Robert’s Rules of Order, as suggested at the previous meeting by Commissioner Sinder.

IV. APPROVAL OF MINUTES

The minutes of the Dec 12, 2012 meeting were unanimously approved following the correction of a reference to Commissioner Sinder as “Chair Sinder.”

V. CORRESPONDENCE

There was no correspondence addressed to the Commission since the last meeting.

VI. STAFF REPORT

Jake noted for the viewer’s benefit times that the Commission-preempted David Pakman, Thom Hartmann and Prairie Monk shows could be seen later that day.

The Emergency Notification Screen was utilized for the first time to continuously display the Urbana Snow Removal order from the Mayor. It became operational with the recent software upgrade to the Nexus automation system. Jason also produced two features on Public Works’ efforts towards snow removal.

The City of Urbana has renewed their membership in the Keep Us Connected coalition, an organization formed originally in 2007 to work to protect PEG channels throughout the state of Illinois via legislative actions and initiatives. Jake suggested the UPTV Commission might also wish to renew their membership; a motion was made and passed unanimously to do so.

Jake went to the initial Champaign County Freedom Celebration meeting. UPTV member producer (and UPTV Commissioner) Marie Polk is in charge of media promotion for the event, including the July 4th parade and fireworks, and plans are under way to again produce and air coverage of the parade. Chair Folk asked Jake to tell the audience how they could become involved as volunteers in that coverage, and Commissioner Sinder added details of what volunteer opportunities UPTV could provide for the project.

UPTV provided for the first time live real-time coverage of the Presidential Inauguration via *Democracy Now!*, and originated live (and rebroadcast several times) the Urbana Mayoral and City Clerk candidates forum sponsored by the NAACP and League of Woman Voters. Viewer interest seemed high judging from calls we received about it.

A robust local production schedule is being maintained by Jason and assistant Caleb Serepinas. An upcoming St Pat's special will present five hours of live Irish music recorded in Urbana by Commissioner Sinder.

Urbana High School sports broadcasts continue to be a great success, generating interest and buzz. Jason is continuing from basketball on to baseball and soccer season. Jason gave more details on the Urbana schools broadcasts, classes and productions, working with the Park District's after-school program, and filming some K-2 students in an "I Love Urbana" spot. Chair Folk asked for more details about the possibility of eventually airing sports events live.

A short clips reel was played for the Commission.

VII. AUDIENCE PARTICIPATION

Carol McKusick addressed the Commission with questions about length of speaking time, clarification of Chair Folk's comments about franchises (during the discussion of Keep Us Connected), and access to meeting minutes before they have been officially approved. She suggested the Emergency Notification system could be used to announce the cancellation of Urbana government meetings. She remarked that the videos of some older meetings have been taken off the city's website. Chair Folk responded to the first and second points, and Jason explained that has always been our practice that when the City's server fills up, older meeting videos are taken off the website to make room for the most recent ones.

VIII. UNFINISHED BUSINESS

A. Policies and Procedures Revision

The staff's proposed revisions to the entire UPTV Policies and Procedures were included in the Commission packets, for approval by the Commission before being published for public

comment. Chair Folk wondered how the legal department would feel about the proposed revisions. Commissioner Kruse commented at length on the wording of the presentation of the three areas—Public, Educational and Governmental—feeling that the Public area needed to be listed as a higher priority and that Governmental programming should not be treated as the highest priority. Commissioner Sinder asked about the status of a potential fifth channel. Jake mentioned concerns that starting up a fifth channel would trigger the move of all the PEG channels to a higher tier, losing the valuable “dial” location we now possess; in addition, we have not yet had problems with having enough air time for all three areas; and finally, the chief need now is additional staff time, which equates with money, and it is not likely given the economic situation of both cities, that additional money would be allocated for an additional channel that would only be Public Access. Chair Folk thought Commissioner Kruse’s proposed changes to the first section were good ones, though not necessarily in agreement that Public should take a higher priority than Governmental, and approved of the “readability” of the proposed revised document. Chair Folk suggested that the legal department should vet the format of the revised document for acceptability before it was made available for public comment. Commissioner Sinder so moved, Commissioner Inskeep seconded, and the motion passed unanimously.

IX. NEW BUSINESS

A. Equipment Purchases

Jason discussed the list of purchases during the past quarter, which included a number of replacement parts. He also noted the new inclusion of “upcoming” purchases, to advise the Commission about purchases on the horizon, including such things as new backdrops and equipment to upgrade production quality, paid for with PEG funds. Commissioner Kruse asked how member producers provided input as to equipment needs, and Jason reassured him that our Public Access producers were not shy about expressing their needs, and that staff paid close attention to those needs. Commissioner Sinder asked about the possibility of using more of this fiscal year’s remaining equipment fund to purchase equipment before June 30. Chair Folk asked for a list of expenditures over the last five years at the next meeting. Jason explained that many of the equipment purchases paid for with PEG funds were not made by UPTV staff (computers, projectors, etc.).

X. COMMISSIONERS’ COMMENTS

There were no additional comments from Commissioners

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting will take place Friday, June 14, 2013 at 12 noon in the Urbana City Council Chambers. The meeting was adjourned by unanimous consent at 1:18 pm.