

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES November 18, 1998

- MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Ms. Carolyn Kearns, Ms. Dana Mancuso,
- MEMBERS ABSENT: Mr. Jerry Landay, Dr. John Peterson, Ms. Angie Kingdon
- OTHERS PRESENT: **Ms. Amy Rose, UPTV Coordinator**

The meeting was called to order by Ms. Gladney at 8:00 a.m.  
The minutes were approved.

#### **Correspondence and Communications**

Ms. Gladney and Ms. Rose gave a report on the WILL-TV Open House they had attended.

Ms. Rose stated she noticed the Urbana Public Television Commission was not listed as an Urbana Commission in the "Who's Who in Local Government" booklet being distributed by the League of Women Voters. She had noticed a phone number for corrections and would be calling that number. Ms. Gladney suggested trying to get more publicity for the UPTV Commission. Ms. Rose said WDWS has recently shown a little more interest in UPTV Commission meetings. Ms. Mancuso said when our new goals are established, it may be a good time to seek publicity.

Ms. Gladney shared an idea she had for school programming. The Elementary schools could use the City Council Chambers to tape a "Quiz Bowl" type show using their library book quizzes. She thought this would be an entertaining way to get the elementary kids involved.

#### **Goal Setting Discussion and Rough Draft**

The Commission discussed general goals to be accomplished along with possible ways to reach those goals.

Rough Draft of Proposed Goals

1. UPTV will expand public access facilities.
  - a. Requirements to accomplish this goal include: equipment, staffing and space for editing suites, a check-out office and a studio or access to an existing studio.
2. A community survey will be conducted to establish community needs and interests.
  - a. The survey could be conducted by the P.E.G. Access Committee of the Cable and Telecommunications Commission as a mailing in the cable bills.
  - b. The UPTV Commission will work on possible questions to be included in the survey and contact Tom O'Rourke
  - c. This needs to be the first step to setting our goals.
3. The UPTV Commission will increase programming to better serve the community, City Government, Urbana Schools and Urbana Park District.
  - a. The type of programming will be governed in part by survey results.
  - b. Non-local programming may be obtained using satellite services.
  - c. Investing in local facilities will increase locally produced programming.
4. UPTV will work towards an increased awareness of Urbana Public Television and public access membership.
  - a. This may be accomplished by on-air promotion, meetings and news coverage.
5. UPTV will review the programming schedule and make needed adjustments.

The Commission agreed the first step in setting our goals is to complete a community needs survey.

Ms. Rose suggested asking Tom O'Rourke for help in developing the survey. Ms. Kearns said she would talk with Mr. O'Rourke and invite him to our next meeting.

The Commission discussed format and mailing possibilities. It was decided to hold off on decisions, until the number of questions were established.

Meeting adjourned at 9:20 a.m.

Next Meeting will be Wednesday, Dec. 9<sup>th</sup> at 8:00 a.m.

The meeting will be held in the Community Development Conference Room.

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES September 16, 1998

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Ms. Carolyn Kearns, Ms. Dana Mancuso, Ms. Angie Kingdon

MEMBERS ABSENT: Mr. Jerry Landay, Dr. John Peterson,

OTHERS PRESENT: **Ms. Amy Rose, UPTV Coordinator**

The meeting was called to order by Ms. Gladney at 8:00 a.m.  
The minutes were approved.

#### **Correspondence and Communications**

Ms. Rose asked Ms. Kingdon to remind Dr. Amberg to send a nominating letter to the Mayor, so that she may be officially approved. The appointment must be voted on by the Urbana City Council.

Ms. Rose reported Mr. Drew had sent a schedule of Tiger TV productions, so she is more aware of what programming to expect. Mr. Drew also has a teaching assistant who is aware of previous problems and she will help keep an eye on the tape deliveries.

The Commission discussed other School District programming ideas. Ms. Kearns suggested sending something home with students when a program is to be televised. Ms. Kingdon said there is a District newsletter published three times a year and a monthly staff newsletter.

Ms. Rose asked Ms. Gladney if she had sufficient information on UPTV to submit to the News-Gazette for the scheduling grids. She said she had what she needed from Ms. Rose.

Ms. Mancuso said it may take the News-Gazette a while to respond, because they are reorganizing the newspaper. Ms. Rose stated this was be a good time for our request.

Ms. Gladney distributed the P.E.G. Channel flyers to be mailed in the Time Warner cable bills.

## **City Council Chambers Policy**

Ms. Rose distributed a draft of a new proposed policy concerning use of the Urbana Council Chambers for use by Non-city related organizations. The groups must become UPTV members and must televise their meeting. Groups not wanting to use the television capabilities will be directed to the Urbana Civic Center. Access will be limited to Urbana residents and non-profit organizations. Reservations must be made through the City Clerk's office. A camera operator/building monitor will be provided for a charge of \$35 for the first hour and \$20 for each additional hour. The chambers will be available on a first-come, first-served basis all hours during the work week. Weekend scheduling will be contingent on staffing availability. A \$50 damage deposit will also be required.

Ms. Kearns suggested not returning the deposit that night. Ms. Rose should have a chance to inspect the condition of the equipment and room before the deposit is returned.

Ms. Gladney said it would be helpful to give the groups some guidelines on making a program more interesting and look better.

Ms. Rose said the policy include a meeting with the UPTV Coordinator to discuss the program and equipment capabilities.

Ms. Kearns stated this meeting should be required rather than suggested.

Ms. Mancuso stated changing the wording of the refreshment section to include the whole city building, if refreshments are not wanted.

Ms. Kearns stated she did not think that would be appropriate, because there are pop machines and snack machines in the building.

Ms. Rose stated the intent is to prohibit groups from serving food and drinks to everyone. If someone wants to have a soft drink during a break, that would be okay. She also thought refreshments are not needed for the type of meeting expected to be televised.

The Commissioners were pleased with the overall policy and thought the suggested rates were reasonable.

Ms. Mancuso suggested adding to the agreement wording – "I have read and agree to". She added many people don't really read things and then have a problem. This way we have a signed statement agreeing to the policy being read.

Ms. Rose stated the application will also include a check list for the building monitor. Groups will know what they will be inspected on.

Ms Mancuso asked if groups would be given specific wording for the disclaimer announcement before and after the meeting.

Ms. Rose said the same suggestion had been made in a previous meeting and she would be doing that.

Ms. Mancuso suggested making the equipment check list a little easier to understand. The current arrangement may cause confusion with the users and the Coordinator.

Ms. Gladney asked if the School District & Park District would have to pay to use the Chambers.

Ms. Rose stated that situation had not been discussed, but she felt they would still need to pay the personnel charges for the camera operator/ building monitor. The UPTV membership fees would still be waived by the Government membership policy.

The Commission discussed the possibilities and concerns about new groups using the Chambers and its television equipment.

### **Goal Planning Session**

Ms. Rose distributed budget information and other documentation to the Commissioners. The budget contains a Vehicle and Equipment Replacement Fund, also known as VERF. This fund is used to budget money to replace current equipment at a specified time. A sort of savings program. It is important to keep this in mind during budgetary decisions.

Ms. Gladney asked if the replacement of the Council Chambers equipment, paid for through the building renovation fund, would come from the P.E.G. fund. Ms. Rose said that equipment would be replaced through the VERF line of the P.E.G. fund.

Ms. Rose reported the annual revenue for the P.E.G. fund last year was \$74,773. This amount has increased since the fee was first implemented three years ago.

Ms. Rose explained one reason for setting some future goals would be to set up specific line items for new equipment purchases. This would also allow us to build up a savings for any specific large project we may want to accomplish in the future.

Ms. Rose discussed some of the options and purchases she would suggest for future development. The Commission asked for some more information and financial requirements of the suggested developments. The Commission was most interested in pursuing the development of public access facilities.

The Meeting was adjourned at 9:15 a.m.

**The next meeting will be Wednesday, November 18<sup>th</sup> in the Urbana City Council Chambers at 8 a.m.**

## **URBANA PUBLIC TELEVISION COMMISSION**

**MEETING MINUTES  
September 16, 1998**

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Ms. Carolyn Kearns, Ms. Dana Mancuso, Ms. Angie Kingdon

MEMBERS ABSENT: Mr. Jerry Landay, Dr. John Peterson,

OTHERS PRESENT: **Ms. Amy Rose, UPTV Coordinator**

The meeting was called to order by Ms. Gladney at 8:00 a.m.

Minutes were approved after a correction to "Burly Bear Network" rather than "Black Bear Network".

### **Correspondence and Communications**

Ms. Rose stated Dana Mancuso has been officially approved by the City Council to represent the Urbana Park District on the UPTV Commission. She added she was not aware of who the new representative for the School District would be.

Ms. Rose reported she and Dr. Peterson attended the Illinois NATOA conference. Seminar topics included franchise renewal and transfers, government access programming, I-Nets and telecommunication towers.

### **UPTV Report**

Ms. Rose reported the UPTV public access membership is continuing to grow.

The budget for FY 98-99 has been approved. The budget is very similar to last year's budget. The consulting line item was decreased and the money was added to the Training and Education line item.

Ms. Gladney requested the Commissioners receive a copy of the budget. She believes the Commission should have input into the development of the budget.

Ms. Rose stated she will be purchasing a camcorder this year for the public access use. She has budgeted \$5,000 for a new camcorder unit.

Ms. Rose said the Park District still seems interested in working with the City to provide space and resources for Public Access. The Brookens Building is the most likely venue to establish some new space for this type of program.

Ms. Gladney asked if there had been much demand for studio use or post-production editing equipment. Ms. Rose stated most requests have been for videotaping events or camera check out.

Ms. Rose said she is also planning an orientation meeting in the fall. This will help to bring our new members together and get feedback on their interest and needs. We have a dozen or so members, but few are participating and submitting tapes.

Ms. Gladney stated after a camcorder is available, members will need some place to edit their videos. Ms. Rose said space and staffing will determine where and when that will be available.

Ms. Rose distributed a report of UPTV programming. It describes what meetings are being televised and programming currently being produced by the City staff. She added she discussed the report with Urbana C.A. O.. Bruce Walden. In response to the discussion at the last UPTV Commission meeting, Mr. Walden sent a memo to Park District and School District administration encouraging more programming. Mr. Walden and Ms. Rose discussed the role the UPTV Coordinator will play in this programming.

The idea is to encourage school staff to videotape events happening at the schools. Ms. Rose will be available to work with the School District to produce programming involving issues affecting the District and its students. She will not be responsible for taping plays, concerts, assemblies and such, but can help produce overall informational type programming.

Mr. Drew asked if all of the programming being produced by the high school class is being shown on the channel.

Ms. Rose stated she plays every tape she receives from the class.

Mr. Drew said he has made a proposal to the School District to produce programming as part of his employment duties.

Mr. Drew asked about Mariah Oxford's role in producing programming. Ms. Rose replied the Commission felt Ms. Oxford would be a good source for information covering the entire school district. She would seem to be the person who would know what was happening in all of the schools.

Mr. Drew stated he thought there was no point of buying a camcorder if an editing system was not also available.

Ms. Rose said a camcorder is all UPTV is set up to provide at this time. Offering any other equipment requires space and staff that is not currently available. She believes the camcorder is a start in providing video capabilities to access members.

Ms. Rose stated she usually televises school programming on Tuesday nights. The School Board meetings are every other Tuesday and other school-related shows are aired the other Tuesdays. Tuesday night is the set night for school programming. Ms. Rose also replays the programming at various other times during the week.

Mr. Drew asked about other programming times. Ms. Rose said other times are available during the day if they are requested. She, however, is concerned about the reliability of receiving tapes from the high school students. She would prefer to schedule times after the tape has been delivered.

Mr. Drew restated he did not think his programming was being played enough. He said the school is providing a variety of quality programming to UPTV.

Ms. Rose said she plays the tapes she receives many times throughout the week. They are not always replayed on a timely basis, because many are out of date when they are brought to her office.

Ms. Kearns asked Ms. Rose to provide a schedule of programs and meetings, which have scheduled times.

Ms. Rose explained that the amount of playback is also governed by the length of meetings and number of tapes used. There are only four tape machines, two SVHS and two  $\frac{3}{4}$ ", available for evening playback.

Mr. Drew said he needs to know if Ms. Rose is not getting tapes. He leaves that duty to students and does not necessarily know if the students are delivering the tapes.

The Commission continued to discuss the intricacies of scheduling the channel time.

Ms. Gladney suggested investing in more decks to be able to automate more playback time. She also suggested Mr. Drew and Ms. Rose communicate on a regular basis to make sure tapes are being delivered and played.

Ms. Rose stated she appreciates the programming done by Mr. Drew's class. The intent of the previous discussion was to encourage other schools within the District to do the same thing.

Ms. Gladney stated the School District distributes a newsletter. This would be a great place to promote the school's programming on UPTV.

Mr. Drew asked if the television production area at the City is wheelchair accessible. Mr. Walden responded that the area is certainly adaptable, if it is not currently accessible.

### **News-Gazette TV Listings**

Ms. Gladney brought to the attention of the Commission that the four P.E.G. channels are not currently listed in the grid of the newspaper's tv listing guide. The News-Gazette had always contended there was not enough room to include the P.E.G. channels. Recently, the tv listings guide was reorganized to include more channels. The P.E.G. channels are still not listed. The grid at the front of the booklet does not even identify the four channel numbers. Ms. Gladney proposed sending a letter to the News-Gazette requesting the P.E.G. channels at least be listed in the channel grid.

### **Urbana Public Television Planning Session**

The Commission discussed concerns guidelines related to the use of Council Chambers by outside groups.



Ms. Gladney suggested having the use of the Chambers limited to daytime hours only. This would be less convenient for some groups, but would eliminate some of the security and staffing concerns involved with evening use.

Mr. Walden stated daytime use would be less of a problem. At night there would be a need for security and an employee would have to be assigned to be at the meeting.

The Commission agreed some sort of policy needs to be worked out to allow outside groups to use the television production facilities of the Council Chambers.

Mr. Walden asked for the Commissioners thoughts on how to motivate people to do programming.

Ms. Gladney said the easiest format is where someone just has to show up and talk. They can schedule a specific time to do an interview and be done with it.

Mr. Walden stated he would invite Dr. Amberg to do an "Understanding Urbana" episode to talk about school issues, such as the new facilities plan.

Mr. Drew would like to tape programs such as this for the School District. He would be able to tape these type of shows and bring them to Urbana Public Television.

Ms. Rose said she also has a problem getting reliable programming. People work on programs very sporadically. She has not yet been able to establish a reliable production schedule.

Mr. Walden stated he could also talk to Robin Hall about the dedication of Meadowbrook Park and the sculpture garden.

Ms. Gladney stated she would like to see a proposed Production plan, so the Commission can comment on what types of shows are being produced.

Ms. Rose said one problem is City staff seem to put off scheduling production time. There seems to be more of a commitment to honor meetings with people outside of the City.

Ms. Rose proposed the Commission and City Administration work on a Five Year Plan. This will give every one involved in Urbana Public Television some input into future plans for the development of the program. It will also give every one a shared vision of where we want to concentrate our resources and efforts. It will also help Ms. Rose to determine the expectations of her position.

Mr. Walden stated he thought the Administration and Commission need to identify what the next goals will be for the future of Urbana Public Television.

The meeting was adjourned at 10:00 am.

**The next meeting will be at 8:00 am on Wednesday, September 16 in the Urbana Council Chambers.**

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES

March 19, 1998

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Ms. Dana Mancuso  
Ms. Carolyn Kearns, Dr. John Peterson

MEMBERS ABSENT: Mr. Jerry Landay

OTHERS PRESENT: **Ms. Amy Rose, UPTV Coordinator**

The meeting was called to order by Ms. Gladney at 8:05 am.

Minutes were approved .

The Commission discussed the need for a new representative from the School District with Dr. Nielsen's departure. The Commission would like to get the entire School District more interested in providing programming.

Ms. Gladney stated all of the schools have programs and concerts that could be taped and shown on UPTV.

Ms. Rose stated she would like to have this type of programming, but doesn't have the time to commit to videotaping every program the schools put on. She is planning on purchasing a camcorder, which can be checked out by the schools to tape their own events.

Ms. Gladney said the schools need to get involved and be aware of the opportunity to show their programs on UPTV. If Ms. Rose were to videotape a couple for them, this might get them thinking about other programs.

Ms. Mancuso said Mariah Oxford is the Marketing and Public Information person for the School District.

Ms. Rose said she has recently been in contact with Ms. Oxford and she seems interested in more actively using UPTV.

Ms. Rose said she would discuss this with Bruce Walden. Mr. Walden has recently been focused on producing government programming. Ms. Rose stated she is unsure as to how much involvement he will approve for non-government productions.

Ms. Gladney asked what role the Commission plays in setting goals and priorities for the channel. She stated she has always envisioned community-wide involvement for the channel and the Coordinator. She would like the Commission to be involved in setting programming priorities.

Ms. Kearns asked exactly what the role of the Commission is.

Ms. Rose explained the Ordinance states the Commission is to act as a hearing board for disputes, to assist in the development of the channel policies and make recommendations to the City Administration.

Ms. Kearns stated the Commission could make a recommendation to include more School District and Park District involvement.

Ms. Rose said she would welcome the Commission's input in further defining her responsibilities. The level of her interaction with other entities has always been vague.

Ms. Gladney said she feels a more broad approach needs to be taken and the Commission is able to provide that. She would like to see programming that appeals to many different viewers.

Ms. Kearns said as a council member she gets complaints about citizens not being informed by the City's government. One way to do that is through the television channel.

Ms. Rose stated her biggest challenge is getting city departments to devote time to producing videos. Many good ideas have been discussed, but a lot of them seem to fall through due to lack of interest or committed time. Mr. Walden has been supportive and encourages other departments to produce videos.

Ms. Gladney stated Ms. Rose may need to develop a plan for what productions will be done. Maybe we could start by asking for one video idea from the School District, Park District and Library. She stated guidelines should also be developed to give Ms. Rose a basis to decide which projects she would be able to accept. This would allow her to answer inquiries without having to consult Mr. Walden on every request.

Ms. Mancuso asked what had been done to inform people that UPTV is available to them.

Ms. Rose said she has sent out several news releases, given radio interviews and was featured in the News-Gazette. Ms. Rose added she has offered training classes through the Park District.

Ms. Rose suggested asking Mr. Walden to attend an UPTV Commission meeting to discuss the direction which the Commission would like to see UPTV heading toward, including defining and guiding the duties of the Coordinator.

Ms. Kearns suggested developing a plan that can be reviewed and commented on. This plan might include proposed programs for all the entities involved and the estimated time commitment for each project.

Ms. Mancuso asked about the City's involvement with other organizations using the channel.

Ms. Rose explained all other groups and organizations are considered public access. At this point, public access producers are totally responsible for producing their own tapes.

UPTV currently only offers playback of produced videos. Ms. Rose is hoping to expand the services available to public access members, when the resources are developed.

Ms. Rose reported there are currently five public access members. Only two have supplied programming thus far.

Ms. Gladney gave Ms. Rose some programming offered by Black Bear Network. Ms. Rose said this would be considered public access programming and need a sponsor.

Ms. Rose stated she shows a few programs such as, "Illinois Breakfast" and "Our Environment Today" as government sponsored programs, because they are produced by government agencies. Ms. Gladney said she would be glad to defer the State Board of Education programming to UPTV.

Ms. Gladney stated she would like to know how much original programming is being generated by all of the P.E.G. access channels.

Ms. Rose stated she believes the City and the Commission should start working on a policy to allow public access members to use the Council Chambers. It has not been requested, but it would be nice to have a policy in place when the issue does come up. Mr. Walden has a concern with security of the area. She added it would be beneficial to the City to address the possibility before it is forced into it. It also will provide another opportunity for public access members to get their message on the channel.

Ms. Gladney and Ms. Rose discussed restricting use to public access members only and providing training courses. The chambers could be used to produce panel discussions, debates and presentations. These could be shown live or taped.

Ms. Gladney suggested making the chambers available during daytime hours only. This would alleviate the need for extra security. If the producers are serious, they will make arrangements for daytime use.

Ms. Rose reported she has a part-time employee working for UPTV now. It is a temporary position without benefits. If it works out and helps production, it could turn into a permanent position.

Meeting was adjourned at 9:15 a.m.

Next Meeting will be Wednesday, June 17 at 8 a.m. in the 2<sup>nd</sup> Floor Conference Room at the Urbana City Building, 400 S. Vine Street, Urbana

## **URBANA PUBLIC TELEVISION COMMISSION**

### **MEETING MINUTES December 10, 1997**

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Ms. Heather Young  
Ms. Carolyn Kearns, Dr. Robert Nielsen

MEMBERS ABSENT: Dr. John Peterson, Mr. Jerry Landay

OTHERS PRESENT: Ms. Amy Rose, UPTV Coordinator;

The meeting was called to order by Ms. Gladney at 7:35 am.

Minutes were approved .

### **Correspondence and Communications**

Ms. Rose reported she has been receiving quite a few complaints about the cable rate increases. The City of Champaign had already announced forms were available for citizens. To be consistent, Ms. Rose is sending out the same form to Urbana residents.

Ms. Kearns suggested filling in the basic information on the form and then sending it to residents to complete with their names and comments. The rates vary by services; therefore, she thought an attached list of rates would help explain the increases.

Ms. Gladney stated the Champaign-Urbana Cable and Telecommunications Commission is also talking about sending an official complaint letter to Time-Warner.

Ms. Kearns stated she had received a draft of the Resolution being proposed by Commissioner O'Rourke. She also reported on a presentation and discussion about technology goals at a City of Champaign study session she attended.

### **Telecommunications Technology**

Ms. Rose said the City of Urbana is implementing an internal network, but she is not aware if any plans to provide E-mail to all city employees in the near future.

Ms. Kearns said it would be helpful to have Ms. Rose on E-mail. The Commissioners are using E-mail to communicate with each other and Ms. Rose is missing out on that information.

Dr. Nielsen stated discussion of technology goals and uses are great, but the required infrastructure needed to be provide these services must be addressed also. Fiber optic lines are still the best possibility. He added there are people in our community with plans to provide these networks. As awareness increases, we must increase the capabilities to handle new users and services.

Ms. Kearns said there is also the concern of providing computer access to low income individuals.

Dr. Nielsen stated we need to look at ways to provide the connections needed for all of the proposed services. He added there is not yet a commonly held vision of where technology is going and what needs to be done to support it.

Ms. Gladney stated the Urbana Public Television Commission should help facilitate some kind of movement on this issue.

Dr. Nielsen stated Mr. Mike Smeltzer has developed a presentation on his ideas for a community network. He mentioned he had also heard Danville negotiated connectivity for the school system into their cable franchise.

Ms. Rose suggested getting more information on what is needed to support the type of network being discussed.

Dr. Nielsen said he thought Mr. Smeltzer would be a good person to hear from. NCSA is branching out nationally and not concentrating as much on the Champaign-Urbana area. He suggested having a presentation to the UPTV Commission and then recommending the Joint Commission hear his plan.

Ms. Gladney stated the UPTV Commission could sponsor the speech and invite the Champaign Commissioners to attend. The University and other groups have been trying to get something started, but haven't gotten a lot of results. This is where Ms. Gladney thinks the Joint Commission can help get the Cities involved and move forward.

Dr. Nielsen asked Ms. Rose to contact Mr. Smeltzer about this proposal and check his availability.

Ms. Rose explained that only a few city employees have an E-mail account. The City is establishing an internal network to provide communication between offices. She is not aware of any plans to provide external E-mail accounts for all City employees.

Ms. Kearns said she has used the Urbana home page as a resource in her position on the Council. She has printed out many pages to help answer questions for her constituents. The Park District and each Urbana School building has a home page as well. She believes it is a great way to make information available to our citizens.

Ms. Rose added Time Warner cable has offered to give her the software and training to access the program which controls the channel origination point at the cable headend. This would give her control of switching between the City building and the school administration office. The only hold up to this arrangement is Ms. Rose's lack of a modem and connectivity.

Dr. Nielsen suggested the City invest in a NC Server. It allows software to be accessed by several machines instead of being on individual computers. It allows users to access individual accounts from any machine. It also converts files between different types of machines. NC Servers cost around three to four thousand dollars.

The Commission voted to recommend the City Administration provide Ms. Rose with an E-mail account.

Ms. Gladney said the channel listings could also be on an UPTV Home Page. Ms. Rose said she could pass that information along to Shawn Fluno for the City of Urbana Home Page.

**Bulletin Board Announcements**

Ms. Rose informed the Commission she had received several requests for public access announcements of a very general nature. They were not connected to a certain event or date. Groups are wanting the announcements to run for an extended period of time. She believes this is against the intention of the channel policies.

Ms. Gladney stated the policies only guarantee a one week run of all announcements. The Bulletin board is intended for use by the City, Government members and UPTV Public Access members. Any other available space may be used by other non-profit organizations at the discretion of the UPTV administration.

The meeting was adjourned at 9:00 a.m. The next meeting will be Thursday, March 19<sup>th</sup> at 8 a.m. in the Second Floor Conference Room of the Urbana City Building.

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES

September 10, 1997

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Dr. John Peterson,  
Ms. Carolyn Kearns, Mr. Jerry Landay,  
Dr. Robert Nielsen

MEMBERS ABSENT: Ms. Heather Young

OTHERS PRESENT: Ms. Amy Jordan, UPTV Coordinator;  
Ms. Jean Burkholder, Urbana School Dist.;

The meeting was called to order by Mr. Landay at 7:40 am.

Minutes were approved .

#### **Correspondence and Communications**

Ms. Jordan distributed a letter from Councilwoman Esther Patt concerning the definition of a non-profit organization in the public access policies. Ms. Jordan suggested changing the wording to include organizations which are eligible for tax-exempt status or proof of incorporation.

Ms. Kearns and Ms. Burkholder suggested finding out the criteria used for tax-exempt status. Ms. Kearns also asked how to follow-up on these criteria. Ms. Jordan had not been able to find an efficient way to do this, but suggested having a questionnaire for the organizations to sign attesting to the fact they meet the specified criteria.

Ms. Jordan stated Teri Legner had contacted her about the upcoming Town Meeting of the Joint Cable and Telecommunications Commission. The meeting will start at 7:00 pm at the Urbana Council Chambers. Advertisements are being placed in the News-Gazette. People will be able to mail in questions or call in that night.

Ms. Jordan stated Steve Holz approached her about some franchise issues. There are several deadlines associated with the system upgrade which need to be checked on.

Tom Bruno has been appointed to replace Ed Ryam as the Champaign City Council representative to the Joint Cable and Telecommunications Commission.

Ms. Jordan was contacted by Ken Gustin about coordinating an effort to have all P.E.G. channels included on the Prevue channel. She also announced she will be on the WEFT radio program promoting public access media.



### **Reports/ UPTV Update**

Ms. Jordan reported on a meeting with Klaus Company about the installation problems with the Council Chambers equipment. She stated they seemed more committed to solving the problems and completing the project.

Ms. Jordan announced she will be holding a public access orientation meeting Thursday, Sept. 25<sup>th</sup>. She will have copies of the policy book for people to look through and will discuss the operation of UPTV public access.

Ms. Kearns suggested putting a copy of the policies on file at the City Clerk's office.

### **New Business/ Joint Cable and Telecommunications Commission**

Mr. Landay gave the group an explanation of how the town meeting came about and the changing focus. Kathy Brabson, Time Warner; Steve Holz, Urbana Assistant City Attorney, and a TCI representative will be included on the panel. He also gave out some articles about TCI for the group's benefit.

Ms. Gladney gave her support for the meeting and refocusing on the possible TCI takeover. People need to know what the issues are and what our rights are as it pertains to the transfer of services.

Ms. Jordan stated the City of Urbana has made progress on a Telecommunications Ordinance. Mr. Holz would also be able to update the Joint Commission on this Ordinance. Ms. Kearns gave the group a brief update on where the proposed ordinances are in the City's approval process. She reported it has been a long, involved process and City staff has worked with professional consultants to draft the proposed ordinances. The City of Urbana is trying to accommodate this new construction without being over run or ending up in court. The ordinances try to address all possible scenarios. Ms. Kearns said she feels the City is trying to control the situation as best it can without being preventive.

Dr. Peterson asked if anyone within the City knows where the proposed tower sites will be. Ms. Kearns replied she is unsure if anyone knows. Dr. Peterson suggested the Commission find out the plans for revealing future tower sites.

Dr. Nielsen reported Danville school systems are currently wired together through the cable system at no cost to the School District. He would like the Commission to look into something similar if the opportunity arises.

Dr. Peterson stated Jeff Newnam, Chair of the Joint Commission's Technical Committee, is working on putting a group together to promote the community's interest in telecommunications networking. He offered to pass along Dr. Nielsen's name as an interested party.

Meeting adjourned 8:45 am

Next meeting December 10, 7:30 am at the Urbana City Building, 2<sup>nd</sup> Floor Conference Room

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES

July 30, 1997

MEMBERS PRESENT: UPTV Commission Members:  
Ms. Barbara Gladney, Dr. John Peterson,  
Ms. Carolyn Kearns,

MEMBERS ABSENT: Mr. Jerry Landay

OTHERS PRESENT: Ms. Amy Jordan, UPTV Coordinator; Ms. Heather Young,  
Urbana Park District; Ms. Jean Burkholder, Urbana School Dist.;  
Ms. Esther Patt, Urbana City Council

The meeting was called to order by Ms. Gladney at 7:45 am.

Minutes were approved with the following changes:

Ms. Gladney stated the phrase "take advantage" should be changed to "exploit" the situation. Ms. Kearns asked that her name be taken out of the list of Council members present to discuss UPTV membership fees. She attended the meeting as a new Commission member.

#### **Correspondence and Communications**

Ms. Jordan said she had received calls from people interested in public access. She is happy to be able to report the new progress to them.

Ms. Kearns stated she had received an invitation to a breakfast symposium by PrimeCo. PrimeCo is a wireless telecommunications company wanting to begin operations in the area. The date was incorrect on the letter, if anyone had gotten the same invitation. Ms. Kearns offered to make reservations for Commissioners interested in attending. Mr. Holz is also planning to attend the symposium.

#### **Reports/ UPTV Update**

Ms. Jordan reported the UPTV membership fees were passed at \$20 for Urbana Individuals and Non-Profit Organizations and \$40 for Non-Urbana Residents. She added the definition of Non-Urbana residents as being anyone living outside of Urbana, but in the Time-Warner Cable system will be added to the public access policies.

Ms. Jordan stated she was working with Ms. Young at the Park District to set up a video training class. The class will be conducted as a training class separate from UPTV; therefore Ms. Jordan will be compensated from class fees. At such time, a class is offered through UPTV and the City, it will then fall under the classification of Ms. Jordan's duties as UPTV Coordinator.

Ms. Gladney asked about the publicity for the class. Ms. Young said the class description in the fall guide mentions the class is sponsored by Urbana Public Television. Ms. Jordan added the class will also be promoted on the UPTV Bulletin Board.

Ms. Jordan said she would give the Commission a tour of the new audio/video updates to the Council Chambers after the meeting. She explained some of the problems and delays which have occurred with the installation.

Ms. Gladney asked if Ms. Jordan will be using her S-VHS camera to teach the video class. Ms. Jordan said she will have that camera, but participants are being asked to bring their own cameras.

Ms. Burkholder suggested telling Planned Parenthood about the training class. Pam Ryan transferred equipment owned by the Community Media Coalition to Planned Parenthood for storage and use by the other social service agencies.

Ms. Patt reported Human Services absorbed the remaining assets of the Community Media Coalition and in the process purchased a camcorder. They hope to make videos about social services available in the Champaign-Urbana area. Ms. Burkholder said she could announce the training class at the next Human Services meeting.

#### **UPTV Commission**

Ms. Jordan stated she has reminded Mayor Satterthwaite about Council approval for the new representatives from the School and Park Districts. He was also asked again to officially approve the public access policies recommended by the UPTV Commission.

Ms. Jordan asked the Commission for its input on meeting schedules and organization of the new UPTV Commission. Ms. Gladney and Dr. Peterson suggested meeting quarterly. Ms. Jordan said the Commission will hold hearings to settle disputes on an as needed basis.

Ms. Gladney asked to be copied on current issues to keep up on things between meetings.

Dr. Peterson asked about the status of the Telecommunications Ordinance presentation to the Plan Commission.

Ms. Kearns explained the scheduled Plan Commission meeting was canceled and rescheduled for the following Thursday. The ordinance should be discussed at that meeting.

Ms. Gladney suggested having the next UPTV Commission meeting in September, thus setting up a meeting schedule of one month before the Champaign-Urbana Cable and Telecommunications Commission meetings.

The UPTV Commission and others then took a tour of Ms. Jordan's new office and video production room located at the south end of the Council Chambers.

**Next Meeting** will be Wednesday, Sept. 10 at 7:30 am in the Urbana City Building Second Floor Conference Room

## URBANA PUBLIC TELEVISION COMMISSION

### MEETING MINUTES

June 11, 1997

MEMBERS PRESENT: UCCAC Members:  
Ms. Barbara Gladney, Dr. John Peterson,  
Ms. Carolyn Kearns

MEMBERS ABSENT: Mr. Jerry Landay

OTHERS PRESENT: Ms. Amy Jordan, UPTV Coordinator; Ms. Heather Young,  
Urbana Park District; Ms. Jean Burkholder, Urbana School Dist.;  
Ms. Esther Patt, Urbana City Council; Ms. Ruth Wyman, Urbana  
City Council

The meeting was called to order by Dr. Peterson at 7:35 am.

Minutes were approved.

#### **Correspondence and Communications**

Ms. Jordan stated she and Ms. Gladney attended a meeting of the entities concerned with Adult Education in the community. It was mentioned at this meeting quite a few people get Urbana Park District information from Channel 6.

Ms. Gladney stated the Champaign Park District is planning to meet with the City Manager to explore possibilities with Champaign.

Ms. Jordan stated the situation causes UPTV to be in a difficult position of determining the level of involvement allowed with collaborative projects between Champaign and Urbana.

#### **Budget Report**

Ms. Jordan distributed a copy of last year's budget. The budget for the upcoming year is similar. The main adjustment will be less money in the Consultant Fees line item. With the completion of the Council Chambers, not as much money will be needed for this service.

#### **UPTV Update**

Ms. Jordan explained the UPTV membership fees were included in the schedule of fees at last Monday's meeting of the Committee of the Whole. The fees were deferred because several Council members had questions about them. Council members Ms.

Patt, Ms. Wyman and Ms. Kearns attended the Commission meeting to discuss the membership fees.

Urbana Public Television and its corresponding Commission were established by an Ordinance approved by the Urbana City Council. The Park District and School District were granted voting member status. The Commission would still like for the Ordinance to be amended to allow the Commissioners to elect a Chairperson. Ms. Jordan will discuss this issue with the Mayor. Ms. Burkholder suggested a compromise by restricting the Commissioners to choosing a Chairperson from the four Urbana Cable and Telecommunications Commissioners.

Ms. Kearns asked if this was a big problem to the Commission. Wouldn't the Mayor also be appointing the members from which the Chair will be chosen?

Ms. Burkholder explained with the current Mayor this is not necessarily a problem, in the future it could be.

Ms. Patt cited a Mayoral appointed Chairperson whom she thought had been detrimental to the mission of another City Commission.

Dr. Peterson also recalled the problem experienced recently by the Cable and Telecommunications Commission, which was spearheaded by a Champaign-appointed Commissioner.

Ms. Jordan explained the other fees included with the schedule of fees were approved; therefore, the UPTV fees will return to the Council as an amendment to the schedule of fees. She further stated the current proposed fees are: \$30 - Individual, \$75 - Non-profit Organizations and Non-Urbana Residents. She also suggested defining a Non-Urbana resident. Does this mean anyone not living in Urbana, or must they still live in the Champaign - Urbana Time Warner Cable Subscribing Area.

Ms. Gladney said she still felt anything produced by someone outside the community should need a local sponsor.

Ms. Jordan explained the membership fee will be an annual fee and allow members to request cablecast for an unlimited number of tapes for that year. Tapes will be placed into the playback schedule on a first-come, first-served basis.

Ms. Gladney stated we are trying to build a program involving expensive television equipment. These fees will allow us to accomplish that. Ms. Jordan added she also hopes this money will help in the purchase and maintenance of field equipment for public check-out. Training is also included in the fee.

Ms. Jordan stated eligible non-profit organizations included any group serving Urbana residents. This was necessary since many organizations serve both Cities regardless of where the office is located.

A policy is being proposed to allow members to reduce the fee by contributing volunteer time. Ms. Jordan said this would also provide her with some assistance.

Ms. Wyman asked if an organization could just bring in outside programming and not produce their own tapes.

Ms. Jordan said this is acceptable and the group could bring in as many tapes as they wanted for the entire year.

Ms. Burkholder asked if one Urbana resident from the group could join UPTV as an individual and submit tapes. Ms. Jordan agreed this was a way to bypass the organizational fee.

Ms. Patt stated she had spoken with many non-profits. Her feeling is the fee is higher than all other memberships and the agencies will not be able to afford to join UPTV. The fee will discourage non-profit organizations from joining. A lower fee will help build membership in public access. Ms. Patt said she felt people already expect these services for the 2% PEG fee already collected from cable subscribers.

Ms. Jordan said the fees are comparable to other access centers in the country. Some of these centers also receive funds from the franchise fees to support them. '

Ms. Jordan said an insurance policy on the equipment, when it becomes available, has also been discussed and would be paid for through these fees. Thousands of dollars worth of equipment will be entrusted to members. We need some assurance it will be returned.

Ms. Jordan said the fees also provide a certain level of commitment from members. It's just another way to make sure people follow the procedures and guidelines, instead of taking advantage of this opportunity.

Ms. Patt stated many organizations have very small operating budgets and just can not pay \$75 for this sort of membership. She also said submitting tapes and checking out equipment to produce tapes are two different levels of involvement.

Ms. Gladney said many groups want to produce their own local programming and have it seen locally. At this point, there are not a lot of places to get that done. UPTV will be facilitator for that type of production. Local producers can come together and help each other meet their goals.

Ms. Wyman said two different levels of membership would allow those groups not interested in producing local programming to still participate by sponsoring outside programming.

Ms. Jordan stated she would also suggest two levels of membership. The only drawback is this might slow the progression of UPTV.

Ms. Burkholder explained the training and equipment once available through Time-Warner Cable and the Champaign Public Library are now non-existence. We are starting out fresh and the \$60,000 generated doesn't go far in building this type of service.

Ms. Gladney said there is also expense involved in the scheduling and playback of tapes. Air time is valuable. An hour or more of channel time would be quite expensive if a member had to pay for it.

Ms. Jordan explained the \$15 dubbing fee is for people who call in wanting a copy of UPTV programming, such as Council meetings and public forums. This covers the cost of tape, mailing and dubbing time.

Ms. Patt said she believes more organizations will join at a lower fee, therefore, generating more money.

Ms. Gladney stated it is a balancing act. We want to build membership, but we also want to provide those members with the equipment and facilities they need to produce quality programs. She added the most interesting part of public access is the contribution of local producers producing programming for our community ; rather than telecasting nationally produced spots seen everywhere.

Ms. Patt argued some of this outside programming cannot be seen on other channels. Ms. Gladney stated she felt an important part of UPTV public access will be members getting together to share ideas and help each other find a way to get individual messages to the public. It will be more involved than simply submitting tapes.

Ms. Jordan suggested a compromise of proposing \$20 a year for individuals and non-profit organizations to only submit tapes for playback. Non-Urbana residents will pay \$40 a year for tape playback. Training fees will be charged separately from the annual fee. A higher level of membership would then be put into place allow for equipment use.

The Commission voted to approve and recommend the revised fees to the City Council.

Ms. Jordan asked if fees for training classes offered through the Park District would also need to be approved by Council. After discussion, the Commission felt it would not be necessary, but Ms. Jordan should discuss this with City officials to make sure.

Meeting adjourned 8:50 a.m.

Next meeting Wednesday, July 30 at 7:30 a.m. in the Urbana City Building, 2nd floor Conference Room

