

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: Sept 9, 2011 12:00 p.m.

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

MEMBERS PRESENT: Peter Folk Carol Inskeep
Chris Fuller Marie Polk

MEMBERS ABSENT: Durl Kruse, Dana Mancuso

STAFF PRESENT: Jason Liggett, Jake Schumacher

I. CALL TO ORDER

Chair Folk called the meeting to order at 12:01 p.m.

II. ROLL CALL

Attendance was noted, and there was a quorum.

III. MODIFICATIONS TO AND APPROVAL OF AGENDA

The agenda was approved as presented.

IV. APPROVAL OF MINUTES

The minutes of the May 26, 2011 meeting were approved.

V. CORRESPONDENCE

There was no correspondence to the Commission since the previous meeting.

VI. STAFF REPORT

UPTV Intern Kaitlin Dixon has resigned. She was a remarkable addition to the UPTV staff and will be missed. Production Coordinator Jason Liggett has begun the search for a replacement. Until a new intern is hired, UPTV Saturday hours will be by appointment only.

Jason has had to reconstruct hundreds of hours of city meetings on the city website due to a server crash. Systems have been put in place to prevent this from happening again.

City management requested that UPTV investigate closed-captioning. Costs appear to be quite substantial, perhaps prohibitively so for the small budget of UPTV. Staff will continue to research the possibilities.

Jason has just completed a new production entitled "CU: Safe Routes" in collaboration with the

Safe Routes to Schools group, a safety instruction video for both children and adults. He continues to work on “Cop’s Corner” and has finished a new production of the Fire Department safety-instruction puppet show.

Volunteer Dale Sinder recorded the Freedom Celebration/Fourth of July parade; Comcast had recorded this for local broadcast until this year, but they no longer possess the capability to do so and will thus do so no longer, a situation to which Commissioner Polk had alerted staff.

Jake coordinated UPTV staff, volunteers and community musicians to enable us to record nearly all the performances on the One Community Together stage at this year’s Sweetcorn Festival. A great deal of material was generated which will be post-produced into programs and modules over the coming year. This served the dual purpose of documenting cultural activity in Urbana and strengthening ties with the Urbana Business Association, as does UPTV’s continuing productions of “Around Town with the UBA.”

We are planning to record the city’s 9/11 ceremonies, as well as running a number of other 9/11 specials for the tenth year commemoration. Jason has produced new editions of “Artist of the Corridor” features, and helped volunteers record and produce a two-hour storytelling festival broadcast. UPTV recorded the UC2B groundbreaking ceremonies and will be present at other UC2B events as we continue to raise awareness of the broadband project to the community.

New programs by local producers included: “Equinox House,” a documentary on green building by Dan Zangerl; “Blue Thunder, Rainbow Striker,” an adventure series by Crofton Barrett; “Let the Truth Be Told,” an hour-long community-based public affairs show by Seon Williams; a special by I-Parents; “Get Right” by Anselm Anyanwu; and sketch comedy program “The Abigail Show.”

A clips reel of UPTV programs from the last quarter was shown to the Commission. Longtime local producers Carmen Pursifull and Brian Henderson are discontinuing their programs, and their contributions were acknowledged.

Jason & Jake attended the East Central Illinois Volunteerism Conference. Jake was an invited participant on a Community Media in the Digital Age panel of the GoNorth conference in Inverness, Scotland, in June, and attended the Alliance for Community Media Conference in Tucson in July. Jason attended the UIUC Volunteer Fair.

Our first Spanish-language program, “Cuadriga,” a news program from Deutsche Welle, now airs on Monday nights.

Jason & Jake met with Erin Ludwick at the high school, and will be doing a presentation to the Journalism students. A monthly program produced by students is envisioned.

VII. AUDIENCE PARTICIPATION

There was no participation from the audience.

VIII. OLD BUSINESS

A. Open Media Project Update

The Drupal website is not yet up and running, but the clean install on the servers has been successfully completed, and we await input from Kevin Reynen. We would like to present the new website at the next Open House, by December, if it is ready. Commissioner Inskip suggested that local producers make presentations about their programs, to increase attendance. Jake would like to make screening parties a regular event. Jake expressed some misgivings about the lack of personal contact that the new website functions might provide.

IX. NEW BUSINESS

A. Equipment Purchases

Mr. Liggett went over the list of new equipment purchases, including the mixer and other equipment for the mobile studio. Paperwork has been submitted to finalize the acquisition of the rest of the mobile studio in the coming quarter.

B. Cable Commission

The Cable Commission's administrative oversight and support is being moved from the Champaign to Urbana. Documents are in the process of being transferred. Jake is working with Champaign's Jeff Hamilton to make the transition smooth and complete. Chair Folk mentioned the upcoming Cable Commission study session meeting that will revolve around CU2B and the digital divide.

C. PEG Report

The annual report submitted to the Cable Commission was included in the UPTV Commissioners' packets. There were marked increases in new local programs and series, local meeting coverage, and new outside programs.

X. COMMISSIONERS' COMMENTS

Chair Folk notes the Cable Commission study session will be October 12th at the Champaign City Hall.

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting will take place Friday, December 9th at 12 noon in the Urbana City Council Chambers. The meeting was adjourned at 12:40 p.m.