

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: December 14, 2012 12:00 p.m.

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

MEMBERS PRESENT: Peter Folk Marie Polk Durl Kruse
Chris Fuller Dale Sinder

MEMBERS ABSENT: Dana Mancuso Carol Inskeep

STAFF PRESENT: Jason Liggett Jake Schumacher

I. CALL TO ORDER

Chair Folk called the meeting to order at 12:03 p.m.

II. ROLL CALL

Attendance was noted, as were Commissioners Mancuso and Inskeep's prior notifications of inability to attend.

III. MODIFICATIONS TO AND APPROVAL OF AGENDA

The agenda was not modified.

IV. APPROVAL OF MINUTES

The minutes of the June 8, 2012 meeting were unanimously approved.

V. CORRESPONDENCE

Correspondence included: a notice from the staff concerning the new live-streaming video on the UPTV website; e-mail from Carol McKusick about UPTV Commission makeup, correspondence, and policies and procedures; and commendatory email from Conrad Wetzel and Karen Medina.

VI. STAFF REPORT

UPTV officially introduced a live-stream on the urbanapublictelevision.org website yesterday on September 13, with the assistance of new Urbana Marketing Director Natalie KennyMarquez. The station is now viewable in real time anywhere in the world with an internet connection.

UPTV has been invited to join the new Community Marketing & Communications group which Ms. KennyMarquez has organized. UPTV has started tweeting (118 tweets, 38 followers),

allowing more immediacy of promotion.

Jason & Jake attended the UI Volunteer Fair and have several new volunteers already assisting in program production. UPTV may be running new programs from WEFT radio as well as more from WRFU. Jason & Jake attended three conferences in seven days: the Grassroots Radio Conference, a Drupal Users camp organized by Jason, and the Alliance for Community Media conference. UPTV recorded much of the Grassroots Conference and will be broadcasting many of the sessions on Sunday nights.

Commissioner Polk and a team of volunteers put together a great program around the Fourth of July Parade/Freedom Celebration. Jason and volunteers recorded many of the performances on the One Community Together stage at the Sweetcorn Festival in August. New community programs include The Kweens' Roundtable with Valerie Ammons, and new times for Reel Reviews. Deutsche Welle news and documentary programs have returned to the air, available most nights from 5 to 6 pm. Democracy Now! provided special live coverage of both party conventions and the Supreme Court's healthcare decision. Among upcoming programs will be a live broadcast of a local broadband forum.

The annual PEG report was included in the Commissioner's packets.

Two new camera operators have been hired: Jordan Fogerson was a communications major at EIU, and Crofton Coleman has been a UPTV volunteer while in high school.

UPTV is now airing Urbana High School football and soccer games on Saturday evenings, hosted and shot by students, following on Jason's work with Erin Ludwick's broadcasting class. The News-Gazette did a recent feature story on this. Basketball coverage of both boys' and girls' games will follow.

Jason reported in more detail on the Drupal Users camp which he organized.

Commissioners have until the end of December to complete the online Open Meetings training mandated by the state of Illinois.

A short clips reel was played for the Commission.

VII. AUDIENCE PARTICIPATION

Urbana resident Carol McKusick addressed the Commission. She asked how correspondence was defined in the policies and procedures, and said that all her correspondence had not been included in the Commissioner packets. She said the annual schedule of meetings was not posted on the website as legally required. She said the policy and procedure revision was a governmental process that proceeded from federal requirements, and thought a committee should be established. She is unclear about when formal motions are needed or not needed. She talked about her proposed department of governmental information, and that there was now way to verify that meeting videos posted on the City website have not been altered. She wonders who

the four cable commissioners are.

Commissioner Folk noted who the Urbana cable commissioners were. Jake reported that he had consulted with Bill DeJarnette concerning the posting of the upcoming calendar year's meetings on the city website, and Information Services is looking into how to do this consistently across all the Commission sites. Commissioner Folk asked that progress on this topic be included in the next UPTV Commission meeting agenda.

VIII. OLD BUSINESS

A. Policies and Procedures Revision

Staff suggested that proposed P&P revisions be brought to the Commission for comment and suggestions, then posted on the website for public comment once those have been approved by the Commission. Chair Folk said he would like each proposed revision made available with the agenda for each meeting. Commissioner Polk said keeping them closed until final revision would avoid confusion. Distinction was made between discussion of minutes and discussion of proposed P&P revisions. Commissioner Kruse moved "that the process of revising our P&P be posted and clearly identified as revised, a draft P&P so the public can see it, until such time as they are completed and the Commission receives input from staff and the public to making a final vote of approval." Commissioners Polk & Sinder requested the motion be amended to replace "revised" with "proposed." Commissioner Fuller seconded. Motion was passed. Staff asked how each iteration of the proposed revisions should be separately identified, and Chair indicated by date.

Staff suggested that another approach taken by many other city Commissions is to first prepare a revised document and then present that document to the public for open comment. Commissioner Kruse proposed that the original motion be amended to state "that the proposed revisions as approved before they are adopted by the City and Commission be posted for public input." Chair said that would nullify the initial motion and vote, and asked for a new motion. Commissioner Kruse moved "that the final draft of proposed changes to P&P, as developed by the Commission and City staff, be posted to the public for their comment before final approval is made by the Commission." The motion was seconded by Commissioner Fuller. Following further discussion, the motion carried by a 3-2 vote.

The Commission decided to table discussion of the proposed revisions to Section One until the next meeting, so Commissioners would have time to peruse them. There was discussion of fees, fee structure and waivers. Commissioner Kruse asked about the status of the "fifth channel" offered by Comcast. Jake presented his view as Station Manager that the combination of public, educational and governmental programs offered was one of UPTV's greatest strengths, and that restricting public access to a separate channel invited the move of all the PEG channels to an upper, and much less desirable, channel location. Chair Folk said that in his view there was interest in the fifth channel but there was as yet no perceived pressing need for it.

IX. NEW BUSINESS

A. Equipment Purchases

Mr. Liggett discussed the list of purchases during the past quarter. Commissioner Sinder asked about future planned purchases; Jason mentioned upgrading public access cameras, and that other studio equipment would probably wait on what could be developed to increase studio space. Commissioner Fuller asked what kinds of cameras were being considered, and Jason gave a rundown of those, including the move away from tape and towards HD digital and removable digital storage.

B. Annual Membership Meeting and Open House

It will be Saturday, December 1st, from noon to 1:30pm in the City Council Chambers, and the public is cordially invited.

X. COMMISSIONERS' COMMENTS

Chair Folk continues to be excited by the new content and especially the Urbana High programs.

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting will take place Friday, December 14, 2012 at 12 noon in the Urbana City Council Chambers.

The meeting was adjourned at 1:16 pm