

**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
Dale Sinder Carol Inskeep

MEMBERS ABSENT: Dana Mancuso Chris Fuller

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 Online Training item was moved to the staff report following a successful motion to that effect by Commissioner Sinder.

IV. APPROVAL OF MINUTES

The minutes of the Sep 14, 2012 meeting were unanimously approved following the correction of a typo on page 2.

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 and Prairie Monk shows could be seen.

The Online Training for Open Meetings Act information has a deadline of December 31.

The Annual Open House and Membership meeting entertained 15 member producers, a Commissioner and members of the public.

Jake found a way to post the year's upcoming meetings on the City website without having to re-do any of the pages. He will include four upcoming scheduled meetings as part of the agenda.

Commissioners Inskip and Polk were reappointed to the Commission.

UPTV has doubled the number of people following the station on Twitter since the last meeting.

Urbana High School sports broadcasts have been a great success, generating newspaper coverage and community buzz. Jason is continuing from football onto the basketball season.

A member producer is working on a full-length movie to premiere hopefully in February.

Staff continues to look for potential studio expansion space.

New program series: several from Dr. Zachariah, WEFT Sessions, The Men Who Killed Kennedy, Ted Adkisson's production about Iota Phi Theta, Artificiality, Brian Jackson's "In Focus", an arts grant writing workshop, staff-produced features on Urbana city government and services, the UBA Holiday Market Menu, the Boneyard Creek Opening Ceremony, plus live coverage of the Presidential debates and election returns.

Jason gave more details on the Urbana schools broadcasts, classes and productions.

A short clips reel was played for the Commission.

VII. AUDIENCE PARTICIPATION

Urbana resident Carol McKusick addressed the Commission concerning her interest in seeing the UPTV Commission support the formation by the City of a new Board of Government Information. Chair Folk and Commissioner Kruse commented on the proposal, both suggesting that the Mayor's Office might be the correct and best channel for pursuing Ms. McKusick's ideas. Commissioner Sinder pointed out that Robert's Rules of Order specifically advise against publishing unapproved minutes of meetings.

VIII. OLD BUSINESS

A. Policies and Procedures Revision

The staff's proposed revisions to Section One of the UPTV Policies and Procedures were included in the Commission packets, for approval by the Commission before being published for public comment. Commissioner Sinder and Chair Folk asked Jake to summarize the complete process for successful revision of the policies. Jake responded that as he understood it, the best practice would be for the Commission to discuss and approve, revising as they saw fit, the staff-recommended revisions; that they then be posted for public comment; that following public comment, the Commission would revise if needed and as desired based on public comment, the proposed new policies; and once they then had a document that they felt comfortable with, it

then be submitted to Legal for vetting, and following that, to the City Council for final approval. Chair Folk said he thought instead that staff, public and Legal opinions should be considered simultaneously.

Regarding the proposed revisions to Section One, Commissioner Kruse moved they be accepted and posted for public comment, which passed. Jake asked the Commission to approve a continuing process for the revisions. Commissioner Sinder suggested that a piece-meal approach was confusing to the public. Jake suggested that the staff could revise the entire document and present in its entirety to the Commission. Commissioner Sinder moved that the staff be directed to do so. Commissioner Kruse thought that doing a section at a time would drag on too long, and he moved that the revisions be presented two sections at a time. He would also desire input from Urbana citizens on the lack of fees for non-Urbana residents that has been proposed in Section One. Commissioners discussed the options for how many sections to consider at each meeting. Commissioner Inskeep asked for staff's suggestions. Jake said his feeling was that it should be done either a section at a time, or the whole thing at once. Commissioner Sinder asked if it could be transmitted to the Commission two to three weeks before the next quarterly meeting and Jake said that would be his goal. Commissioner Kruse's amendment failed. Commissioner Sinder's original motion to take it as one complete document passed.

IX. NEW BUSINESS

A. Equipment Purchases

Mr. Liggett discussed the list of purchases during the past quarter, which included lamp replacements, new mobile flip-cameras for check-out, new tape and batteries, a charger, and XLR-mini adapters.

Following Mr. Liggett's report, Commissioner Sinder moved that "Old Business" in future agendas be renamed "Unfinished Business," as Robert's stipulates that items labeled "business" generally require a vote. Staff were charged with finding out from City staff if this was acceptable, and the motion was tabled until the next meeting.

X. COMMISSIONERS' COMMENTS

Commissioner Kruse was pleased to see the participants at the Open House, saying it was a good time and a lot of great conversation, well-attended and a benefit, and thanked the staff for organizing the event. Commissioner Sinder also thanked and commended staff for the number and quality of new local productions. Commissioner Folk repeated his request for an RS feed of new content.

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting will take place Friday, March 8, 2013 at 12 noon in the Urbana City Council Chambers. The meeting was adjourned at 1:15 pm