

Office of
Southwest Fox Valley Cable and Telecommunications Consortium

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Consortium Coordinator

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Meeting Minutes

A meeting was held on Thursday August 6, 2009 at 5:30 PM at the Waubensee Community College to discuss the current status of the Consortium.

Board Members present:

Gary Golinski – Yorkville
Dennis Keene – Sandwich
Vince Mancini – North Aurora
Renee Tonioni - Waubensee

Other Attendees:

Mike Rennels – Program Director SWFVCTC
Max Herwig – Consortium Coordinator

Topics of Discussion:

Meeting Minutes Approval

Dennis made a motion to approve the July 11th meeting minutes and Gary seconded the motion. All Board members present voted yes. Motion passed.

Budget Report

The checking account has a balance of \$253,463.87 as of 07/31/09.

Payment of Current Bills

Waubensee has submitted a bill for \$26,637.94. Gary made a motion to pay the bill and Dennis seconded the motion. All Board members present voted yes. Motion passed.

Collection of Quarterly Consortium Membership Fees

Max reported that he had resolved the issue of the 1st quarter payments from Sandwich, Plano and Yorkville and stated that the Village of North Aurora had deposited those monies in their general fund by mistake. The Village has corrected the mistake and transferred the monies to the Consortium account. Max stated that he had not received the 2nd quarter statements from Comcast.

Quarterly Refunds

Refunding the 1st quarter fees was discussed and Vince made a motion to refund the 1st quarter. Gary seconded the motion. All Board members present voted yes. Motion passed.

Old Business

Manager Report

Mike reported on the streaming video and that we would not have enough band width. He presented a cost analysis (See Attachment A) showing the cost comparison between using a company named ZeZan and Waubensee for implementing streaming video for the Consortium. Gary made a motion

to approve having Waubonsee as the Consortium's streaming video host location and associated cost. Dennis seconded the motion. All Board members present voted yes. Motion passed.

Mike also reported that he spoke to Jerry at Comcast about the status of the installation of our Encoder for bringing up channel 10. He stated that Jerry checked with National Comcast and they were waiting on IP addresses and it would be about 3 weeks. Mike reported that channel 10 is up and running on AT&T's U-Verse channel 10.

Others - None

New Business

Manager's Report

Mike handed out and discussed his monthly report, (See Attachment B) which he said he will discontinue handing out because they will come to the Board electronically starting with the August report. As part of his handout he also discussed his August goals.

Member Reports

Other

A discussion was held on the proposed Consortium Coordinator Agreement. Dennis requested that in **Section 3 paragraph (a)** after the word "appropriate" the words "with Board approval" be added so that the sentence would read "**Routine Operations**. The Coordinator shall oversee and perform all of the routine operations of the Consortium as the Coordinator determines are appropriate, with Board approval, to carry out the goals and purpose of the Consortium." Dennis also requested that in **Section 5 paragraph (b)** after the word "appropriate" the words "with consent of the Board" be added so that the sentence would read "The manner and method by which the Coordinator carries out the goals and purposes of the Consortium and the duties and responsibilities set forth in this contract shall be determined by the Coordinator as he or she deems necessary and appropriate, with consent of the Board, in their sole discretion." There were no other changes requested. Gary made a motion to approve and adopt the Consortium Coordinator Agreement with the suggested changes. Dennis seconded the motion. All Board members present voted yes. Motion passed.

A discussion, to have the Consortium implement the Consortium Coordinator position, was held with the absent of Max. Max returned and Gary made a motion to implement the Consortium Coordinator position and Vince seconded the motion. All Board members present voted yes. Motion passed.

Gary made a motion to appoint Max Herwig as the Consortium Coordinator with a payment of \$100.00 per meeting and Dennis seconded the motion. All Board members present voted yes. Motion passed.

Max asked if his name and Dennis's name stay on the checking account or would the Board want another person other than Max's name on the account with Dennis. The Board stated that it was okay leaving Max's name on the checking account with Dennis because all expenses have to be approved by the Board before any checks can be written.

The Board requested that the discussion on amending the By-Laws be tabled until next meeting.

Audience Comments

None

Schedule next meeting

The next meeting, due to the Holiday, will be at 5:30 PM on September 10, 2009 at Waubonsee.

Meeting Adjourned

A motion to adjourn was made by Dennis and seconded by Gary, All Board members present voted yes. Motion passed.

Please direct any corrections or question on the above to Max Herwig via email or 630-697-5285.

Respectfully,

Max Herwig

Attachment A

Cost Breakdown for streaming FVTV 17 and 10

Fixed cost for 10mB bandwidth (300+ viewers concurrently) regardless of vendor.

Monthly: \$549
Annual: \$6588

Streaming service and maintenance

ZeZan

Monthly: \$655
Annual: \$7860

Waubonsee

\$0

Fixed Costs (one time setup)

ZeZan: \$5755

Includes: (2) on location converters (\$3600), remoter server (\$655), custom designed player on website (\$1500 optional).

Waubonsee: \$4250

Includes: (1) computer (\$1000), (2) video cards (\$500), Server (\$2500), and server license (\$250).

Projected Costs

1st Year costs: ZeZan: \$20,203 Waubonsee: \$10,838

2nd Year+ costs: ZeZan: \$14,448 Waubonsee: \$6588

Attachment B

Public Access Television
Monthly Report
July, 2009

Access users and staff scheduled (16) remote shoots, (10) edits, (2) meetings, and (7) classes (TVP001 and Kid's News Camp).

Hosted a SFVCTC Board meeting on July 2nd.

9 students completed TVP001 to become certified access users.

Completed 3 of 6 "TV News Camp" classes with 6 students enrolled.

Shot and completed "Fox Valley In Focus" episode 4.

Held a Producer's meeting on July 14th, featuring 3-D software and a 'Star Wars' update with Darren Crawford.

Completed (2) city council meetings each for Yorkville and Plano.

Goals for August, 2009

Host a SFVCTC Board meeting on Aug. 6th.

Shoot "Fox Valley In Focus" episode 5.

Hold a Producer's Meeting for FVTV access producers and guests.

Shoot and edit "North Aurora Days" and "Yorkville Hometown Days".