

Minutes for April 19th CATV Board Meeting

1. Call to Order and Roll Call. Meeting was called to order at 7:20pm. Cotting, Lewandowski, Teubert present. LaRon Davis present.

2. Approval of Previously Unapproved Meeting Minutes:

A. Regular Minutes from September 8, 2021 meeting and interview meetings from October 13, 20 and 26, November 10th 2021 and the regular meeting of March 9th, 2022.

Teubert/Lewandoski. Unanimous

B. Closed session meeting minutes from interviews and Performance Review

Minutes from the Closed Session Performance Review of March 9 2022

Lewandowski/Teubert. Unanimous

NOTE: Cotting stated the Job Interview closed session meetings and the personnel issue closed session meeting occurred before she volunteered to take minutes, she did not take consistent notes during them, and was uncomfortable trying to re-create minutes from memory in any case. She noted those meetings were recorded, the Clerk-Treasurer was privy to the contents, as well as Eric Rhynes of the Finance Insurance and Personnel Committee and the City Attorney. Teubert and Lewandowski said they were satisfied there were enough records of those meetings already to serve the public interest.

NOTE: Closed session minutes from now on will be provided on pink paper in person at meetings, turned back in after voting, and given to the City Clerk Office personnel in a sealed envelope afterward.

3. Citizen Input. None

4. Manager's report.

Lots of positive things happening at WLOO CATV as we all look forward to a new season. New equipment is currently in the process which will be vital to the station being able to provide service and be as efficient as possible. WLOO was formally introduced to the Waterloo Business Association and we look forward to future events. Our Board member Chad has been a great help. Chad was able to set up a station visit in Sun Prairie WI. We have a new Facebook page: WLOO CATV CH 991/992 and happy to announce we are above 50 followers! Lots of exciting new things to look forward to.

NOTES: WLOO CATV will film Waterloo's Cinco de Mayo. MCW equipment order in process. Davis completed employee performance reviews during the last two weeks of March.

5. New Business.

A. Relocating the WLOO CATV Station

Davis made the initial contact with The Solarium's Julie Ganske. Cotting will follow up at The Solarium's May 1 Opening Reception event.

B. Official WLOO CATV Shirts and/or Hats to be worn by employees while on duty.

Teubert will get price quotes from KPress and report at the May meeting.

C. Review WLOO CATV Content Submission Guidelines

The current document was created in 2009 for the era when WLOO CATV administered the Waterloo Website. All agreed it was no longer relevant. Davis and Teubert said they would ask Sun Prairie station for a copy of their Content Submission Guidelines document.

D. Performance Review Process Debriefing

After discussion, the Board decided a better process would be as follows: The Initial Questions section is where the Manager provides feedback. The Manager will bring written answers to the March Board meeting, at which they will be discussed during Closed Session. The Ratings section is where the Board provides feedback. Each Board member will complete that section privately, then all Board members will bring completed sections to the March Board meeting, where they will be discussed during Closed Session, without the Manager being present, and a combined ratings sheet will be agreed and voted upon. The Board Chair will meet privately with the Manager to convey results.

Cotting/Lewandowski. Unanimous

E. WLOO CATV Scholarship Applicants: No applications were received.

6. Future Agenda Items and Announcements.

Next Meeting, May 4, 2022 at 6:00 pm.

A. Change meeting day of the week?

B. May WMC Conference in Madison.

C. WLOO CATV partnering with School District "Computer Applications" Summer School Class

D. Personnel Shortage

7. Adjournment Motion: Cotting/Lewandowski. Unanimous. Meeting adjourned 8:20 pm.

Minutes respectfully submitted 05/02/2022 by Laura Cotting, WLOO CATV Board Secretary