

Minutes for November 10th, 2021 CATV Board Meeting

1. **Call to Order and Roll Call.** Meeting called to order at 6:00. Cotting, Lewandowski, Rhynes, Teubert and Van Holten present. Manager Jesus Burgos present.

2. **Approval of Previously Unapproved Meeting Minutes** from September 8, 2021 regular meeting and interview meetings from October 13, 20, and 26th, 2021.
Jesus said minutes were not ready yet. Tabled: Cotting/Teubert unanimous.

3. **Citizen Input.** None.

4. **Director's report.**

Jesus Burgos reported both stations are running fine. He said AVI will charge \$2,930 to install a \$295 converter (for the "Switch"). Jesus said he was unwilling to recommend spending that much money on it and believes he can solve the issue himself.

[NOTE: The Cable Television Regulatory Board may meet in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Board will reconvene in open session.]

Enter into Closed Session Cotting/Van Holten Unanimous Closed Session began 6:04

Reconvene in Open Session Van Holten/Cotting unanimous 7:00

5. **New Business.**

A- Performance Review Schedule for 2022

Eric Rhynes has a template for Performance Reviews. LaRon said he was comfortable with adopting the practice. After discussion, the consensus was to have annual Performance Reviews for WLOO CATV employees, beginning in March 2022. The Station Manager's annual review will be administered by the WLOO CATV Board with the Station Manager's participation, in closed session, at the regular WLOO CATV March meeting. The other WLOO CATV employees will have performance reviews every March, administered by the Station Manager. Lewandowski/Rhynes unanimous

6. **Unfinished Business**

A- Waterloo School District Partnership Projects

Jesus reports Football games have not been filmed due to COVID restrictions. Recent game was cancelled, rescheduled at last minute, not enough notice to organize filming.

B- Internship Project

Reissue Internship announcement on Handshake for 2022, using two categories: Advertising/Social Media and Station Operations. Cotting/Teubert unanimous

C- Employee Handbook

Lewandowski suggested Board Members think of three things to include in updating the Social

Media Policy in the Handbook: 1) Importance of Social Media to our station 2) How to use social media and 3) penalties for policy violations

Motion to Table: Cotting/Lewandowski unanimous

7. Future Agenda Items and Announcements.

Next Meeting, December 8, 2021 at 6:00 pm.

8. Adjournment Motion: Cotting/Van Holten Unanimous. Meeting adjourned 8:00.