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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
April 14, 2021 at 6:00pm.**

1. **Call to Order and Roll Call.** Laura Cotting called the meeting to order at 6:00 PM. CATV board members present Laura Cotting, Eric Rhynes, Kate Lewandowski and Dale Van Holten, CATV Director Jesus Burgos was also present along with the City Clerk/Treasure Mo Hansen.
2. **Approval of Previously Unapproved Meeting Minutes from March 10, 2021.** Motion moved by Eric Rhynes to approve meeting minutes from March 10, 2021. Seconded by Laura Cotting. Voice vote approved.
3. **Citizen Input.**
None.
4. **Director's report.**
Jesus Burgos updated that the station continues to go live with City Council and the School Board meetings. He would like to inform the CATV Regulatory Board that he is planning to retire at the end of this year. He wanted to provide 8 months prior to provide enough time to find a replacement. Specifically, he is looking at the middle of December 2021. He has been working hard to train the videographers with all the aspects of running the station such as programing, editing, and directing. If needed he can stay around to make sure the next director is up to speed in their duties and responsibilities. He will be available after he retires if needed. If he must extend his retirement departure to make sure the new director is where they need to be, he will be available.
Shark Tank went well.
5. **New Business.**
New CATV Board Member.
Laura Cotting mentioned that she spoke with the prospective CATV board member. The prospective board member was looking forward to it and was going contact City Hall.
6. **Unfinished Business.**
A- Live Streaming installation.
Jesus Burgos mentioned that he spoke with Sara and Bill from Leightronix regarding Live Streaming Installation. They gave us the training. They mentioned that at no time did Jesus misunderstand them. Per Sara, the problem is the people that were installing, including Bill, were "in the dark". He did not know of the system. We are planning to go live on CATV with the next live stream in our next meeting. It will be our first test to see if it works. The only problem that exists on the web and going live on CATV is that there will always be a 15 second delay. It will go on the HD controller that exists on the video manager that is already installed. They promised that there would be no additional costs. Amino is needed to drop the delay down to 15 seconds. During our next City Council meeting we will be going live on CATV. Jesus is still working with Bill on learning on how to get it right. Jesus recommended that the switch should be bought in the future, because the switch eliminates all the delays. It will also allow you to do more such as live phone calls, emergency messages from the air, or anything else that needs to go live. It will be good to push the button and switch it to go live automatically. The switch will cost between \$800.00-\$1,000.00. It will take an extra technician to be available to sit by the computer to hit the play button to turn on the switch.

B- Waterloo School District Partnership Projects.

Jesus Burgos mentioned that we are looking to live stream the graduation, the scholarship awards, and the fourth-grade art competition. Everything the school is proposing is possible. It will be on livestream and hopefully CATV live. It worked for Shark Tank. It is good to keep in mind that the more we do, the more salaries we will need to pay. Jesus spoke to a teacher that is interested in working on these projects. While live streaming, we are simultaneously recording the show and it will be saved on the external hard drive.

Laura Cotting inquired where to find archives on Vimeo. Mo Hansen indicated that we may need to create a subfolder for the Vimeo site. Jesus suggested moving over to YouTube as it is free. If it is not monetized, there will be no commercials.

C- Internship Project

Jesus Burgos mentioned that the internship application is on the website. The information has not yet gone out to the colleges. He has a link that he can send out. Laura Cotting would like to see more information about what Waterloo TV is about, including how many hours, the total compensation, what they would be doing, the address of the application, email address, and who to contact with questions. Jesus joined Handshake, which is free. He also needs to add a link.

Laura Cotting inquired about WLOO TV scholarship. We did not get the scholarship to Madison College. Laura would like to see Jesus get the scholarship information out to Madison College.

7. Future Agenda Items and Announcements.

Next Meeting, May 12, 2021 a 6:00 pm

A- Purchasing the switch

B- Vimeo vs. YouTube

C- Jesus Burgo's successor and next steps.

D- Eric Rhynes would like to see Jesus create a job description.

8. Adjournment Motion: Moved by Laura Cotting, Seconded by Dale Van Holten. **Voice vote:** Motion carried.

Jesus Burgos
WLOO Coordinator/Director

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.