

Minutes for January 9th 2024 CATV Board Meeting, 6:00 pm
RESCHEDULED to January 10th due to severe weather warnings
The Solarium, 575 West Madison St. Waterloo, WI

1. Roll Call and Call to Order: Cotting called the meeting to order at 6:05. Abitz, Cotting, Jacob, Teubert present with one vacancy. Manager Davis present.

2. Approval of Previously Unapproved Meeting Minutes:

December 12, 2023. Open Session: Jacob/Cotting. Unanimous. Closed Session: Abitz/Teubert. Unanimous.

3. Citizen Input

Discussion regarding anonymous requests for WLOO to broadcast Standing Committee meetings regularly and broadcast special public meetings on request. Standing Committees meet before Council meetings, which WLOO always broadcasts anyway, so only a small amount of additional Station resources would be used. Requests for broadcasting special public meetings would be considered on a case by case basis, if WLOO's resources and prior commitments allow. Cotting will email the Mayor about this change in WLOO policy.

4. Manager's report.

In the month of December our new employees were given training on the editing software and begin practicing editing projects. We all worked together on the Paradiddle's Project which in its short time of launch has brought in 3000 + views on social media. We are still in the works to gain more data and produce more content for this project and we hope to present more findings soon. The staff was briefed on the objectives for 2024. We were able to record the holiday parade, which will be a great addition to have for content that can be used in the future. Our new member Travis was tasked to record alone at paradiddle's and did an excellent job as well. System software updates were performed and are ready for upcoming events. All station operations are operating at satisfactory levels.

5. New Business

a. Amending the 2024 Budget to include Essential Subscriptions

Due to a miscommunication, WLOO's 2024 budget did not include 3 subscriptions essential for broadcasting: Leightronix Viebit (live streaming) \$1,788 and Total Info for channels 991 & 992 @ \$1,295 each. Amend the WLOO 2024 budget to add these subscriptions under line item 200-55-5560-320 Dues and membership. Jacob/Abitz. Roll Call: Abitz Y, Cotting Y, Jacob Y Teubert Y with one vacancy.

b. Employee Evaluation discussion

Update existing template so initial questions require essay rather than yes/no answers, and have a scheduled mid-year check-in on station goals in October. Cotting/Jacob. Unanimous.

6. Unfinished Business.

a. Policy document regarding paid vs volunteer work by staff.

Comments on the online draft "**WLOO Cable Board Policy on Media Production and Broadcasting Public Content**" are listed below. :

i) Permission slips for Youths: Format and Storage will be a digital folder on the main WLOO computer for scans and electronic form submissions and a file folder for hard copies. How often are slips required? By project, time interval or by membership? To be determined.

ii) If we are going to offer memberships, then we need to have a production package that's just editing. LaRon will create a film editing only package for WLOO services.

iii) Reservation and Rentals Need a form which should probably have two parts:

1. A checklist of all field/editing equipment and the facility for rental with a place to designate times they want to rent it.

2. A rental contract outlining our policies which could include: late equipment return/pick up, no shows, cancelations, list of equipment with late fee and full cost for replacement, who to contact for technical assistance, rules for "guests" in our studio with the member (if filming/editing there), consequences/loss of privileges for minor/major violations.

QUESTIONS: How many days at a time can equipment be rented for? How many hours at a time can station facilities be reserved for?

NOTE: 2-3 weeks advance notice required.

iv) Equipment and Facility Usage Guidelines: Can people use our facilities for commercial purposes? Can they get paid for producing shows with our equipment? If they are producing products for a 3rd party that is a nonprofit organization such as a school, gov entity, or a 501c3 then its fine. It's not fine if they are producing work for a for-profit 3rd party.

v) Penalties for violations need to be created.

Recap of Supplemental Forms that need to be created:

1. Membership Application (with member dues outlined)
 - a) Membership application could include list of infractions and the consequences pp3-4, that way we can document that they knew the rules when they signed up.
2. Production Package Information/Pricing and Contract – Add Editing pkg. (ii)
3. Equipment and Facility Contract: See comment iii above for details
4. Check in and Check Out Procedures and Log Book for both Equipment and Facility
5. A Content Submission Form (hopefully we already have this!)
6. Project Proposal Form and Contract for members who want to be paid for their time producing a show.
7. Permission form for minors (see i above)

NOTE: LaRon will ask KSUN which forms they use and for copies of them.

a. 2024 Holiday Party Tentatively set for 2-16

7. Future Agenda Items and Announcements.

Next Meeting: Tuesday, February 13th, 2024 at 6:00 pm at The Solarium.

8. Adjournment Motion Jacob/Teubert. Unanimous. Adjourn 6:43.

Minutes respectfully submitted by Laura Cotting 2-8-24