

BIRMINGHAM AREA CABLE BOARD MEEETING

Wednesday, September 25, 2013

Birmingham Educational and Administrative Center (Evergreen Room)

31301 Evergreen Road

Beverly Hills

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of August 21, 2013-M
3. Public Comments
4. Committee reports
 - a. Cable Action Committee
 - b. PEG Committee
 - c. Personnel Committee
5. Executive Director's Report
6. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
7. BAPA/BAMA Report
8. Old Business
9. New Business
10. Public Comments
11. Board Comments
12. Adjourn

PEG Committee meeting immediately following BACB meeting

Present: Heldt, Kelly, Linsenman, McLain - Birmingham
Burry, Heyman, Verdi-Hus – Beverly Hills
Stakhiv – Franklin

Absent: Lurie, McAlear – Birmingham
Borgon – Beverly Hills
Ettenson – Bingham Farms

Also Present: Executive Director – Cathryn White
Currier - Attorney for Cable Board
Rota - Bloomfield Community Television representative
Kowalski – BCTV General Manager
Valentine - Birmingham staff representative

McLain called the meeting to order at 7:52 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF CABLE BOARD MEETING HELD JULY 17, 2013

A correction was made on page 1 under “Election of Officers”, paragraph 3, line 3, to change ‘chairperson’ to ‘vice-chair’.

Motion by Heldt, second by Heyman, that the minutes of a regular Cable Board meeting held on July 17, 2013 be approved as amended.

Motion passed.

PUBLIC COMMENTS

None

GRANT REQUEST – VILLAGE OF BINGHAM FARMS

Kathryn Hagaman, Bingham Farms Administrator, was present requesting assistance in offsetting some of the Village’s communication costs. She outlined a grant request to the Birmingham Area Cable Board for the cost of maintaining the Bingham Farms website in addition to costs incurred for ordinance hosting and search capabilities for Village minutes and ordinances. Bingham Farms is currently working on expanding its online access to include Council meeting packets as well as Planning Commission and Design Review Board material. The Cable Board is in receipt of a breakdown of these costs, which total \$1,677.

Motion by Heldt, second by Burry, that the Birmingham Area Cable Board approve a grant request from the Village of Bingham Farms in an amount not to exceed \$1,677.00 for FY 2013/14 to cover annual costs related to maintaining the Village website and costs incurred for ordinance hosting as well as search capabilities for Village minutes and ordinances.

Roll Call Vote:
Motion passed (8 – 0).

GRANT REQUEST – CITY OF BIRMINGHAM

Assistant City Manager Joe Valentine outlined a grant request submitted by the City of Birmingham for cable and connectivity related services. This is an annual request that has come before the Board in the last few years for Internet, cable and web related services provided by the City of Birmingham.

Valentine highlighted a written report specifying Birmingham’s request for cable services for the 2013/14 fiscal year related to various departments including the Police Department, Historical Museum, and Department of Public Services. The proposal also includes a request from the Information Technology Department for web based broadcasting and related services. The total amount of the grant request is \$25,609.44.

Motion by Heyman, second by Heldt, that the Birmingham Area Cable Board award a grant to the City of Birmingham in an amount not to exceed \$25,609.44 for cable and Internet related services for the 2013/14 fiscal year.

Roll Call Vote:
Motion passed (8 – 0).

GRANT REQUEST – VILLAGE OF FRANKLIN

Amy Sullivan, Franklin Village Administrator, requested a grant request in the amount of \$2,000 for anticipated website costs for the 2013/14 fiscal year. She referred to a written report submitted to the Board dated August 5, 2013 listing projected expenses for the current year.

Motion by Stakhiv, second by Heyman, that the Birmingham Area Cable Board award a grant request in an amount not to exceed \$2,000 to the Village of Franklin for annual website costs for fiscal year 2013/14.

At McLain’s inquiry, Sullivan reported on the status of the Franklin’s use of a software program called MindMixer. This program enables Sullivan to post questions weekly and encourage feedback from Franklin residents. MindMixer provides communities with online engagement tools that allow them to have productive, collaborative conversations on their community website.

Roll Call Vote:
Motion passed (8 – 0).

SURVEY RESULTS

McLain presented a brief overview of the Birmingham Area Cable Board Community Resident Survey launched in mid-May going through late June. Amy Benner and Keith Stone from Intellitrends presented the high level findings from the survey at the July Board meeting.

McLain informed the public that one of the most important parts of the survey was the public voice. At the end of the product, there was a section soliciting verbatim comments. McLain affirmed that every comment was read, and the Board will be changing the direction of some its

initiatives to respond to that input. She provided several examples of comments and suggestions from community members and action being taken to remedy numerous issues.

COMMITTEE REPORTS

Cable Action Committee

Verdi-Hus reported that the Cable Action Committee met last week. The takeaway from the meeting was that there should be continuous monitoring of the website by Board members with the opportunity at monthly meetings to pose questions or suggestions in order to keep our website current and noteworthy. The next meeting of the CAC will be September 5, 2013.

PEG Committee

Heldt reported that the Fall high school sports season is rapidly approaching. The Cable Board has been providing funding for Bloomfield Community Television to broadcast selected Groves vs. Seaholm High School athletic events. Specific contests and dates have not been confirmed, but Steve Rota from BCTV has researched the fall schedules. Heldt recommended authorizing an expenditure for the broadcast of two events for the reason that these athletic contests may occur prior to the September Board meeting.

Motion by Heldt, second by Stakhiv, that the Birmingham Area Cable Board authorize the expenditure to Bloomfield Community Television for two broadcasts of Groves vs. Seaholm High School athletic events at a cost of \$2,500 per broadcast for a total cost not exceed \$5,000.

Roll Call Vote:
Motion passed (8 – 0).

Personnel Committee

Stakhiv updated the Board on progress being made on a restructured performance evaluation process. She will send a copy of the performance appraisal to Board members and asked them to fill out their evaluation of the Executive Director. The Personnel Committee and Chairperson will review the information and consider member input.

EXECUTIVE DIRECTOR'S REPORT

White reported on five formal complaints received since the last meeting and indicated the status of the complaints. Complaint topics included unburied cable lines, an unused AT&T box with rusting equipment, billing issues, weak reception, and flickering television stations.

The Executive Director's report included monthly financial reports and check disbursement information. The City of Birmingham has provided a 2012-2013 Grant Reconciliation summary, which is included in the packet. The Chairman, Treasurer and Executive Director met with Chas Kipp from Multi-Bank Securities on Wednesday, August 14, 2013. He provided an overview of Board investments with MBS and how the process works. The Board will submit an updated Non-Corporate Resolution to MBS attesting to the name and title of the three individuals (Chairman, Treasurer and Executive Director) authorized to establish and maintain accounts with MBS.

PROVIDER RELATED TOPICS

Comcast

The Comcast representative was not present. McLain remarked that survey comments related to Comcast concerns will be addressed by Leslie Brogan or the Comcast escalation team.

AT&T

AT&T representative Robert Jones was not present.

WOW

WOW received positive comments in the resident subscriber survey, which will be shared publicly.

BAPA/BAMA REPORT

Steve Rota highlighted programming outlined in the written report from Bloomfield Community Television on programming taped for Municipal Channel 15 (BAMA), PA Channel 18 (BAPA), and programming from BACB area organizations during the last month (information included in BCTV monthly report for July 18, 2013 – August 21, 2013).

The next BCTV camera workshop has been scheduled for Wednesday, November 6th, 2013 from 10:00 am to noon or 6:30 pm to 8:30 pm. Call 248-433-7790 to sign up.

Rota introduced Greg Kowalski, new General Manager of BCTV. Kowalski stated that he looks forward to working with the Cable Board members and plans to continue the fine tradition that Leslie Helwig has established for Bloomfield Community Television. He commented on the great team at BCTV.

McLain mentioned that Cathy White is working with Steve Rota and Zack Florance on providing a channel line up for PEG channels to WOW, so that they can work on listing programs individually.

Rota reported that a Program Development Committee meeting was held a couple of weeks after the last camera workshop. The creator of the show Soup & Co. requested to change the format and name of his show to a competition format that involves kids cooking healthy. Another program in the works is a pre-season sports show.

Maryann Verdi-Hus mentioned that she is a member of the Program Development Committee but was not aware of the last meeting date. Rota will contact Verdi-Hus and Alan Heyman with the date of the next meeting. The meetings are usually scheduled two weeks after the camera workshop, assuming that there are proposals for new programming.

OLD BUSINESS

None

NEW BUSINESS

McLain reiterated that Birmingham School representative Galbraith extended an invitation to Cable Board members at the July meeting to attend the grand opening event at the new

Birmingham Education and Administration Center in the Evergreen Community Room on September 17.

The regular Cable Board meeting in September will be moved to Wednesday, September 25 and held at this new facility.

PUBLIC COMMENTS

None

BOARD COMMENTS

None

The meeting was adjourned at 8:33 a.m.

MEMORANDUM

DATE: September 18, 2013

TO: Board Members

FROM: Cathy White

Re: Monthly Report

CUSTOMER COMPLAINTS

As a follow-up to last month's report, the complaint regarding unburied Comcast cable lines in the condominium complex is now closed since the lines at the locations referenced in the complaint have been buried. The other complaint regarding an unused AT&T box with rusting equipment was reviewed by AT&T. Their technical team determined that it is a working box that does not warrant removal. This information was shared with the president of the condominium association. The complaint is no longer being pursued and is now closed.

We have received four (4) formal complaints since our last meeting. The president of the condominium association mentioned above indicated that black cable wire installed by AT&T was tacked around two plus sides of one of the units in the condominium complex and was very unsightly. A complaint was submitted to AT&T and it was determined that they are not AT&T wires. A subsequent complaint has now been submitted to Comcast and WOW to determine which provider the wires belong to and to get them either removed or buried. This complaint is pending.

A complaint was submitted on behalf of a homebound subscriber with some communication challenges who needed immediate assistance getting a new installation completed after a weekend. Comcast technicians returned to the residence the following Tuesday and we were informed the next day by the Comcast escalation team that the installation was completed. Chairman McLain was very instrumental in resolving this complaint together with the Comcast representatives. This complaint is now closed.

A complaint was submitted by one of the BACB communities whose representative was informed that their monthly bill would be increased by Comcast because of a new business promotion. This complaint was resolved satisfactorily with no changes made to the current pricing and is now closed.

The final complaint involves a subscriber who has been experiencing cable reception problems, pixilation and channels being unavailable for a week. He has been on the phone with Comcast

for an hour, has been hung up on three times and has not talked to a representative. This complaint is pending.

FINANCIAL

The account balances for the MBS, BBCU and Beverly Hills accounts have been provided as part of your packets this month, as well as budget to actual figures.

CHECK DISBURSEMENT

Since our last meeting, I have written five (5) checks as follows:

1. AVI Systems (revised amount for camera repair; earlier check voided) \$969.57
2. Visa (NATOA conference costs) \$1,111.68
3. Village of Bingham Farms (municipal support services grant) \$1,677.00
4. City of Birmingham (municipal support services grant) \$25,609.44
5. Village of Franklin (municipal support services grant) \$2,000.00

ADDITIONAL NOTES

1. Since we now have another new board member (Patricia Schneider...welcome to the Board!), I have prepared a new Board Member roster which is included herein.
2. We received a thank you note from the Beverly Hills Director of Public Safety, Richard Torongeau, expressing appreciation for the recent grant awarded to the Public Safety Department and advising us to "keep up the good work".

Birmingham Area Cable Board

Cash Basis

Fund Balances

As of September 19,2013

ASSETS

Current Assets

Checking/Savings

B'Ham Bloomfield Credit Union 101,397.68

Beverly Hills 421,082.99

MBS 1,049,930.12

Total Checking/Savings 1,572,410.79

Total Current Assets (Fund Balance) 1,572,410.79

Birmingham Area Cable Board
Profit & Loss Budget vs. Actual
July 1 through September 18, 2013

	<u>Jul 1 - Sep 18, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Franchise Fee				
Beverly Hills Franchise Fee	31,324.48	18,500.00	12,824.48	169.32%
Bingham Farms Franchise Fee	3,416.84	3,125.00	291.84	109.34%
Birmingham Franchise Fee	85,149.13	46,750.00	38,399.13	182.14%
Franklin Franchise Fee	1,297.70	10,600.00	-9,302.30	12.24%
Total Franchise Fee	<u>121,188.15</u>	<u>78,975.00</u>	<u>42,213.15</u>	<u>153.45%</u>
Miscellaneous Income	1,874.00	0.00	1,874.00	100.0%
PEG Revenue				
Beverly Hills PEG	31,635.63	27,750.00	3,885.63	114.0%
Bingham Farms PEG	5,125.26	4,450.00	675.26	115.17%
Birmingham PEG	143,074.77	70,250.00	72,824.77	203.67%
Franklin PEG	2,469.55	13,280.00	-10,810.45	18.6%
PEG Interest				
MBS Gains/Losses	-1,155.43	1,820.00	-2,975.43	-63.49%
Total PEG Interest	<u>-1,155.43</u>	<u>1,820.00</u>	<u>-2,975.43</u>	<u>-63.49%</u>
Total PEG Revenue	181,149.78	117,550.00	63,599.78	154.1%
Transfer from Fund Balance	6,000.00	0.00	6,000.00	100.0%
Total Income	<u>310,211.93</u>	<u>196,525.00</u>	<u>113,686.93</u>	<u>157.85%</u>
Expense				
Board Expenses				
Accounting Expense	400.00	520.00	-120.00	76.92%
Advertising/Promotion	0.00	180.00	-180.00	0.0%
Conferences	1,173.59	1,800.00	-626.41	65.2%
Contract Labor	467.11	1,040.00	-572.89	44.91%
Executive Director	7,232.54	8,231.60	-999.06	87.86%
Insurance				
Liability Insurance	-109.66	0.00	-109.66	100.0%
Total Insurance	<u>-109.66</u>	<u>0.00</u>	<u>-109.66</u>	<u>100.0%</u>
Memberships	263.87	260.00	3.87	101.49%
Mileage	447.71	650.00	-202.29	68.88%
Operating Expense				
Office Expense	565.95	650.00	-84.05	87.07%
Telephone	201.73	325.00	-123.27	62.07%
Website	820.00	865.80	-45.80	94.71%
Total Operating Expense	<u>1,587.68</u>	<u>1,840.80</u>	<u>-253.12</u>	<u>86.25%</u>
Professional Fees				

Birmingham Area Cable Board
Profit & Loss Budget vs. Actual
July 1 through September 18, 2013

	<u>Jul 1 - Sep 18, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Accounting	0.00	6,750.00	-6,750.00	0.0%
Legal Fees	1,756.44	6,200.00	-4,443.56	28.33%
Total Professional Fees	<u>1,756.44</u>	<u>12,950.00</u>	<u>-11,193.56</u>	<u>13.56%</u>
Special Projects	11,604.44	0.00	11,604.44	100.0%
Total Board Expenses	<u>24,823.72</u>	<u>27,472.40</u>	<u>-2,648.68</u>	<u>90.36%</u>
PEG Operations				
Cable Contractor	46,856.25	62,475.00	-15,618.75	75.0%
Communications Expense	386.30	620.00	-233.70	62.31%
Equipment Purchase	963.00	9,750.00	-8,787.00	9.88%
Grant	1,560.00	26,000.00	-24,440.00	6.0%
Municipal Support Services	32,419.73	13,000.00	19,419.73	249.38%
Production Truck	969.57	5,200.00	-4,230.43	18.65%
Program Expense	0.00	10,831.60	-10,831.60	0.0%
Total PEG Operations	<u>83,154.85</u>	<u>127,876.60</u>	<u>-44,721.75</u>	<u>65.03%</u>
Total Expense	<u>107,978.57</u>	<u>155,349.00</u>	<u>-47,370.43</u>	<u>69.51%</u>
Net Ordinary Income	<u>202,233.36</u>	<u>41,176.00</u>	<u>161,057.36</u>	<u>491.14%</u>
Other Income/Expense				
Other Income				
Interest Income	19.75	260.00	-240.25	7.6%
Other Income	1,000.00	2,000.00	-1,000.00	50.0%
Total Other Income	<u>1,019.75</u>	<u>2,260.00</u>	<u>-1,240.25</u>	<u>45.12%</u>
Net Other Income	<u>1,019.75</u>	<u>2,260.00</u>	<u>-1,240.25</u>	<u>45.12%</u>
Net Income	<u><u>203,253.11</u></u>	<u><u>43,436.00</u></u>	<u><u>159,817.11</u></u>	<u><u>467.94%</u></u>

BIRMINGHAM AREA CABLE BOARD MEMBERS
AUGUST, 2013

CITY OF BIRMINGHAM 48009

JEFFREY HELDT

1415 Lakeside

(248) 646-4678 (h)

(586) 918-6654 (c)

jheldt@kotzsangster.com

3/30/16 (3/22/10)

VACANT 3/30/14

ELAINE MCLAIN, CHAIRMAN

528 Pilgrim

(248) 225-9903

ekmclain@gmail.com

3/30/14 (1/09/06)

MATT McALEAR

1742 Latham

(248) 240-4066

mbmcalear@gmail.com

3/30/15 (2/25/13)

DAVID LURIE

755 Lakeview

(248) 646-9868

3/30/14 (3/22/10)

Dlurie2001@comcast.net

COLIN LINSENMAN

1196 Holland

(248) 205-6166

clinsen@gmail.com

CYNTHIA KELLY

1991 E. Lincoln (248-540-5904) 3/30/15 (8/08/11)

VILLAGE OF BEVERLY HILLS 48025

MARY ANN VERDI-HUS

20150 Elwood Dr.

(248) 647-1475

jhus@peoplepc.com

6/30/14 (12/04)

ALAN HEYMAN, Secretary

18189 Saxon Drive

(248) 840-8626

alanheyman@gmail.com

6/30/14 (7/06)

BOB BORGON

32340 Drury Lane

(248) 388-1191

rjborgon@gmail.com

6/30/16 (7/13)

PATRICIA SCHNEIDER

17116 Dunblaine

(248) 561-4683

pschneider0180@gmail.com

6/30/16

VILLAGE OF BINGHAM FARMS

MEL ETTENSON

30720 Ivyglen 48025

(248) 258-5657 (o)

melettenson@gmail.com

9/30/13

VILLAGE OF FRANKLIN

MIRA STAKHIV

26750 Crestwood

(248) 855-3263

miramls@hotmail.com

11/30/14

BIRMINGHAM SCHOOLS

KEVIN J. GALBRAITH

Executive Director for Information and Technology
Birmingham Public Schools, Technology Services
1525 Covington Road
Bloomfield Hills, MI 48301
(248) 203-4608
Kg10bps@birmingham.k12.mi.us

CABLE ATTORNEY

TIM CURRIER

200 E. Long Lake Road
Bloomfield Hills, MI 48304
(248) 645-9400
tcurrier@beierhowlett.com
www.beierhowlett.com

OTHER CONTACTS

EXECUTIVE DIRECTOR

CATHY WHITE

P.O. Box 165
Birmingham, MI 48012
BACB (248) 336-9445
Cell (734) 347-1527
info@birminghamareacableboard.org

PEG ACCESS (MLAC15)

GREG KOWALSKI BCTV

4200 Telegraph
Bloomfield Hills, MI 48303
(248) 433-7791
gkowalski@bloomfieldtp.org

CITY OF BIRMINGHAM

LAURA BROSKI – Clerk

P.O. Box 3001 48012
(248) 530-1802

VILLAGE OF BINGHAM FARMS

KATHRYN HAGAMAN –Clerk

24255 Thirteen Mile #190 48025
(248) 644-0044
clerk@binghamfarms.org

JOE VALENTINE – Staff Liaison

(248) 530-1809

VILLAGE OF FRANKLIN 48025

EILEEN PULKER – Clerk

32325 Franklin Rd
(248) 626-9666
clerk@franklin.mi.us

VILLAGE OF BEVERLY HILLS

ELLEN MARSHALL – Clerk

18500 W. Thirteen Mile Rd
(248) 646-6404
emarshall@villagebeverlyhills.com

COMCAST CABLE COMMUNICATIONS

LESLIE BROGAN 517-334-5809 (o)

Senior Director of Gov. Affairs
1401 E. Miller Rd
Lansing, MI 48911
Leslie_Brogan@cable.comcast.com

WIDE OPEN WEST

CELESTE OBERHAUSEN

Executive Customer Advocate
32650 N. Avis
Madison Heights, MI 48071
(248) 677-9050
c_oberhausen30@wideopenwest.com

AT&T

ROBERT JONES

External Affairs
(313) 310-9934
Rj1961@att.com

VILLAGE OF BEVERLY HILLS

GREG BURRY, Alternate

32742 Pierce,48025
(248) 642-2574
gregoryburry@sbcglobal.net

Memo



To: BACB
From: Steve Rota
cc: Greg Kowalski, Kathy White & Elaine Mclain
Date: 9/17/13
Re: Report August 22nd, 2013 through September 25th, 2013

BAMA Programs

During this time period we completed eight regularly scheduled municipal meetings, Baldwin Library Board Meeting and the BACB meeting.

In Studio

Three County Corner, hosted by Marcia Gershenson.
Three Eye on Oakland hosted by Chuck Moss and David Potts.

On Location

Village of Franklin Parade.
Seaholm vs Groves *Boys Soccer*.
Seaholm vs Groves *Volleyball*.
Baldwin Library Lecture.

BAPA Programs

From BACB area individual producers and organizations we've taped 12 programs. From individuals:

- ❖ Three *Making A Difference at The Community House* hosted by Camille Jayne.
- ❖ Three *Spectacles* hosted by Betsy Laboe and Ellen Rogers.
- ❖ Four *Michigan Entrepreneur* hosted by Tara Kachaturoff.

From BACB area organizations:

- ❖ Birmingham Bloomfield Art Center *18th Annual Cultural Arts Award*.
- ❖ First Presbyterian Church *Lunch and Learn Lecture*.

CAMERA WORKSHOP

Our next camera workshop has been scheduled for Wednesday, November 6th, 2013 from 10:00 AM to Noon or 6:30 PM to 8:30 PM. Call 248-433-7790 and sign up today!

SPECIAL EVENT

We participated in the 4th annual Bloomfield Youth Guidance (BYG) Touch a Truck event.