

Present: Heldt, McLain, Thorsby - Birmingham  
Heyman, McFadden, Pfeifer – Beverly Hills  
Ettenson – Bingham Farms  
Eads – Franklin

Absent: Armitage, Lurie, Urcan – Birmingham  
Verdi-Hus – Beverly Hills

Also Present: Borgon – Executive Director  
Currier - Attorney for Cable Board  
Sommerfeld - Bloomfield Community Television representative  
Dr. Hoffman - Birmingham Schools representative  
Valentine - Birmingham staff representative  
Kiste – Wide Open West representative

Chairperson McLain called the meeting to order at 7:45 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

#### **APPROVE/AMEND AGENDA**

Motion by Eads, second by Heldt, to switch the order of agenda items #4 and #5.

Motion passed (8 – 0).

#### **APPROVE MINUTES OF CABLE BOARD MEETING HELD SEPTEMBER 15, 2010**

Motion by Pfeifer, second by Eads, that the minutes of a regular Cable Board meeting held on September 15, 2010 be approved as submitted.

Motion passed (8 – 0).

#### **PUBLIC COMMENTS**

None

#### **BASCC GRANT REQUEST**

Rene Cortright, Coordinator for the Birmingham Area Seniors Coordinating Council (BASCC), was present to request a grant for the senior center. BASCC provides a wide variety of personal enrichment, fitness, social and travel offerings. They would like to expand their programming by adding additional BCTV opportunities.

BASCC is requesting a grant of \$5,095, which would include a renewal of the 2009 grant that covered basic cable service for the television in the senior center lobby and the addition of audio visual capabilities in their multi-purpose room to better meet the needs of members and guests. Currently, there is no cable access to that room. In a correspondence to the Cable Board dated October 13, 2010, Cortright outlines the grant request and provides a quotation from I.COMM to furnish and install an audio visual presentation system. I.COMM is the vendor that recently refitted their audio system to be compliant with the 9/11 Commission.

There were comments and questions from Board members regarding what was proposed in terms of audio visual capability. Cortright explained the BASCC center currently has a TV that is moved from room to room. They envision purchasing a 6'x 8' wall screen with a ceiling projector that would tie into existing audio equipment in the multi-purpose room along with a DVD/VCR player and recorder. This would provide increased programming for the seniors.

Motion by Eads, second by Pfeifer, that the Birmingham Area Cable Board approve the grant request from BASCC in an amount not to exceed \$5,095 to include basic cable service in the lobby, digital box and installation in the multi-purpose room, projector, screen, DVD/VCR recorder and installation.

Roll Call Vote:

Motion passed (8 – 0).

### **PLANTE & MORAN AUDIT**

Beth Bialy and Kari Shea of Plante & Moran presented the audit report of the Birmingham Area Cable Board financial statements as of June 30, 2010. Shea highlighted the content of the audited financial statement handout. The Independent Auditor's Report indicates that the Cable Board's financial statements received an unqualified audit opinion for 2010. Shea commented on the Budgetary Comparison Schedule, comparing the original budget with the actual budget and explaining reasons for variances. Shea discussed the section entitled Governmental Fund Balance Sheet/Statement of Net Assets.

Bialy reviewed the communications letter required under the SAS 114 and pointed out two audit findings:

1) BACB's current policy is to recognize revenue for the franchise fees received by the communities even if they are not received by BACB within 60 days. Under GAAP (generally accepted accounting principles), the Board would be required to record deferred revenue for such monies that are not received within 60 days of year end. While this is ultimately a timing issue, BACB should work to ensure that these monies, which are available to communities, are remitted to BACB within the required 60 days.

2) There were no accrued liabilities or accounts payable reflected on the BACB balance sheet. The BACB should make it a policy to review subsequent disbursements at year end to ensure that the accrual is in fact minimal. If any significant amounts are identified as being owed for goods or services received prior to June 30, they should be reported as accounts payable as of June 30.

McLain thanked Bialy and Shea for their presentation. The audit report will be forwarded to the member municipalities with a link posted on the Cable Board website.

### **COMMITTEE REPORTS**

#### **Cable Action Committee**

McFadden reported that the revised brochure, "Choosing a TV Provider", has been printed and is being distributed. This was accomplished under the leadership of David Lurie, who did an

exceptional job in terms of providing content and graphic design. Other Board members assisted with the update.

Cable Action Committee members met and made some tweaks to the website. The cable brochure is now available on the Board's website. The next meeting of the Cable Action Committee will be held on Thursday, November 4 at 5:30 p.m. in the Baldwin Public Library.

### **PEG Committee**

Heldt reported that the taping and broadcast of the Groves vs. Seaholm soccer game on October 5 went well. There will be a volleyball game broadcast tonight and a homecoming football game on Friday.

Dr. Hoffman thanked BCTV on behalf of the Birmingham School District for taping the sports events between Groves and Seaholm High Schools. He has watched the shows and described them as a high quality product. Hoffman commended BCTV on the professionalism of the lighting, commentary, and slow motion playback features.

Heldt mentioned that there are issues concerning equipment that needs to be replaced. The Board will be updated at the PEG meeting following today's Board meeting.

### **RECOGNITION OF JOHN DECKER**

Chairperson McLain read a Resolution from the Birmingham Area Cable Board recognizing John Decker for his distinguished service on the Board. He is appreciated for his years of dedication and extraordinary accomplishment while serving as City of Birmingham Representative from December, 2004 to September 2006 and from January 2008 to September 2010.

McLain remarked that John Decker was professional and a delight to work with; he contributed a great deal to the Cable Board. Members commented on the projects that Decker was involved in promoting. Board members will sign a Resolution that will be sent to Mr. Decker.

### **EXECUTIVE DIRECTOR'S REPORT**

Bob Borgon reported that there were three new complaints received last month concerning Comcast service. Two dealt with programming issues and one was a billing problem. A previous complaint was resolved by burying a cable drop.

Borgon discussed the monthly financial reports distributed to Board members. He reported that Comcast has officially closed its regional office in Southfield and moved it to Plymouth. Charles Kipp from Multi-Bank Securities will attend the November meeting to provide members with an update on Board investments. At next month's meeting, the Board will also review and consider adoption of the Board investment policy prepared by John Decker several months ago.

Borgon informed subscribers that their payment will erroneously be sent to the Cable Board if they insert their Comcast invoice backwards instead of placing it in the envelope so that the Comcast address shows through the window. He urged customers to watch how they put the invoice and check in the envelope.

Borgon related that he received several calls from residents reporting suspicious cars pulling up in people's driveways, waiting a few minutes, then walking to the front door. There was no identification on the vehicle. Borgon related that this person was a Comcast sales representative, one of many who are going through Beverly Hills with offers for special incentives for service. A resident who approached a Comcast representative reported that the individual exhibited an abrupt attitude. In addition, the person did not have a solicitor's license, which is required in Beverly Hills.

McLain stated that Comcast representative Leslie Brogan should be made aware of this issue.

Borgon reported that he received a letter from Comcast announcing a price increase relative to service calls.

### **COMCAST RELATED TOPICS**

Comcast representative Leslie Brogan was not in attendance. McLain discussed a couple of comments and complaints received in the last month.

### **AT&T RELATED TOPICS**

Representative Lori Doughty was not present. There were no AT&T complaints or communications received within the last month.

### **WOW RELATED TOPICS**

Kathy Kiste from Wide Open West presented an update on construction in Beverly Hills and in Birmingham. She reported that 13 of the 26 nodes are active in the Village of Beverly Hills. WOW staff members will be participating in the Halloween Hoot in Beverly Park this Sunday, October 24.

Tree trimmers have begun work in the City of Birmingham, and residents are being notified prior to work in their area. The construction project is moving along in Birmingham, and Kiste has been in contact with Birmingham staff member Joe Valentine. WOW will be donating apples and pumpkins to Birmingham's pumpkin patch and parade on Sunday.

Ettenson informed the Board that he received a letter from Kathy Kiste in response to an inquiry from Bingham Farms as to whether WOW had plans to expand its service into their community. The answer was that WOW has no plans to provide service to Bingham Farms.

McLain mentioned a complaint received today regarding tree trimming, which will be forwarded to Kathy Kiste. Kiste stated that WOW personnel has the legal right to trim trees as long as they are working in the public easement. She urged residents with questions or concerns to contact their city or village officials, who will notify WOW. Kiste will then call that resident regarding the issue.

### **BAMA/BAPA REPORT**

David Sommerfeld presented the Bloomfield Community Television report 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 September 16, 2010 – October 20, 2010). Sommerfeld reported that eight residents attended the volunteer workshop in September. A Program Development Committee meeting was held last week to discuss five new programs.

Sommerfeld related that two of the Board's six DVD playback decks are not working. BCTV recommends that the Board replace these two decks and purchase an additional one or two playback decks for backup since all the decks were bought at about the same time.

Sommerfeld noted that BCTV will need to send a Panasonic camera and two Firestore hard drives in for repairs. He noted that the UPS unit has arrived.

A quote has been submitted to the Cable Board for a Grass Valley eyepiece. It is a piece of equipment that would attach to any one of the four cameras in the truck and allow a camera to go hand-held. This would be beneficial for concerts, parades and sports coverage. The cost of the eyepiece would be in the range of \$5,500. This will be a topic of discussion for the next Cable Board meeting.

BCTV staff took the production truck to Shain Park after the last Board meeting to determine if the drops were working. Sommerfeld reported that the drops are working. However, the connector to the outlet that was installed is not adaptable to the truck. Quotes were received from two vendors to replace the receptacles. The low bid was \$340 for both receptacles. It was noted that the Cable Board approved a bid of \$16,000 to wire Shain park; the cost came in at approximately \$12,000.

Motion by Heldt, second by Eads, that the Cable Board authorize the expenditure of \$340 to purchase two receptacles for the Shain Park outlets to be compatible with the production truck.

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

McLain stated that the other equipment reported as needing to be replaced will be discussed in the PEG meeting following today's Board meeting.

Heyman, member of the Program Development Committee, mentioned that two of the new programs were from Birmingham residents, two from Bloomfield Hills residents, and one was from the Birmingham-Bloomfield Coalition.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Borgon stated that the Cable Board must approve a Resolution authorizing individuals to sign documents and transfer money on the Board's behalf from First Place Bank to Multi-Bank Securities. Attorney Tim Currier opined that the Resolution before the Board is broader than would be permitted by a municipality. Because of the limitations on what the Cable Board can

do, Currier recommended that the proper form be brought before the Board for consideration at the next meeting.

**PUBLIC COMMENTS**

W. A. Zimmerman on Camelot Court referred to a comment by the Executive Director that Beverly Hills Finance Director Wiszowaty was preparing a check for Board's use of \$350,000. He asked what that payment represents. Borgon responded that the amount held in the Board's Beverly Hills account represents funds collected for franchise fees and PEG fees.

**BOARD COMMENTS**

McFadden referred to an article distributed to Board members regarding an agreement between ESPN and Time Warner Cable to call attention to the new TV environment. There are other developments taking place with respect to negotiations with various municipalities and providers throughout the country that continue to create a rapidly evolving marketplace. Due to the proliferation of new delivery techniques and wireless techniques and devices, the days of sitting around and watching television are gone.

McLain commented about new initiatives. When she thinks about who is underserved in the community, the population that comes to mind in terms of consumers are seniors. The four communities have the Birmingham Area Senior Coordinating Council and the Baldwin House. McLain would like to organize an outreach program for area seniors who are struggling.

The meeting was adjourned at 8:52 a.m.