

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

Absent: Lurie – Birmingham
Verdi-Hus – Beverly Hills

Also Present: Borgon – Executive Director
Currier - Attorney for Cable Board
Helwig - Bloomfield Community Television 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. McLain welcomed Beverly Hills Council member Greg Burry, new liaison to the Cable Board.

APPROVE MINUTES OF CABLE BOARD MEETING HELD JUNE 15, 2011

Motion by Eads, second by Pfeifer, that the minutes of a regular Cable Board meeting held on June 15, 2011 be approved as submitted.

Motion passed unanimously.

PUBLIC COMMENTS

None

ELECT BOARD OFFICERS

McLain opened the floor for nominations to the office of chairperson. Pfeifer nominated Elaine McLain to serve as chair; McLain accepted the nomination. There were no further nominations. McLain was elected chairperson by acclamation.

Nominations to the position of vice-chairperson of the Cable Board were accepted. Heyman nominated Ken McFadden as vice-chair. There were no further nominations. Ken McFadden was elected chairperson by acclamation.

Ettenson nominated Alan Heyman for the position of secretary of the Cable Board. Heyman accepted the nomination and was elected to the position by acclamation.

McFadden nominated Lew Eads for the position of treasurer of the Cable Board. Eads declined the nomination.

Heldt nominated Ken McFadden to serve as treasurer of the Board. There were no further nominations. McFadden was elected to the position of treasurer by acclamation.

McLain appointed the heads of three Board committees. The Cable Action Committee is being co-chaired by Ken McFadden and Lew Eads, who agreed to continue with the arrangement. Jeff Heldt indicated that he was willing to continue as chairperson of the PEG Committee. Mel Ettenson is still available to chair the Personnel Committee.

GRANT REQUEST – BEVERLY HILLS PUBLIC SAFETY DEPARTMENT

Borgon stated that Director of Public Safety Woodard could not be present today. The Department is requesting that the Birmingham Area Cable Board consider renewing last year's grant in the amount of \$840 to cover the cost of WOW Internet access for four computer servers including such facility functions as local area network, building video, in car video and audio recording.

Motion by Heldt, second by Pfeifer, to approve the grant request from the Village of Beverly Hills Public Safety Department in the amount of \$840 for WOW Internet access for the fiscal year to end June 30, 2012.

Roll Call Vote:
Motion passed (10 – 0).

GRANT REQUEST – VILLAGE OF BEVERLY HILLS

Beverly Hills Assistant Manager/Clerk Ellen Marshall presented a grant request in the amount of \$800.00 to purchase a video data projector and digital camera for the Beverly Hills cable television facility. She provided the Board with a quote tabulation sheet for this equipment purchase.

Marshall stated that the BACB awarded Beverly Hills \$4,249 in November of 2002 to purchase a video data projector and accessories. Technology has changed since that time and Village staff frequently encounters instances where the current equipment does not meet its needs. Marshall described how the new projector will provide for increased capabilities in several areas including use at Zoning Board of Appeals meetings and for presentations at various other municipal meetings. She has consulted with staff from BCTV to be sure that the equipment purchased would be compatible with the existing cable equipment.

Questions from Board members were addressed by Marshall. The older equipment will be maintained and kept for use by the Public Safety Department.

Motion by Eads, second by Heyman, to approve a request from the Village of Beverly Hills for a grant in the amount of \$800 to purchase a Multimedia Projector and a digital camera.

Roll Call Vote:
Motion passed (10 – 0).

COMMITTEE REPORTS

Cable Action Committee

Heyman reported on the Board's attendance at the Birmingham Farmers Market on July 10. There are five more dates scheduled for a Cable Board table at the Farmers Market before the end of the season in October. BCTV will have a truck at the Farmers Market to provide television coverage at the Harvest Festival on September 18.

McLain related that there was discussion at the CAC meeting regarding feedback from the communities on the Cable Board budget and future planning.

McFadden stated that the next Cable Action Committee meeting is scheduled for Thursday, August 4 at 5:30 p.m. at the Baldwin Library.

PEG Committee

Heldt stated that the BCTV renewal contract was not ready to present to the Board this month. The scope of the project to revise the contract with updates and amendments was more complicated than anticipated. He expects to have a redlined version of the contract for the Board to review at the next meeting.

Personnel Committee

Ettenson commented that the purpose of the Personnel Committee is to review the performance of the Executive Director and to fill open positions on the Board. The committee will be meeting in the next month to conduct a review of the Executive Director. Ettenson highlighted performance criteria considered in their review.

There are two openings on the Board for Birmingham positions. Ettenson reported on progress made to fill these vacancies.

EXECUTIVE DIRECTOR'S REPORT

Borgon reported that there have been six complaints from Comcast subscribers in the last month regarding downed wires, refund checks, and programming issues. All the complaints have been resolved.

Borgon related that Cable Board PO box received five Comcast statements addressed to Birmingham residents. Apparently, the folding machine used by Comcast was not operating properly. The Board's post office address was visible in the window instead of the customer's name and address. Borgon delivered the statements to each of those residents.

Board members were provided with Income and Expense budget vs. actual reports as well as the fund balance statement through the end of May. Borgon commented that revenue is up 117% for this fiscal year, and expenses are down.

Borgon reviewed that the Board has offered to pay each member municipalities' yearly dues to PROTEC. The Village of Bingham Farms has requested that the BACB pay the \$138.88 for their July 1, 2011 invoice. He requested a Board motion to approve these dues. McLain added that PROTEC is the Michigan Coalition to Protect Public Rights-of-Way. The organization takes the lead throughout Michigan to coordinate actions to protect local government interests and inform municipalities of developments in the field of public right of way management.

Motion by Armitage, second by Ettenson, to approve Bingham Farms' annual dues for membership in PROTEC in the amount of \$138.88.

Roll Call Vote:

Motion passed (9 – 1).

The Plante & Moran audit is continuing and scheduled to be completed by the end of the month. There was discussion on how to proceed with providing updated stationary for the Birmingham Area Cable Board.

PROVIDER RELATED TOPICS

McLain noted that none of the providers' representatives were present at today's meeting. Eads suggested that McLain send a letter to each of the three providers reminding them of the meeting schedule and asking for their commitment to attend. McLain asked the Director to provide the Board with attendance records of the various providers for the last year.

McFadden commented that one of the benefits that all three providers offer is bundling of services. There are efficiencies that can be derived from offering all communication needs through one pipe. He questioned the recourse of the subscriber when that pipe becomes inoperable. What option does the customer have if the provider does not conform with its performance standards and answer a phone call from that individual within the stipulated time frame.

McFadden challenged the providers to establish what standard procedures they have in place or that they can implement in cases where customers have bundled services. How do they deal with subscriber outages? That is a question that McFadden will be asking the providers.

McLain stated a complaint was received at the Farmers Market about vacation billing. She would like to know the providers' policy regarding vacation billing for the next Board meeting.

Comcast

Ettenson had questions about Comcast complaints that he asked to be forwarded to Comcast for a reply.

Borgon stated that Comcast has notified the Board that it is changing the names of its video, Internet and voice services in Birmingham Area to XFINITY TV, XFINITY INTERNET and XFINITY VOICE.

WOW

Borgon read a report from Kathy Armstead, who was out of town. She indicated that the digital transition has been completed. Armstead informed the Board that construction has started in Harper Woods. Borgon remarked that Franklin and Bingham Farms should not give up on WOW construction in their communities.

Pfeifer recognized the fact that representatives from WOW and AT&T have been consistent in their attendance at these Board meetings.

BAMA/BAPA REPORT

Helwig summarized 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 June 16, 2011 – July 20, 2011).

The next volunteer camera workshops are scheduled for tomorrow, July 21 with one in the morning and one in the evening.

On Thursday, October 20, BCTV will tape one of the Oakland County Commission meetings. This is a cooperative, volunteer effort of the more active television studios in Oakland County to tape their meetings.

In response to an inquiry from McLain, Helwig indicated that the generator in the production truck gave out recently. This will be discussed further at the PEG meeting following today's Board meeting.

OLD/NEW BUSINESS

In conjunction with BACB Investment Policy and his position as treasurer, McFadden distributed a quarterly report of the financial investments of the Board. All investments and funds held by the Board are in compliance with Michigan PA 20.

PUBLIC COMMENTS

None

BOARD COMMENTS

None

CLOSED SESSION FOR RECEIPT OF ATTORNEY CLIENT PRIVILEGED COMMUNICATION

Motion by Thorsby, second by Pfeifer, to go into closed session for receipt of Attorney/Client privileged communication.

Roll Call Vote:

Motion passed (10 – 0).

RECONVENE IN OPEN SESSION

Motion by Pfeifer, second by Eads, to reconvene in open session.

Motion passed.

The meeting was adjourned at 9:38 a.m.