

Present: Heldt, Kelly, McAlear, McLain - Birmingham  
McFadden, Pfeifer – Beverly Hills  
Stakhiv – Franklin  
Ettenson – Bingham Farms

Absent: Lurie, Thorsby - Birmingham  
Heyman, Verdi-Hus – Beverly Hills

Also Present: Executive Director – Cathryn White  
Currier - Attorney for Cable Board  
Galbraith - Birmingham Schools representative  
Rota - Bloomfield Community Television representative  
Valentine - Birmingham staff 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 MINUTES OF CABLE BOARD MEETING HELD APRIL 17, 2013**

Motion by Heldt, second by McFadden, that the minutes of a regular Cable Board meeting held on April 17, 2013 be approved as submitted.

Motion passed.

**PUBLIC COMMENTS**

None

**APPROVE/AMEND AGENDA**

There was agreement that the Board should consider approval of the budget for FY 2013/14 prior to taking action on grant requests that would encumber the budget for the next fiscal year.

Motion by Pfeifer, second by McFadden, to amend the agenda to move item #6, “Consider Approval of the BACB 2013/14 FY Budget” to item #4.

Motion passed.

**CONSIDER APPROVAL OF FY 2013/2014 BACB BUDGET**

The Board is in receipt of the proposed 2013/2014 Cable Board budget. Treasurer McFadden thanked the Board for their input on the budget document this year and addressed a few questions from members.

Motion by McFadden, second by Pfeifer, to approve the proposed Birmingham Area Cable Board Budget for Fiscal Year 2013/14 and forward copies of the document to the member municipalities for their review and comment.

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

**GRANT REQUEST – VILLAGE OF FRANKLIN**

Franklin Village Administrator Amy Sullivan requested Board consideration of a \$3,500 grant for the purchase and set up of a software program known as MindMixer. It is an interactive platform designed to solicit input, feedback and ideas from participants. Sullivan remarked that the Village is continually looking for opportunities to hear from residents who don't participate on a regular basis in government decision making. It is hoped that this interactive tool will encourage additional participation because it can be provided conveniently without having to attend meetings. The use of the Internet facilitates this new kind of communication.

Sullivan described how this online, interactive survey tool works to engage citizens; she suggested topics for discussion that could be posted on the MindMixer website. The program would be shared with other communities and organizations, i.e. BASCC, that are located within the boundaries of the cable consortium. Birmingham, Bingham Farms and Beverly Hills indicated that they support the grant request and would evaluate possible uses after seeing it used by the Village of Franklin.

The annual subscription license is \$3,000; the balance would be used to compensate an outside contractor/intern to set up the website at a \$20/ hour rate not to exceed 25 hours or \$500. After the first year, the software would be evaluated for renewal by the Village and the Cable Board. This grant request was discussed with the Franklin Village Council.

Birmingham Assistant Manager Joe Valentine remarked that he spoke with Amy Sullivan about this initiative. The City of Birmingham will monitor the program prior to engaging in this online survey tool.

Questions from Board members related to the grant request were addressed by Sullivan and Stakhiv. In response to an inquiry, Sullivan stated that the Birmingham Area Cable Board could contribute topics and ask for input on the MindMixer website.

Motion by Heldt, second by Ettenson, to approve a grant request from the Village of Franklin in the amount of \$3,500 for the purchase and setup of the MindMixer software program as outlined in a memo from Amy Sullivan, Franklin Village Administrator, and included in the May 15, 2013 BACB meeting materials.

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

**MUNICIPAL SERVICES GRANT REQUEST – FRANKLIN POLICE DEPARTMENT**

The Franklin-Bingham Farms Police Department currently obtains Internet access through a contractual agreement with Comcast. This service was selected based upon cost and previous experience with the company in order to provide communication with personnel via secure web connection. While it is a member of CLEMIS, the Department remains reliant on Internet connectivity in order to communicate effectively during normal times, as well as when involved or as a result of emergency situations.

In a letter dated April 24, 2013, Chief of Police Daniel Roberts is requesting a grant to the Department to cover internet connectivity at a cost of \$91.81 per month; this would total \$1,101.72 for the fiscal year starting July 1, 2013. The Board's support would help the Department in providing services to the public by allowing us to maintain a level of service commensurate with our obligations.

McLain remarked that there is a new item in the budget that covers this type of recurring expense called "municipal support services".

Motion by Stakhiv, second by Heldt, to approve the grant request from the Franklin-Birmingham Fire Department to cover the cost of \$91.81 per month for Internet connectivity from Comcast at a total of \$1,102.72 for fiscal year 2013/14.

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

## **COMMITTEE REPORTS**

### **Cable Action Committee**

McFadden reported that the Cable Action Committee met this month and discussed several items. The Committee is going forward with a user survey to determine how members of the various communities obtain, watch, and value their cable television services. Some members of the public will be receiving surveys in the mail. Each of the municipal websites as well as the BACB website will post a link to the survey so that residents can participate online. The resulting information will help the Board to do a better job of formulating policy and working through challenges. It is expected that the survey will be mailed out before the end of the month.

There is an upcoming NATOA teleconference on June 3 entitled, "Cable Franchise Renewal in an IP World". The purpose is to learn the basics of cable franchise renewal in the context of a technology that might look more IP than cable. Panelists will discuss legal requirements, performing a community needs assessment, and important deadlines that will optimize negotiating leverage.

The Cable Action Committee continues its outreach to the Birmingham Bloomfield Chamber. McLain stated that there is more than one chamber of commerce that will be able to post a link to the BACB survey if they meet the criteria. People want to have a voice when they have a concern or a complaint about their cable service.

McFadden stated that the next meeting of the CAC will be held on June 6 at 5:30 at the Baldwin Library.

### **PEG Committee**

Heldt described an incident whereby a scheduled taping of a high school girls soccer game was cancelled at the last minute due to a thunderstorm. This resulted in a BCTV expense for the cost of staff time to set up for a broadcast that did not occur. The Cable Board pays \$2,500 per event for BCTV to tape and broadcast high school athletic events. Helwig provided the Board with a cost estimate and invoice of \$809 for the time devoted in preparation for the broadcast of a game

that was rescheduled. Heldt recommended that the Board take action to authorize payment of the invoice.

Motion by Heldt, second by Ettenson, that the Birmingham Area Cable Board authorize payment of an invoice in the amount of \$809 from Bloomfield Community Television to cover the personnel cost related to preparing for the taping of a girls high school soccer game that was rained out.

Steve Rota from BCTV provided additional background on what occurred on the day of the cancelled event.

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

Heldt related that the girls soccer game between Groves and Seaholm has been rescheduled for Friday, May 24; both teams are undefeated. The Board authorized BCTV to proceed with taping and broadcasting this makeup game on the basis that the cost was previously approved by the BACB.

Birmingham Schools representative Kevin Galbraith presented an update on the construction of Board of Education and administrative offices in the former conference center at Groves High School. Overall construction is ahead of schedule. The first BPS Board meeting in the new facility is scheduled for July 9. There will be an opening ceremony planned for the Fall so that students can be involved and attend. Cable Board members will be invited to join in that ceremony.

### **Grant Policy Committee**

Committee chairperson Pfeifer informed the Board that the disposition of the Grant Policy Committee was discussed at a recent Cable Action Committee meeting at her suggestion. It was determined that the Grant Policy Committee had completed its assigned task and should be deactivated. A Grant Policy has been drafted and adopted by the BACB. If the Board finds that further policy development is required in the future, the Committee could be reactivated.

Motion by Pfeifer, second by Heldt, that the Birmingham Area Cable Board authorizes the deactivation of the Grant Policy Committee and thanks the members of that Committee for their service.

Motion passed.

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

Executive Director White highlighted two formal complaints received in the last month dealing with Internet service and channel restructuring. Her report included monthly financial reports and check disbursement information.

The BACB is in receipt of a bill in the amount of \$842.92 from AVI Systems for factory repair of a tripod head. White has paid the invoice pursuant to the general authority given by the Board regarding items of this nature.

White obtained quotes from four printers for letterhead, envelopes and business cards with the new BACB logo. The low bid was from Birmingham Schools Print Shop in the amount of \$257.50 for envelopes and letterhead and \$30.00 for business cards.

Motion by Stakhiv, second by Pfeifer, that the Birmingham Area Cable Board accept the low bid of Birmingham Schools Print Shop for printing of envelopes and letterhead in the amount of \$257.50 and printing business cards for \$30.00 and authorize the Executive Director to make the purchase.

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

White stated that the Board received a thank you note dated April 5, 2013 from the Executive Director of the Birmingham Area Seniors Coordinating Council & Center (BASCC) for the recent PEG grant awarded to purchase a Mediacast Viewer.

#### **PROVIDER RELATED TOPICS**

There were no representatives present from Comcast, AT&T or WOW. Ettenson described several problems with the Comcast business class service and asked for an explanation of the issues from Leslie Brogan at an upcoming meeting.

Stakhiv concurred with a recent customer complaint regarding changes to the Comcast channel lineup. She also had an issue with responses from a customer service representative. McLain suggested that Stakhiv submit a customer complaint through the Executive Director.

#### **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 April 18, 2013 – May 15, 2013).

The next camera workshop is scheduled for Tuesday, July 23 from 10:00 am until noon and 6:30 to 8:30 pm. BCTV staff has Tiger Cub Scout tours of the studio scheduled at the end of the month.

General Manager Leslie Helwig's retirement is effective July 1, 2013. Greg Kowalski, editor of the Birmingham Eccentric, has been appointed General Manager of Bloomfield Community Television and Director of Community Relations for Bloomfield Township. He will start on Monday, May 20. Leslie Helwig will remain on staff for six weeks to provide for a smooth transition.

#### **OLD BUSINESS**

None

**NEW BUSINESS**

McLain informed members that Federal Communications Commission Chair Julius Genachowski was replaced by Tom Wheeler. She noted that Tom Wheeler has an interesting blog called “Mobile Musings”. McLain referenced articles on tech topics in the Monday, May 13 issue of the Wall Street Journal. One of the articles dealt with whether Congress should overturn the Net Neutrality Rules.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

Pfeifer announced that next month will be her final meeting as a member of the Cable Board. She has opted not to request a renewal of her term. Pfeifer served as the Beverly Hills Council liaison to the BACB from 2000-2008 after which time she sought appointment to the Cable Board and served from 2010-2013. Pfeifer found this Board to be comprised of a professional group of individuals. She enjoyed working with the Board and appreciated its partnership with BCTV. Pfeifer advised the Cable Board to prepare for the future.

McLain thanked Pfeifer for her guidance and said that she will be missed.

The meeting was adjourned at 8:48 a.m.