

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.