

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 17, 2023

Gugni called the meeting of the Birmingham Area Cable Board to order at 7:45 AM. in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

- Present: Eick, Abraham, Brown, Cleary – Birmingham
Henry, Gugni, Kamoo, Dobies– Beverly Hills
David – Franklin
Hagaman – Bingham Farms
- Also Present: Gojcaj – Attorney for the Cable Board
Rota – Bloomfield Community Television
White – BACB Executive Director
Riley-Kelley – Executive Director of Technology Services, Birmingham Public Schools
- Absent: Shand

APPROVE MINUTES OF CABLE BOARD MEETING HELD March 15, 2023

Motion by Eick, seconded by Cleary to approve the minutes of the Cable Board meeting on March 15, 2023.

Motion passed unanimously.

PUBLIC COMMENTS

None

PEG GRANT REQUEST – VILLAGE OF BEVERLY HILLS, MI

Kristin Rutkowski, Village Clerk/Assistant Manager, Village of Beverly Hills, presented the Village’s request for reimbursement of a replacement laptop for the media room at Village Hall which is used by Bloomfield Community Television (BCTV) for Village Council meetings. The request is for \$899.00.

Motion by Henry, seconded by Kamoo to approve a PEG Grant request in the amount not to exceed \$899.00 for reimbursement of a Lenovo ThinkPad Laptop to be used by the Village of Beverly Hills and BCTV to broadcast Council meetings.

Roll Call Vote

Henry	Aye
Gugni	Aye
David	Aye
Kamoo	Aye
Dobies	Aye
Abraham	Aye
Hagaman	Aye
Cleary	Aye
Eick	Aye
Brown	Aye

Motion Passed. (10-0).

PEG GRANT REQUEST – FRANKLIN PUBLIC LIBRARY

Rick David, Franklin Representative, recused himself from the discussion of this item.

White confirmed that such a request from the Franklin Library has been received and been granted many times in the past. The BACB received a letter, dated December 19, 2022, from Teresa Natzke, Director of the Franklin Library requesting a grant for Comcast internet costs for the Library.

Motion by Hagaman, seconded by Kamoo to approve a PEG Grant request in the amount not to exceed \$3,304.00 to the Franklin Public Library for internet costs through Comcast for the year 2023.

Roll Call Vote

Gugni	Aye
David	Abstain
Kamoo	Aye
Dobies	Aye
Abraham	Aye
Hagaman	Aye
Cleary	Aye
Eick	Aye
Brown	Aye
Henry	Aye

Motion Passed. (9-1 Abstain).

PEG GRANT REQUEST – BIRMINGHAM PUBLIC SCHOOLS

Gugni stated there had been a PEG meeting last Monday evening with Riley-Kelley. Unfortunately, some Board members were unable to attend. On behalf of the Birmingham Public Schools, Riley-Kelley requested a grant to purchase new studio equipment and upgrades of some studio equipment for the three (3) middle schools and two (2) high schools. The equipment which Riley-Kelley specifically identified will impact every Birmingham student. Ralph (Dan) Hickmott is a 12-year Derby teacher and involved in journalism and broadcasting. He addressed the Board by giving a brief history of TV broadcasting in the schools and the hope of expanding into all Middle Schools and Elementary Schools. He noted that a previous PEG Grant had elevated the existing equipment; however, new and updated equipment and technology are now needed for expanding student creativity. Two (2) 8th grade Derby Middle School students related their experiences in broadcasting and technology and hope this grant will help in educating more students to become involved.

Kamoo commented that he was in favor of such a request, especially since it benefits the entire District. Riley-Kelley explained that bids for the new equipment had been requested and

Advanced Lighting & Sound which the District has dealt with before was the only local business which responded. David clarified that this proposal was for two (2) High Schools and three (3) Middle Schools and what was specifically requested for each school.

Motion by Eick, seconded by Kamoo to approve the PEG Grant request in the amount not to exceed \$185,000.00 to the Birmingham Public Schools to replace TV production equipment and lighting at its three (3) Middle Schools and two (2) High Schools.

Henry questioned the reliability of the new equipment. He advised Riley-Kelley that due to the shrinking number of cable users and therefore, the money in the BACB account, the schools may need to find other resources. Riley-Kelly thanked him for the information. Hagaman wanted to be sure that there were dedicated teachers and/or classes to use all the equipment. Hickmott responded that he runs dedicated broadcasting classes now in the High Schools and Middle Schools and the equipment is beginning to be used in the Elementary Schools.

Roll Call Vote

Kamoo	Aye
Dobies	Aye
Abraham	Aye
Hagaman	Aye
Cleary	Aye
Eick	Aye
Brown	Aye
Henry	Aye
Gugni	Aye
David	Aye

Motion Passed. (10-0).

APPROVAL OF BUDGET AMENDMENTS FOR FY 2022-2023 BUDGET

White presented four (4) budget amendments in her memo, “Budget Amendments Requested For Fiscal Year 2022-2023”, to close out the fiscal year. They included amending the total amounts budgeted for Auditing to \$13,000, BCTV Production Crew Uniforms to \$2,200, Human Resources (Heartland Payroll) to \$1,200 and Administrative Grants to \$171,238 which the Board had authorized.

David reviewed the Budget Amendments and agreed with them.

Motion by David, seconded by Cleary to approve the following Budget Amendments for Fiscal Year 2022-2023: \$13,000-Auditing Fees; \$2,200-BCTV new Production Crew Uniforms; \$1,200-Human Resources (payroll); and \$171,238-Administrative Grants.

Roll Call Vote

Dobies	Aye
Abraham	Aye
Hagaman	Aye
Cleary	Aye
Eick	Aye
Brown	Aye
Henry	Aye
Gugni	Aye
David	Aye
Kamoo	Aye

Motion Passed. (10-0).

APPROVAL OF FY 2023-24 PROPOSED BUDGET

White explained that because the FY 2023-24 starts July 1, 2023 and the Board's next meeting isn't until July 19, the approval of FY 2023-24 Budget is before the Board at this meeting. The proposed Budget has been reviewed by Gugni, BACB Chairperson and David, BACB Treasurer. Both are comfortable with the Budget. White confirmed that the numbers reflect the audited numbers for the current budget year. There is anticipation of some reduction in the 2024 Revenue based on cable subscribers switching from cable to streaming services; however, BACB has not seen a large decrease in the revenue in this category. This may be because the cable providers are increasing their yearly subscriber fees. The Board needs to pay close attention to these figures. She made a few changes to the Board Expenses. The 2023-24 total PEG Revenues are less than the budgeted amount for the current fiscal year and based on those Revenues she feels the FY2024 number is more realistic. Regarding the PEG Operations, the total is reduced due to less money being budgeted for the production truck. The PEG grant money is higher due to the Birmingham Public Schools grant which was just approved.

Kamoo inquired if other community Cable Boards were seeing a decrease in revenue due to the residents switching from cable providers to streaming. White stated there is an organization called MICMA (Michigan Community Media Association) which is a group of various community representatives which meet periodically. There is a meeting this month and the group has asked its members to forward the communities' Franchise Fee and PEG Revenue numbers. White will contact someone about sharing those numbers with her as she has shared the BACB's numbers with them. Gojcaj commented that he is a representative for the Intergovernmental Cable Communications Authority (ICCA) which is a consortium of local municipalities such as, Rochester, Ferndale, Royal Oak and Oakland Township which have seen a steady decrease of PEG Fees and Franchise Fees. He related some of the methods used in cutting their costs. He feels there is going to be a steady decline of revenue.

White acknowledged that occasionally a payment comes in within 30 days of the end of the fiscal year and the auditors will include it in the Audit Report for that year. If it comes in after 30

days it is deferred revenue, which happens occasionally and was noticeable this year.

Motion by David, seconded by Kamoo to approve the Birmingham Cable Board Budget for the Fiscal Year 2023-2024, as presented.

Roll Call Vote

Hagaman	Aye
Cleary	Aye
Eick	Aye
Brown	Aye
Henry	Aye
Gugni	Aye
David	Aye
Kamoo	Aye
Dobies	Aye
Abraham	Aye

Motion Passed. (10-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham stated there was no additional meeting as there were no issues.

PEG Committee

Kamoo stated there had been a PEG meeting this past Monday. The discussion centered around the Birmingham Public Schools' request to purchase new studio equipment and upgrade other equipment, as presented to the Cable Board earlier in this meeting. It was a very positive meeting.

Personnel Committee

Eick gave an update on the annual evaluation process of White. He received back the evaluation forms which he had sent out in April. Last Monday there was a meeting of the committee, and the evaluations were discussed. White scored high and has accepted the role of Executive Director for another year.

EXECUTIVE DIRECTOR'S REPORT

White reported there were four (4) new complaints this month which she listed in her report. A significant complaint was received from the Franklin/Bingham Farms Fire Dept. stating that emergency calls were being received but the regular business phone line was not working. After quickly checking, Comcast found that a fraudster had obtained the Fire Department's account information and had authorized the phone line to be ported out. This problem was corrected and the regular phone number was restored to the Fire Department. Comcast is now researching the incident. This complaint is closed. The remaining new complaints dealt with downed wires.

The providers were slow in resolving those problems; however, once BACB filed complaints on behalf of the residents, those issues were corrected.

FINANCIAL

White provided the documents of the financial account balances for the MBS, Michigan United Credit Union and Beverly Hills accounts as of April 30, 2023, as well as BACB Financial Reports.

CHECK DISBURSEMENT

She wrote four (4) checks, the largest of which was the PEG Grant given to the City of Birmingham for the Birmingham Museum Podcast Equipment. White gave each Board member a press release about the Birmingham Museum program. The Museum Director has indicated there has been a lot of interest in the program.

ADDITIONAL NOTES

White gave each Board member a new updated roster.

She had a follow-up conversation with Comcast about automatic reimbursements to the subscribers who had lost their service due to the power outages of last summer and those of last winter from the ice storm. Comcast stated that individual subscribers would need to file individual requests for any billing credits. The process can be found on the Comcast website.

Comcast has raised its prices due to rising programming costs. Prices for certain packages have been increased (including the Broadcast TV Fee and the Regional Sports Fee) as of December 18, 2022. Notices were sent to all subscribers.

There were several channel changes, including increased costs for HBO and HBO Max subscriptions and a notice that Comcast was no longer providing ShopHQ.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

BAPA/BAMA REPORT

White gave the report as Rota was working behind the scenes this morning.

Rota provided the completed BAPA Programs as listed in his March 16, 2023 through May 17, 2023 Memo to BACB, dated May 11, 2023. Also listed were the 32 programs from area

individual producers and organizations which had been taped.

PRODUCER AND VOLUNTEER WORKSHOP

A one-on-one session workshop is still being offered for anyone interested in producing a show and for anyone who might be interested in working behind the scenes. If interested call 248-433-7790. Chris Dobies, BACB Board Member, was given a Studio tour and thought it to be very worthwhile and really enjoyed it. White urged those who had not taken the tour to do so.

The last Baseball game will be coming up.

The Village of Franklin Council Meetings can be seen LIVE on their YouTube page and/or through the Village's website.

During last month's meeting there was a discussion about having a part-time staff member driving the BACB Production Truck. The Cable Board was in favor of this suggestion; however, it wanted a written policy. The staff is in the process of establishing this and will present it at the July meeting.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

Gugni commented that the Press Release from the Birmingham Museum acknowledges the PEG grant from BACB. The next meeting will be July 19, 2023.

There being no further business, the meeting was adjourned at 8:31 AM.

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