

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – June 15, 2022

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.

Gugni stated this was not a scheduled meeting since the Board is going to alternate months. Because the Board was unable to have the May meeting, due to a lack of a quorum, it was decided to have a June meeting to take its place.

Present: Eick, Abraham, Whittington, Shand, Cleary, Fenberg – Birmingham
Gugni, Henry, Kamoo, Tootell– Beverly Hills
David - Franklin
Also Present: Gojcaj – Attorney for Cable Board
Rota – Bloomfield Community Television
Black – Bloomfield Community Television
Absent: White - BACB Executive Director

Gugni welcomed the new Cable Board member, Rick David, representing Franklin.

APPROVE MINUTES OF CABLE BOARD MEETING HELD March 16, 2022 and May 18, 2022

Gugni stated that for the May meeting there had not been a quorum, therefore, there was not a meeting. The minutes reflect this.

Motion by Eick, seconded by Kamoo to approve the minutes of the Cable Board meetings on March 16, 2022 and May 18, 2022, as presented.

Motion passed unanimously.

PUBLIC COMMENTS

None

MUNICIPAL SUPPORT SERVICES GRANT REQUEST – FRANKLIN HISTORICAL SOCIETY

Gugni mentioned the letter in the Board packet, dated March 11, 2022, received from Ann Lamott, President of the Franklin Historical Society, requesting the continuation of funding of a one-year internet subscription from Comcast for the Museum. This would allow the museum personnel on-site access to facilitate current and future projects. This request has been granted in the past and the amount is consistent.

Motion by Fenberg, seconded by Henry and Kamoo to approve a Municipal Support Services Grant for internet services in the amount not to exceed \$1,102.80 annually or \$91.90 per month to the Franklin Historical Society for the cost of the internet service at the Franklin Historical Museum for FY 2022-2023.

Roll Call Vote

Shand Aye
Abraham Aye

Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Abstain
Kamoo	Aye

Motion Passed. (10-0; Abstain:1)

APPROVAL OF BUDGET AMENDMENTS FOR FY 2021-2022

Gugni referred to the “Recommended Budget Amendments for FY 2021-2022” sheet which was included in the Board packet. These recommendations were submitted by White, Executive Director, for the current year which expires June 30, 2022.

Gugni read the seven (7) individual recommendations: Administrative Grants increased to \$299,962.00; HR Services increased to \$1,000.00; Auditing increased to \$11,725.00; Cable Contractor increased to \$262,350.00; Communications increased to \$4,843.00; Equipment increased to \$35,000.00; and Mileage increased to \$850.00. Each increase was detailed.

Motion by Fenberg, seconded by Eick and Cleary to approve the Budget Amendments for 2021-22 BACB Budget as recommended in the BACB Executive Director’s Memo.

Roll Call Vote

Abraham	Aye
Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Aye
Kamoo	Aye
Shand	Aye

Motion Passed. (11-0).

APPROVAL OF BACB FISCAL YEAR 2022-23 BUDGET

Fenberg presented a memo with the current Budget for year ended June 30, 2022 and for the year ended June 30, 2023. The current Budget does not reflect the approved amendments at today’s

meeting. The Total Franchise Fee Income is anticipated to increase by approximately 10% from \$225,150 to \$248,005. Most of the other expense items have been adjusted accordingly. As a reminder, Administrative Grants is a “place holder” as it is a return of any excess funds back to the four (4) communities. This is determined after the audit is completed for June 30, 2023. Therefore, the exact number will be determined by January 2024. The Total Franchise Fee Expenses match the Total Franchise Fee Income, resulting in zero Net Income. The Total PEG Revenue, which are restricted funds, is anticipated to increase to \$632,300.00 and with “other income” the Total PEG Revenue would be \$633,315.00. The Total PEG Operations would be \$633,315.00, with the Total Net PEG Income of zero.

Black referred to his memo sent to White, “Production Truck Budget FY 2022-2023”, dated June 9, 2022, which gave some background information on the current Production Truck. The Budget FY 2022-23 request is for the purchase of new cameras and accessories for the truck. He described the truck as “a production studio on wheels” for anything that can’t happen in the studio.

Fenberg explained that the Total PEG Operations will equal the PEG Income. Any excess income is restricted and placed in a fund reserved for use in PEG Operations.

David remarked that the PEG increase is significant. Gugni remarked that this issue will need to be addressed, possibly at the next meeting when White is present.

Motion by Fenberg, seconded by Eick to approve the Fiscal Year 2022-23 Budget as outlined.

Henry noted that there were many good questions being asked at this meeting and there weren’t any answers, especially about the big increase of PEG Revenue.

Gugni recessed the meeting.

Gugni resumed the meeting at 8:15 AM.

During the recess Gugni called White, BACB Executive Director, who was not in attendance due to recent surgery.

There was a discussion regarding further revisions necessary to the proposed Budget. Fenberg explained the correction to the proposed Budget which deals with the PEG Revenue. The proposed Total PEG Revenue for FY 2022-23 will be changed to \$440,000.00. Total PEG Operations will remain the same at \$633,315.00 with a Total Net PEG Income of -\$192,300.00.

The new proposed Budget will be updated to reflect these changes and appear in the minutes.

There will be a transfer of \$192,300.00 from Restricted PEG Fund Equity to Total Peg Income. The Restricted PEG Fund Equity has more than sufficient funds for PEG usage only. Answering Gugni’s inquiry, Fenberg stated this was an appropriate PEG usage of such funds.

Gojcaj had no objections, explaining that PEG Restricted Funds are required to be spent on capital equipment such as being discussed. Therefore, this transfer of funds for such capital improvements to the Budget is allowable.

Motion by Fenberg, seconded by Kamoo to approve the Fiscal Year 2022-23 Budget, as proposed (and revised).

Roll Call Vote

Tootell	Aye
Cleary	Aye
Eick	Aye
Henry	Aye
Fenberg	Aye
Gugni	Aye
Wittington	Aye
David	Aye
Kamoo	Aye
Shand	Aye
Abraham	Aye

Motion Passed. (11-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham reported there had not been a meeting last month. He noted that the time and location of the meetings have changed to immediately follow the BACB meetings. However, there would not be a meeting today as there was nothing to discuss.

PEG Committee

Kamoo reported there was not a meeting since the last one. However, there will be a meeting immediately following this Cable Board meeting.

EXECUTIVE DIRECTOR'S REPORT

White was not in attendance; however, she submitted her monthly Report, dated June 5, 2022. Gugni noted there were ten (10) Customer Complaints and suggested the Board members read them.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts and BACB financial reports for May 2022 were sent to all Board members.

CHECK DISBURSEMENT

White has written 15 checks, all recorded in her report, some of which Gugni listed. The large ones were to City of Birmingham (Administrative Grant), Beverly Hills (Administrative Grant), Village of Franklin (Administrative Grant), Village of Bingham Farms (Administrative Grant), and Charter Twp of Bloomfield (Quarterly Contract Payment Jan-March 2022, Quarterly Contract Payment July-Sept 2021, and Quarterly Contract Payment April-June 2022).

ADDITIONAL NOTES

Gugni advised the Board to read White’s Additional Notes which she had included in her report.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present and no new information received.

c. WOW

There was no representative present and no new information received.

BAPA/BAMA REPORT

Black referred to Rota’s memo submitted to BACB, “Report March 17, 2022 through June 15, 2022”, dated March 10, 2022. In his written report which was included in the packet he listed all **BAMA** regularly scheduled municipal meetings under the contract.

For the **BAPA** Programs, 43 public access programs by producers and organizations were taped and listed in Rota’s report.

PRODUCER AND VOLUNTEER WORKSHOP

As always, the Producer and Volunteer Workshops are offered to those interested in producing their own program or getting some behind the scenes experience, such as operating cameras. If interested, please call the studio at 248-466-7790 or send Black an email (GBlack@BloomfieldTwp.org) to set up a workshop date and time. These are one-on-one instruction sessions.

Black added that the Birmingham in the Park concerts in Shain Park begin Wednesday, June 15 at 7 PM. and continue until Wednesday, August 17. The Production Truck will be there for those who want to see it in action.

A LITTLE EXTRA

In Rota’s report, he included that Black spoke in front of the Birmingham Rotary Club last month. Black spoke about the station and its relationship with the Cable Board and gave some background information of what the Board does.

Black confirmed that Bloomfield Community Television has recently hired a new Director.

OLD BUSINESS

There was none.

NEW BUSINESS

Gugni noted that BACB will now be meeting alternate months and all the Board members had been in favor of that move. Today he was asking the Board for further feedback. The question had arisen that if the BACB could not meet on its regularly scheduled date, would the next meeting be in four (4) months? He, personally, did not think that was a good idea, referring to the postponement of today's discussion on the Budget as an example.

Tootell agreed that the four (4) month interval between meetings would be too long. Her idea would be if the regularly scheduled meeting could not happen it should be moved to the following month.

For clarification, if a regularly scheduled monthly meeting was cancelled and it was necessary to schedule a meeting for the following month, the regularly scheduled meeting would then be the next month (its regularly scheduled month).

Shand suggested that White notify the four (4) communities that BACB has changed its meeting schedule to every other month. Hopefully this would avoid the need for a Special Meeting.

Gugni reminded the Board of the wording of the Resolution Concerning Meetings which had been approved at the February meeting. It stated that meetings would be every other month or as the BACB further decides. Therefore, no vote was necessary on this subject at this meeting. Gojcaj agreed and emphasized that, if need be, the Chair or any representative could always call a Special Meeting for any business that the Board needed to attend to.

Eick asked for clarification about having alternates to the BACB from the four (4) communities. Alternates might resolve the problem of not having a quorum. Gugni was unsure if some or any of the communities have alternates at this time. Eick requested more information on this subject and the procedure for obtaining alternates. Gugni stated that White sends meeting notices to each Board member before each meeting requesting attendance information. This information can indicate whether there would be a quorum or not.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

There being no further business, the meeting was adjourned at 8:40 AM.

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