

BROADCAST COMMITTEE

MEETING MINUTES

January 13, 2020, 6:30 p.m.
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present: Gary Childs, Wes Nakagiri, Douglas Helzerman

1. CALL TO ORDER

Commissioner Childs called the meeting to order at 6:30 p.m.

2. APPROVAL OF MINUTES

Minutes Dated: August 26, 2019

Moved by: W. Nakagiri

Seconded by: D. Helzerman

Yes: (3): G. Childs, W. Nakagiri, and D. Helzerman

Motion Carried (3 to 0)

3. APPROVAL OF AGENDA

Motion to approve the agenda as amended to move Item 6.1: Board Chambers Broadcasting System to be Item 6.2, and Item 6.2 Board Chambers AV Upgrades to be item 6.1.

Moved by: D. Helzerman

Seconded by: W. Nakagiri

Yes: (3): G. Childs, W. Nakagiri, and D. Helzerman

Motion Carried (3 to 0)

4. CALL TO THE PUBLIC

None.

5. REPORTS

6. DISCUSSION

6.1 Board Chambers AV Upgrades

Third Coast Tech, LLC. Proposal dated 12-19-2019

Dianne Gregor reviewed upgrades

- This quote is to replace items that are already in place in Board Chambers.
- projector and screen will be removed and replaced with a 98" wall mounted screen facing toward the audience, Diane explained that a larger screen was better visually than additional monitors.
- Commissioner Childs recommended changing the screen to an 86" screen.
- Speakers are included in the upgrade proposal; microphones are included in the broadcast system proposal. Microphones would work with the speakers if installed.

- Commissioner Helzerman explained his concerns with the current audio issues in Board Chambers.
- Commissioner Nakagiri referred to the budget for 2020. Cindy answered that the equipment is in the budget, broadcasting was not budgeted. The budget was for upgrades including monitors, and microphones.
- Diane explained that this equipment in the upgrade proposal would be phase 1 for moving toward recording/broadcasting.

6.2 Board Chambers Broadcast System

Third Coast Tech, LLC Proposal dated 12-19-2019

This proposal would allow for recording and publishing content to our website. If a live broadcast was desired, this equipment could be used for that purpose.

- Discussed options and logistics of using equipment
- Discussed lapel mic, committee agreed that this item is not needed and to remove it.
- Diane explained the 2nd camera was to ensure a presentation was available in a recording.
- Members discussed doing everything but camera and camera mounts, possibly add the cameras in 2021.
- Commissioner Helzerman would like to prepare for cameras, but hold off on that purchase until there is personnel authorized to manage recording.
- Commissioner Nakagiri stated the mission of this committee was to record and broadcast, he will be disappointed if they are not able to do so by the end of 2020.
- Discussed possible option of recording with voice only and personnel to manage equipment
- Committee asked if the quote for set-up would include training, Diane will request this to be included on the new quote.

Commissioner Childs requested Diane Gregor to obtain a combined quote for upgrades and the broadcast system; remove the lapel mic; 2nd camera, replace the screen with a smaller screen; change from 9 to 5 microphones for the commissioners, all to be included in one total. Then, this Committee would review and determine a recommendation to the Board of Commissioners.

Commissioner Childs also requested that items that are not necessary for the project are indicated on the revised quote, include an option to only provide the recording, and if our staff can complete installation.

Committee members agreed to schedule the next meeting for January 22, 2019 immediately following the Finance Committee meeting.

7. CALL TO THE PUBLIC

None.

8. ADJOURNMENT

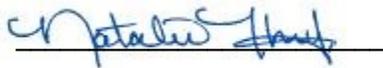
Motion to adjourn the meeting at 7:28 p.m.

Moved by: D. Helzerman

Seconded by: W. Nakagiri

Yes: (3): G. Childs, W. Nakagiri, and D. Helzerman

Motion Carried (3 to 0)

A handwritten signature in blue ink, appearing to read "Natalie Hunt", is written over a horizontal line.

Natalie Hunt, Recording Secretary