

BROADCAST COMMITTEE

MEETING MINUTES

January 22, 2020, 8:00 a.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 9:00 a.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: January 13, 2020

Motion to approve the minutes as presented.

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 presented.

Moved by: W. Nakagiri

Seconded by: D. Helzerman

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

Motion Carried (3 to 0)

4. CALL TO THE PUBLIC

Bob Potocki, Brighton, spoke regarding current cable fees.

5. REPORTS

None.

6. ACTION ITEMS

6.1 Proposal

Upgrades and Recording Meetings in Board Chambers

Third Coast Tech, LLC. Proposals dated January 16, 2020

Diane Gregor reviewed the two proposals

- Difference in proposals is in the size of the screen, one is 86 inches and the other is 98 inches.
- Third Coast Tech, LLC will subtract \$2,000.00 from proposal if we go with the 98-inch screen.

- The screen should be centered for optimal viewing.
- Proposals do not include cost of two additional monitors.
- 6 microphones and 2 wireless microphones. Microphones are not all wireless due to cost factors.
- No additional cost for recording and posting the recordings.
- Technical issues discussed if recording fails.

Commissioner Childs requested the presence of the members present to accompany him to the Board Room to demonstrate a mockup of the difference in screen sizes.

Cindy Catanach stated that there is \$31,253.00 in the 2020 budget for the equipment upgrade.

Members discussed a retention schedule for the recorded videos with respect to format and how long they will be posted.

Members also discussed published locations of recorded videos. Direct link from our website suggested. YouTube was favored as an option as it will free up space on our servers.

Discussion on moving forward with recommendation to the full board on purchasing the recording equipment and revisiting the procedures/policy of posting after full board approval.

Cindy Catanach will compose the two resolutions:

- Board of Commissioners for the upgrade of equipment.
- Broadcasting Committee for approval of recording and broadcasting of meetings.

Diane Gregor will contact Third Coast Tech, LLC and request revisions to the 98-inch quote to include the addition of two monitors and for a reduction of the total cost to \$31,500.00, if possible.

Commissioner Childs will update the Board of Commissioners if all costs revisions can be completed within budget.

Motion to recommend to the Board of Commissioners the purchase of the recording equipment, with the 98-inch screen and the addition of two monitors, from Third Coast Tech, LLC.

Moved by: D. Helzerman

Seconded by: W. Nakagiri

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

Motion Carried (3 to 0)

Motion to recommend to the Board of Commissioners pursuing the recording and posting of the Board of Commissioner meetings. If approved, the Broadcast Committee will reconvene to compile a complete recording and posting policy.

Discussion.

Moved by: G. Childs
Seconded by: W. Nakagiri

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

Motion Carried (3 to 0)

7. DISCUSSION

None.

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Motion to adjourn the meeting at 10:20 a.m.

Moved by: W. Nakagiri
Seconded by: D. Helzerman

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

Motion Carried (3 to 0)

Amy Kostasich, Recording Secretary