

# **BROADCAST COMMITTEE**

## **MEETING MINUTES**

March 9, 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 pm.

### **2. APPROVAL OF MINUTES**

Minutes of January 22, 2020, were approved 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**

Broadcast Committee Agenda of March 9, 2020, was approved 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:** None.

### **5. REPORTS**

Diane Gregor advised that everything is ordered that was quoted, except the side TV and brackets. Estimated installation is week of March 30th. Monitor size was discussed, and it was determined to go with 55" monitors.

### **6. NEW BUSINESS**

#### **6.1 Develop Policy for Recording and Publishing Meetings**

1. Where will the video be uploaded and stored:

- To be stored on You Tube initially, then on new site servers, once available, should that become a viable option.
- Videos to include the following title format: Livingston County, Michigan, Board of Commissioners, with Date of Meeting.

2. When will video be uploaded.
  - Video to be uploaded unedited within 24 hours, unless a Motion by the Board of Commissioners has been made for review, then it shall be uploaded as soon as possible.
3. How long will video be stored.
  - Videos will be stored for Three (3) year terms.
4. Recording of Monday evening Board of Commissioners meetings only.
5. Who will operate video system.
  - As long as it's user-friendly equipment, the Clerk's office will start / stop the recording process. Closed sessions of the Board will not be recorded.
6. What happens when video equipment malfunctions.
  - If malfunction cannot be solved within a reasonable amount of time, the meeting will continue without recording. A posting will be included on the site stating technical difficulties precluded recording.
7. Video recordings are not the official record of the Board of Commissioners and notice of same will be posted on the site.

Policy to go Finance for consideration on **March 18, 2020**.

**7. CALL TO THE PUBLIC**

**Bob Potocki** - Brighton Township, Michigan: Spoke regarding broadcasting issues.

**Sean Bradley** - City of Howell, Michigan: Spoke regarding You Tube and editing of recordings.

**8. ADJOURNMENT**

Meeting adjourned at 7:19 pm.

**Moved by:** W. Nakagiri

**Seconded by:** D. Helzerman

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

**Motion Carried (3 to 0)**

  
\_\_\_\_\_  
Carol Sue Jonckheere  
Recording Secretary