

**URBANA PUBLIC TELEVISION COMMISSION
MEETING MINUTES**

DATE: Jun. 8, 2012 12:00 p.m.

PLACE: Urbana City Council Chambers
400 S. Vine Street, Urbana, IL

MEMBERS PRESENT: Peter Folk Marie Polk
Dana Mancuso Carol Inskeep Dale Sinder (via Skype)

MEMBERS ABSENT: Chris Fuller Durl Kruse

STAFF PRESENT: Jason Liggett Jake Schumacher

I. CALL TO ORDER

Chair Folk called the meeting to order at 12:05 p.m.

II. ROLL CALL

Attendance was noted, as was Commissioner Kruse's prior notification of inability to attend.

III. MODIFICATIONS TO AND APPROVAL OF AGENDA

The agenda was modified to move Correspondence to after Audience Participation, Open Meeting Act Online Training was added to Old Business, and Awards Submission was removed.

IV. APPROVAL OF MINUTES

The minutes of the Mar. 9, 2011 meeting were unanimously approved.

VI. STAFF REPORT

UPTV will again be involved in recording and broadcasting the July 4th Freedom Celebration Parade. UPTV was the only local station to broadcast live the retirement press conference of Representative Tim Johnson. UCTV is no longer being aired due to its having been removed from satellite broadcast. A promotional ad for UPTC ran in C/U Confidential. New local DIY cooking show "Garfield's Kitchen" is now airing.

Among the local special issue/event programs produced and/or aired were the annual Busey Economic Seminar; a Champaign County Jail Forum; a Community Policing presentation to the League of Women Voters; the Joint Police Conference addressing gun violence in C/U; and a town hall meeting on preserving the Mahomet Aquifer.

UPTV will continue to pursue Spanish-language programs. Famous poet Nikki Giovanni appeared on Ray Morales's program "The Show." UPTV is moving the Teaching Tolerance

documentary time; Mr. Schumacher will appear before the Human Relations Commission to keep them apprised of this change.

Mr. Liggett met with Erin Ludwick to make plans for UPTV's fall's broadcasting collaborations with UHS, including complete football games. UPTV also recorded and aired the Youth Summit held in Southeast Urbana.

A short clips reel was played for the Commission.

VII. AUDIENCE PARTICIPATION

Urbana resident Carol McKusick addressed the Commission. She asked how correspondence is defined by Policies and Procedures. She stated that problems she had last summer watching on-demand video at the library were resolved. Ms. McKusick believes that the City Council meeting should be rebroadcast overnight on the night of the meeting, that the raw video of the meeting be posted online immediately, and that a preliminary version of the minutes of the meeting be posted simultaneously with the raw video. Commissioner Folk asked staff to describe the processes of recording and posting the City Council meetings, and separately other Commission meetings, which Mr. Liggett did. Commissioner Folk suggested that staff spend additional time putting an unsegmented video of the Council Meeting on the air by Tuesday. Commissioner Inskeep disagreed and thought the meetings were being presented in as timely a fashion as staff time allowed, and represented a good assessment of priorities on the part of the staff. Commissioner Mancuso agreed with Commissioner Inskeep, while pointing out that eliminating UPTV's open door policy on Tuesday mornings was the only way to ensure a Tuesday posting of the meeting. Mr. Schumacher commented that giving additional time to presenting two different versions of the Council meeting online was a redundancy that ill-suited a small staff and a large number of things to accomplish, and that Ms. McKusick was the only citizen who had felt a greater urgency. Commissioner Folk said that it didn't matter that only one person had taken the time to ask about this and that he too wanted to see the meeting on Tuesday morning. Commissioner Inskeep pointed out that often the meeting was indeed posted on Tuesday and only sometimes did not get done until Wednesday. Commissioner Mancuso asked about which staff were able to do the rendering process. Mr. Liggett explained that part-time staff doing this could increase staff costs. [Commissioner Sinder was heard trying to comment via Skype at this point, but was unable to do so due to technical problems.] Commissioner Folk said that the sense of the Commission was that the videos should be posted as soon as possible but that the open-door policy should not be changed. Mr. Schumacher said that a meeting with Ms. McKusick with Information Services head Bill DeJarnette was scheduled for the following Monday and that his input would be valued as well.

V. CORRESPONDENCE

The email correspondence from Ms. McKusick to the Commission was the only correspondence to the Commission.

VIII. OLD BUSINESS

A. Open Media Project Update / Website

Jason reported that UPTV has continued working with Kevin Reynen and Make Data Make Sense as well as other community TV stations, developing the new website. Jason explained some of the new features the new site's new themes will allow, including mobile device accessibility, and some of the successes thus far. Kevin will be in town in late July and will do some on-site work while here for the Grassroots Radio Conference at the IMC (which UPTV will be recording) and a daylong Urbana Community Media Drupal Workshop that Jason has been instrumental in organizing. Commissioner Folk asked if there was an RSS feed for new video content. There is not, and it is not a feature that the other access centers with which UPTV has been working have prioritized, but Jason will investigate.

B. Policies and Procedures Revision

Mr. Schumacher reported that it seems impossible to separate the logistic changes needed by the Policies and Procedures document from the more substantive changes that the staff and Commission might wish to consider, so proposed beginning the process by submitting those pages in the current document which in staff's estimation did NOT need changing: Sections 2.2, 3.1, 3.5, 3.7, 3.10, 4.1, 5.1, 5.3, 6.1 and 6.4. Changes were suggested in Section 3.1, and so that page will be considered for revision when Section 3 is addressed. Commissioner Mancuso asked about how programs with adult or mature content were flagged, and Mr. Schumacher will investigate if and how that might be handled differently.

C. Open Meeting Training Act

The Commissioners were reminded that they all needed to complete the state-mandated online training by Dec 31st (except Commissioner Sinder, by mid-July).

IX. NEW BUSINESS

A. Equipment Purchases

Mr. Liggett discussed the list of purchases during the past quarter, including new microphone windscreens, a new green screen, and a new power amp.

B. New Cable Commissioner

Dale Sinder was appointed to the Cable Commission as an Urbana Resident, and as such is also now on the UPTV Commission.

C. ACM Conference

It will be in Chicago this year, both Jason and Jake will attend.

X. COMMISSIONERS' COMMENTS

Commissioner Folk stated that a flipcam can post video to YouTube within minutes, and that he personally would like UPTV and Urbana government to be that way as well, and do things immediately. Commissioner Mancuso pointed out there is a cost to immediacy, and that it needs to be decided what the priority of immediacy is with regards to other considerations.

XI. SET THE NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting will take place Friday, September 14, 2012 at 12 noon in the Urbana City Council Chambers.

The meeting was adjourned at 1:22 p.m.