Present: Armitage, Heldt, Kelly, Lurie, McLain, Thorsby - Birmingham
Burry, Heyman, McFadden, Pfeifer – Beverly Hills
Ettenson - Bingham Farms
Stakhiv – Franklin

Absent: Verdi-Hus – Beverly Hills

Also Present: Borgon – Executive Director
Currier - Attorney for Cable Board
Rota - Bloomfield Community Television representative
Dr. Hoffman - Birmingham Schools representative
Valentine - Birmingham staff representative
Armstead – WOW representative
Brogan – Comcast representative

Chairperson McLain called the meeting to order at 7:45 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF CABLE BOARD MEETING HELD SEPTEMBER 19, 2012

Motion by Heldt, second by Pfeifer, that the minutes of a regular Cable Board meeting held on September 19, 2012 be approved as submitted.

Motion passed.

GRANT REQUEST – VILLAGE OF FRANKLIN

At its September meeting, the Cable Board discussed a grant request from the Village of Franklin for 2012-2013 website expenses. Action on this item was postponed for the reason that there were inquiries on a couple of expenses listed in the grant request.

Franklin Village Administrator, Amy Sullivan, was present to discuss the grant request. Franklin received a grant from the Cable Board last year that covered the initiation of a new website. The request before the Board this year is for $3,000 to cover projected 2012-2013 website expenses. Sullivan reviewed the list of expenses in her memo of August 15, 2012 and addressed inquiries from Board members.

There was discussion last month about developing a budget line item that included municipal support services as opposed to grants. McLain remarked that the Board is considering instituting a line item in the next budget for recurring fees.

Motion by Stakhiv, second by McFadden, that the Birmingham Area Cable Board approve the grant request from the Village of Franklin in the amount of $3,000 for projected 2012-2013 website expenses.

Further questions from members were addressed by Sullivan.

Roll Call Vote:
Motion passed (12 – 0).

RECOGNITION – LEW EADS

McLain read a resolution whereby the Birmingham Area Cable Board recognized Lew Eads for his years of dedication and extraordinary accomplishments while serving as a Franklin representative on the Board from September 2009 through September 2012. Members will sign the declaration and forward it to Lew Eads.

PUBLIC COMMENTS

Motion by McFadden, second by Heldt, to add Public Comments to the agenda.

Motion passed.

Village of Beverly Hills Manager Chris Wilson related that Beverly Hills held a League of Women Voters candidates forum in the village hall on Thursday, October 11 for five people running for three council seats and two individuals running for Southfield Township Clerk. It was learned yesterday that an error was made that evening with the recording of the forum. The event was not recorded for broadcast on the municipal cable channel.

Wilson knows that it is stressful for candidates to speak at a public meeting, and he understands that residents appreciate watching this type of forum to help them make an informed decision. The failure to record the meeting was disappointing. Wilson said that mistakes happen; Beverly Hills has always been pleased with the job BCTV and the Cable Board has done for the Village. Wilson spoke with Steve Rota about this matter yesterday and appreciated that he was forthcoming as to what occurred that evening. BCTV offered to hold an additional forum, which was discussed by the Beverly Hills Council at its meeting last night, October 16. Wilson thanked Elaine McLain and Leslie Helwig for attending that Council meeting to explain what occurred to the public.

McLain mentioned that the League of Women Voters does not allow other recording devices in the room during a forum. Further, there were no members of the print media present at this event. Public information is the main focus of the Birmingham Area Cable Board. McLain affirmed that the Cable Board has a long term professional and positive experience with BCTV. She emphasized that there will be a backup protocol in place going forward. Leslie Helwig will submit dates for another forum and will coordinate an event with the individuals who would like to participate.

NATOA REPORT

McLain attended the NATOA Annual Conference held in New Orleans on September 26-29, 2012. She described the event as a meeting of trade and governmental officials with a newfound energy. McLain related that she met with the FCC participant, who was the chief technology officer. She shared some of the frustrations of consumers who have technical issues with boxes. McLain attended presentations on what is happening around the country with cable franchise renewals. There were discussions on the unintended consequences of PA 480 as well as positive results. McLain joined a subcommittee on Police, Fire, and First Responders post 9-1-1. She will share all resulting information with the four member communities.

McLain was pleased to have attended the conference as a BACB representative. She will prepare and file a more detailed report on the 2012 NATOA Conference.

TREASURER QUARTERLY REPORT

Treasurer McFadden drew the Board's attention to the Quarterly Investment Report (July 1 – September 30, 2012).

McFadden outlined proposed amendments to the Cable Board budget for FY 2012-2013. Board members are in receipt of an Income & Expense Budget Overview highlighted to indicate proposed budget amendments. The first amendment involves Administrative Grants. McFadden explained that money is returned to the municipalities in the form of an administrative grant when there are funds available from the operation of the Board. Historically, those grants have been accounted for in a manner that does not reflect the source of the funds (appropriated funds or franchise fees). It was proposed to add a line for Administrative Grants under Board Expenses. The current amount for the grant is noted as zero at this time.

The second amendment is to increase the amount allocated towards conferences from $1,000 to $6,000. The rapid change in technological and legislative environments will necessitate a stronger outreach with respect to the Cable Board working with other organizations, vendors and regulatory agencies to assure that rights-of-way and PEG funds are handled in an appropriate manner.

The third amendment relates to a PEG Operation line item. It is proposed to add a Communication Expense line item, which is different from an Equipment Purchase expense. There is a revenue neutral impact with respect to the total PEG operations expense.

> Motion by Ettenson, second by Pfeifer, that the Birmingham Area Cable Board adopt the budget amendments as proposed by Treasurer McFadden.

Questions from the Board were addressed by McFadden.

> Motion passed.

McFadden referenced a sheet listing checks written from the Birmingham Bloomfield Credit Union account as well as the use of the corporate credit card. The reporting of approved expenditures will be handled by the Treasurer in this manner going forward.

McFadden has asked a representative of Multi-Bank Securities to attend the December Board meeting to give a presentation on investment opportunities and procedures. McLain added that the BACB Fund Balance as of October 9, 2012 is $1,578,450.62.

COMMITTEE REPORTS

Cable Action Committee

The Cable Action Committee met and formulated a report to the FCC based upon input regarding an annual assessment of the status of competition in the market for the delivery of video programming. It includes information on how the BACB delivers PEG channels and what it sees in terms of challenges and recommendations. The report was submitted prior to the FCC deadline date. The next Cable Action Committee meeting will be held on November 1, 2012.

PEG Committee
Heldt reported that Birmingham Public Schools has requested funding for four athletic broadcasts: Boys Wrestling on December 12, 2012; Boys Varsity Basketball on January 8, 2013; Boys Varsity Swimming on January 17, 2013; Girls Varsity Basketball on January 29, 2013. Steve Rota has confirmed that BCTV is available to produce the events on these dates.

> Motion by Heldt, second by Heyman, that the Birmingham Area Cable Board approve the expenditure to broadcast four Birmingham Public School athletic events at the cost of $2,500 per broadcast.

Hoffman added that these are ongoing sports events through our partnership with the BACB. The broadcasts have generated a great product and have received an enthusiastic response from the community.

> Roll Call Vote:
> Motion passed (12 – 0).

Personnel Committee
Armitage reported that the Personnel Committee has been meeting to finalize language for a job description, responsibilities, qualifications and instructions on applying for the Cable Board Executive Director position. Committee members contributing to this document included Stakhiv, Pfeifer, Heldt, McFadden, Ettenson, McLain and Armitage. A two-paragraph description has been prepared to be included in a publication. A copy of the document has been distributed to the Board. Members should provide any feedback by Friday, October 19.

In response to an inquiry, it was noted that the Executive Director position is a part-time job. The salary range is not included in the job description document and can be addressed by the Board at a later date.

> Motion by Heldt, second by Pfeifer, to renew the Executive Director contract with Bob Borgon for one month.
>
> Motion passed (12 – 0).

Grant Policy Committee
Pfeifer reported that the Grant Policy Committee has received responses from all entities that have been issued grants in the past fiscal year. She reviewed the reports and confirmed that the money was spent in line with the grant requests. There will be future conversation about creating a line item for municipal support services as opposed to grants.

EXECUTIVE DIRECTOR REPORT
Borgon reported that there were six new complaints this month, four concerning Comcast, one regarding WOW and one for AT&T. Board members received the current Income & Expense report in their packets.

Borgon has secured a video promoting the positive aspects of PEG programming, which he forwarded to BCTV for broadcast. It promotes the passage of the CAP (Community Access Preservation) Act. The legislation, if adopted, would restore PEG funding eliminated by some

state laws, allow PEG funding to be used for operating expenses, prevent operators from discriminating against PEG channels, and make it clear that any entity that provides video services via facilities in the rights of way is subject to the Cable Act's franchising requirements.

PROVIDER RELATED TOPICS

Comcast

Leslie Brogan representing Comcast was present. She talked about the technology conversion of the system to all digital. Notices have gone out to the communities and affected customers saying that Comcast is going to be converting the remaining B-1 channels to digital. Some basic customers will need to get a piece of digital equipment in order to keep receiving the channels that they receive. There are up to three pieces of digital equipment that are available. Customers will be able to call and receive the equipment they need by mail or they can pick it up at a service center.

Brogan related that this conversion will have a limited impact because most Comcast customers already have boxes. With this device, people who receive only B-1 channels will be able to view additional B-1 channels; there will be improved quality and sound. Brogan mentioned that the first three pieces of digital equipment for this B-1 conversion will be at no cost. In response to an inquiry, Brogan will provide the Board with a list of service centers in this area.

Brogan stated that the required 30-day notice will be mailed before any channel cuts occur in early December. She informed the Board that communities have the option of receiving Comcast franchise fee and PEG fee checks via electronic deposit. She encouraged the communities to consider this.

McLain outlined Comcast complaints received since last month and the status of their resolution.

AT&T

McLain informed the Board that AT&T representative Robert Jones is transitioning to a new position; he will be the External Affairs Director focusing on Detroit. His replacement will be Mr. Smith, who resides in Troy. McLain stated that she will return the encoder borrowed from AT&T to the new representative. The new encoders purchased by the Cable Board have been installed and are working well. She will review the escalation procedure for AT&T complaints with Mr. Smith.

WOW

Kathy Armstead representing WOW stated that customers have received letters regarding a new billing platform. Board members are in receipt of a sheet depicting the new format. Armstead emphasized that people with online banking accounts will have to change their account number, and there will be a new address where payments can be mailed. WOW will be participating in the Birmingham Halloween parade on Sunday and in the Beverly Hills Halloween Hoot in Beverly Park also on Sunday, October 21.

BAMA/BAPA REPORT

Steve Rota highlighted programming outlined in the written report from Bloomfield Community Television on programming taped for Municipal Channel 15 (BAMA), PA Channel 18 (BAPA), and programming from BACB area organizations during the last month (information included in BCTV monthly report for September 20, 2012 – October 17, 2012).

The next camera workshop is scheduled for Thursday, October 25 from 10:00 am until noon and 6:30 – 8:30 pm. Rota stated that staff gave a tour of the facility to a Bear Cub pack last week.

Rota stated that the truck camera went in for repair and has been fixed. The truck monitor requires repair or replacement. The Board is in receipt of a quote for both an estimated repair and a new monitor. There followed discussion by the Board on how to proceed with the monitor issue.

> Motion by McFadden, second by Heldt, that the Cable Board approve the purchase of a new Grass Valley monitor to replace a truck monitor that is not operational at a cost not to exceed $5,727.00.

Rota addressed questions from Board member regarding purchase of a sun hood, alternative equipment, warranty, cost of diagnostics, and resale of the old monitor.

> Roll Call Vote:
> Motion passed (10 – 0).

Last month the Board approved the purchase of two new encoders. They were installed last week and BAPA and BAMA are up and running on AT&T with the new encoders.

Rota reiterated that the League of Women Voters Candidates Forum on October 11 in Beverly Hills was not recorded due to a human error. He thanked Manager Chris Wilson, the candidates, and the Village Council for understanding the situation. Rota apologized and noted that BCTV is working on setting up another date for the candidates to meet and discuss issues.

OLD BUSINESS
Heyman questioned the status of the Beverly Hills grant proposal for an interactive display for the council chamber. There was to be a demo of the Panasonic Interactive Plasma Display by the vendor. Heyman was informed that the Village is in the process of scheduling a demonstration for Board members. Greg Burry will pursue this.

NEW BUSINESS
McLain reported on her attendance at a Mobile Monday Michigan meeting, which is part of Mobile Tech Association of Michigan. Topics of discussion were health and commerce.

PUBLIC COMMENTS
None

BOARD COMMENTS
None

The meeting was adjourned at 9:09 am.