

***Chatfield Cable Access Board Agenda
Wednesday, February 7, 2024, 6:30 p.m.
City Council Chambers, Thurber Building, 21 Second Street SE***

1. Chatfield Cable Access Board Meeting, February 7, 2024, at 6:30 p.m.
 - a. Approval of Agenda as presented
 - b. Approve Meeting Minutes, January 3, 2024
 - c. Election of President and Vice President
 - d. Consider establishment of a Programming Coordinator position
 - e. Consider establishment of a Fine Arts Coordinator position
 - f. Review additional Administrative Duties and assignments
2. Adjourn Meeting

Chatfield Cable Access Board (CCAB) Minutes

Wednesday, January 3rd, 2024

Call to order at 6:37 P.M. in the City Council Chamber at City Hall, Chatfield, MN, by Chair Andy O'Connor

Members present: Bryan Berg, Council Rep. Josh Broadwater, Student Rep. Adia Evans, Damon Lueck, Lynn Harstad, Rick Irish, Lynda Karver, Andy O'Connor

Others:

Absent:

Agenda was accepted as presented. **Motion to approve** the minutes of the October 11th, 2023, meeting was made by J. Broadwater, seconded by L. Karver - motion carried.

I. Financials Review

a. Finances were not reviewed – Oct/Nov/December in brief noted below:

| | | | |
|----------|---------------------|----------------------|-----------------|
| October | Revenue \$8,648.71 | Expenses \$3,460.25 | |
| YTD | Revenue \$45,336.88 | Expenses \$38,508.47 | BOH \$76,248.93 |
| November | Revenue \$8,500.00 | Expenses \$9,826.75 | |
| YTD | Revenue \$53,836.88 | Expenses \$48,335.22 | BOH \$74,922.18 |
| December | Revenue \$25.95 | Expenses \$3,460.25 | |
| YTD | Revenue \$53,862.83 | Expenses \$51,795.47 | BOH \$71,487.88 |

II. Old Business

a. CCTV Mobile Unit/Ambulance

- i. Unit was finally able to be started and is currently at the football field; will be moved/driven to a junkyard
- ii. There are a couple pieces of old/obsolete equipment in it yet that Craig Manahan would like to have – he will be notified he can come and collect them

III. New Business

a. Administrator Position

- i. A. O'Connor has resigned as CCTV Administrator as of the end of 2023
- ii. Extensive discussion followed on the tasks involved and whether the position is essential
 1. Can the Administrator responsibilities be sub-divided and parceled out, made more manageable for someone who has another full-time job to handle?
 2. Tasks currently carried out by the Administrator:
 - a. Overseeing overall coordination of events filming (individual events have their own coordinator)
 - b. Assisting/troubleshooting when problems happen
 - c. Scheduling programming for CCTV Channel 11
 - d. Social media (YouTube, Facebook)
 - e. Contacting schools for approval of filming/livestreaming
 - f. Receiving approval for filming at subsection/section/state events (could athletic director be helping with this task – would it help pave the way?) – rules seem to change each year making it a difficult process
 - g. Overseeing sponsorship acquisitions
 - h. Being initial contact person for CCTV
 - i. Has been running meetings – should this fall back on the President?
 - j. Communicating with Board, meeting reminders, etc.
 3. Meeting will be held next month, February 7th, to try and finalize a plan for moving forward

IV. Other Items

- a. Question was brought up of how people are able to view the Channel 11 program schedule – used to run in the paper, could we reinstate that? People who are not computer savvy have trouble finding out when things will air, though it runs on the CCTV slideshow on TV occasionally
- b. Will discuss and set meeting schedule for the year at the February meeting; proposed scheduling would be odd months on the 3rd Wednesday of the month

- c. L. Harstad's Board term is up as of this meeting and she will be stepping down – City Administrator is looking for a replacement

Next meeting will be held on **Wednesday, February 7th, at 6:30 P.M.**

Motion to adjourn was made by L. Karver, seconded by B. Berg, at 8:37 P.M. – motion carried

Respectfully Submitted,
Lynn Harstad, Secretary

Damon Lueck – *Chair*
– *Vice-Chair*
Lynn Harstad – *Secretary*
Bryan Berg
Rick Irish
Lynda Karver
Andy O'Connor
Josh Broadwater – *Council Representative*
Adia Evans – *Student Representative*
Andy O'Connor – *CCTV Administrator*

NOTE: Vice-Chair position has been empty since January 2020