

OWOSSO CABLE ACCESS ADVISORY COMMISSION

AUGUST 11, 2008

5:00 P.M.

PRESIDING OFFICER: Chairperson Steven Flayer

PLEDGE OF ALLEGIANCE: Chairperson Steven Flayer

PRESENT: Commissioners Christopher Hardwick, Jack Johnson, Greg Klapko, Michael Tillotson, and Chairperson Steven Flayer.

ABSENT: Commissioners Kevin Brown, Jon Hagel, Jessica Thompson and Vice Chairperson Paula Perry.

APPROVE AGENDA

Motion by Commissioner Johnson to approve the agenda as presented.

Motion supported by Commissioner Hardwick and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF THE MEETING OF JULY 14, 2008

Motion by Commissioner Tillotson to approve the minutes of the meeting of the July 14, 2008 as presented.

Motion supported by Commissioner Johnson and concurred in by unanimous vote.

AD-HOC COMMITTEE REPORT

Chairperson Flayer reported the Ad-Hoc committee had met twice, but not as a whole. He distributed a brief overview of the topics discussed during the meetings. It was noted both KoK and OCTS would look to be compensated financially if their organizations provide any administrative functions on behalf of the City. KoK is not willing to give up its equipment at this time. The location of the head end unit was discussed and limitations on downtown locations were noted as there is no cable service available in the downtown. All parties would look to sign a Hold Harmless agreement in the case of dissolution. Contracts would need to be developed to spell out the exact nature of the relationship with each of the entities. Discussions regarding the will continue.

There was some discussion regarding programming requirements for submissions. It was noted requirements would be discussed as an item of business at tonight's meeting and they would be subject to adjustment as time goes on.

There was general concern expressed with working out staffing issues for the studio. It was suggested a list of duties be developed so Baker College could determine if they would fit any of their internship programs.

The next Ad-Hoc committee meeting was scheduled for Monday, August 18, 2008 at 5:30 p.m.

ITEMS OF BUSINESS

DISCUSSION OF PROGRAMMING RULES

Copies of Chairperson Flayer's proposed programming rules were distributed to commission members. He indicated the rules were a compilation of excerpts from programming rules for other municipalities. He suggested the commission review the proposal in sections examining each line.

The Overview section of the rules was approved as follows:

OWOSSO COMMUNITY TV ACCESS POLICIES AND PROCEDURES

OVERVIEW

- Introduction-** The City of Owosso Public Access Channel (herein after referred to as COPAC) was established by ordinance October 15, 2007 to provide citizens and others active in community life access to local television.
- Mission-** The City of Owosso Public Access Channel's (COPAC) mission is to facilitate the production and cablecast of media programs which reflect the interests and activities of the community; allow a diversity of local voices to be heard and; inform and enrich the lives of the citizens of Owosso and neighboring communities.
- Contractual Agreements-** COPAC reserves the right to enter into a contractual agreement with local communities to provide video production services for them and their citizens. These contracts can and may vary in length and services provided and can be terminated at the request of either party. Priority will be given, when possible, to those residents of COPAC's service area, in terms of scheduling production/ studio time, use of production and editing equipment and facilities and program airing.

Definitions and Acronyms- of terms used in this document.

- Adult content:** video and/or sound which may be deemed inappropriate for younger or more sensitive viewers.
- Air or Airtime:** although COPAC does not broadcast through airwaves, and is received only on cable television by subscribers, these terms are sometimes used in place of "cablecast" or "cable time."
- CG** computer generated
- COCAAC** City of Owosso Cable Access Advisory Committee
- COPAC** City of Owosso Public Access Channel.
- COPAC Series** a program with a regularly scheduled timeslot produced by a local producer or using COPAC facilities or equipment.
- COPAC Specials** program submitted for airtime on a one-time or occasional basis produced by a local producer or using COPAC facilities or equipment.
- Day Time** Monday through Sunday, 7:00 a.m. - 6:00 p.m.
- Government Access** any governmental or independent unit producing or providing programming related to government.
- Higher Education** any institution of higher learning producing or providing programming related to education.
- K-12 Education** any public or private nonprofit school producing or providing programming related to education.

Length	exact running time of a program, from first image to last image (including title, credits, etc. but NOT including bars & tone, slate, countdown, etc.). Length will be indicated in hours, minutes and seconds. Examples: 1:29:45 (one hour, twenty-nine minutes, forty-five seconds); 14:30 (fourteen minutes, thirty seconds).
Outside Series	program with regularly scheduled timeslot not produced by a local producer or with COPAC facilities or equipment.
Outside Specials	program submitted for airtime on a one-time or occasional basis not produced by a local producer or using COPAC facilities or equipment.
PEG	Public, Educational and Government Access Television.
Producer	someone who has taken and passed COPAC production classes, been certified as qualified to use the equipment and/or facilities, and whose COPAC membership is current and in good standing
Programming Dept	the part of COPAC which schedules and airs programs. The head of the department is the Program Manager. Others working in the department are Program Assistants.
Public Access	individuals and organizations producing or providing programming of general community interest.
Sponsor	person or persons who fill out and sign the COPAC Application for Cablecast & Statement of Compliance that accompanies each videotape/DVD or other media format or series of videotape/etc, submitted for airing on COPAC. The sponsor is often- but not necessarily- the producer of the program. The sponsor takes full responsibility for the content of all videotapes/etc, which he/she submits.
Standard Length	preferred running time for programs on COPAC. The standard length for a program in a 30- minute timeslot is 29:00 (twenty-nine minutes, zero seconds); for a 60 minute timeslot, the standard length is 59:00 (fifty-nine minutes, zero seconds). Similarly, a 1.5 hour program should run 1:29:00, a two- hour program should run 1:59:00, and so on.
Timeslot	period of time when programs are aired. The most common timeslots on COPAC are 30 and 60 minutes. See standard length.
Volunteer	classified as either: <ul style="list-style-type: none"> a) users- individuals that are certified to use the COPAC facilities and equipment, b) producers- individuals who accept responsibility for their programs aired, c) supporters- individuals or organizations that through their actions further the goals and philosophy of COPAC.
Weekday Primetime	Monday through Thursday, 6:00 p.m. - 11:00 p.m. with at least 50% of a program being aired during this timeframe.

It was noted recordings of public meetings should not be edited to fit into a time slot but should run their full length with filler at the end to bring them to the required play time.

There was discussion regarding the definition of "local", it was suggested Commission members bring recommendations for the definition to the September meeting. Commission members were further encouraged to bring any suggestions regarding the Policies and Procedures to the next meeting for discussion.

There was a brief discussion regarding brainstorming the idea of inviting other entities to participate and financially contribute to the system.

CITIZEN COMMENTS AND QUESTIONS

Commissioner Tillotson read aloud an email from Vicki Bryant inquiring why programs were repeated several times and why there were no open timeslots for new programming.

Thomas Ford commented on his feeling KoK and OCTS should not have been granted authority to vote with the Commission on financial matters, saying he thought they had too much control over the system and the City should force them to show different programming. He expressed his feeling he had been censored by the organizations in the past.

There was a discussion regarding combining KoK, OCTS, and the City facilities into one. It was noted the desire is to show a variety of programs with equitable scheduling for all users. It was felt the Commission is making progress on reaching that goal. In regard to allegations of censorship, Chairperson Flayer noted he had not had a negative experience with KoK or OCTS but acknowledged they have their own equipment and their own rules for operating the equipment.

It was suggested the Commission adopt rules for addressing the Commission to limit argumentative debate with citizens. There was concern citizens be allowed to express themselves without being stifled. Staff was asked to provide the Rules for Addressing City Council for consideration at the next meeting.

ADJOURNMENT

Motion by Commissioner Johnson for adjournment at 6:35 p.m.

Motion supported by Councilperson Hardwick and concurred in by unanimous vote.

Amy K. Kohagen, City Clerk