

COMMITTEE: CATV REGULATORY BOARD

DATE: March 20, 2012 TIME: 5pm

**LOCATION: Municipal Building
136 N. Monroe Street**

1. Called to Order by Battenberg.

2. Roll Call: Present: Battenberg, Koele, and Cotting, others Present: Director Hechimovich and City Clerk Hansen. Late: Reynolds. Absent: Quimby

3. Approval of the February 7, 2012 meeting minutes.

Battenberg pointed out a few errors regarding the minutes and asked Hechimovich to change them. Cotting moved to approve the February 7, 2012 meeting minutes with the changes as noted by Battenberg and Koele seconded Reynolds abstains. Motion carried.

4. Citizen Input

None.

5. Continuing Projects

a. RFP Update

i. The CATV Board took a few minutes to read and discuss the RFP presented by Hansen. Cotting discussed some missing items that were not on the RFP which was developing the website as a broadcast medium. Battenberg also asked the CATV Board to discuss each scope of service so everyone has a clear understanding of what services should be in RFP Hansen discussed the dates that the RFP would be available to the public as well as a broad spectrum of dates outlining when the project will start and when it will be completed. Battenberg entertained a motion to approve the RFP with the changes that will be made by Hansen before it goes public. Reynolds moved to approve the RFP with the changes as noted and Cotting seconded. Motion carried.

b. Scholarships

i. Battenberg informed the CATV Board that the scholarship information was sent to the district administrator as well as the guidance counselor and that the high school principal and the district administrator may be calling with questions about the scholarship.

6. Unfinished Business

None

7. New Business

a. Cotting informed the CATV Board about progress on taping the Soccer games for the rec-league involving surrounding neighborhoods Cotting spoke with the new high school spanish teacher and is discussing the possibility that the spanish teacher be the commentary for taping the games.

b. Koele informed the CATV Board about the Waterloo Historical Society's open house and would like Hechimovich to do a featured show on the auction that will be happening on April 21st. Hechimovich would be interviewing the owner of the society and also interviewing local exhibitors as well as the auction.

c. Hechimovich asked the CATV Board about the possibility of renting a building to have set up as an official Waterloo TV taping studio where recording of shows would happen. Cotting informed Hechimovich about the Mode Theatre in Waterloo and mentioned that the Mode is always looking for someone to come and use the facility and that it would be a perfect venue to host a Waterloo TV studio for taping local shows.

8. Report of the Director

i. Hechimovich reported that the station is running smooth. Hechimovich also noted about the progress of purchasing a new computer for editing and that research was almost done and was almost ready to purchase the item. Hechimovich mentioned that contact has been made about taping spring sports for the high school and everything was being done to be ready for the start of the season.

9. Consideration of such other matters as authorized by law

-Next meeting – Tuesday April 17, 2012 at 5pm

10. Adjourn with a Motion by Cotting and a second by Reynolds.

Attest:

Brennon Hechimovich
Director, Waterloo Community Access TV