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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
April 20, 2016
5:00 p.m.**

1. **Call to Order and Roll Call.** Steve Battenberg called the meeting to order at 5:00 p.m. CATV board members present: Bobbi Foutch-Reynolds, Dale Van Holten, Shannon Koele, CATV Director Jesus Burgos and Mo Hansen Clerk/Treasurer.
2. **Approval of Previously Unapproved Meeting Minutes**
Moved by Bobbi Foutch-Reynolds to approve the minutes from the past meeting with the change in the minutes to include Shannon Koele's suggestion of transferring the CATV Facebook account over to the City of Waterloo Facebook Business account. Seconded by Dale Van Holten. **Voice vote:** Approved.
3. **Citizen Input** None
4. **Director's Report**
Jesus Burgos reported that he only had two videographers and he needed three in order to cover the Waterloo School district sport activities. In the past Jesus Burgos would be that third person but that was making him go over his regular hours. Jesus Burgos added that in order to solve this problem we could use the mini Pro cams, have them mounted in the court at an angle to capture each side of the court and have only one tech on the center cam along with the director switching between cameras. This would allow us to work with two videographers. The price for cameras are from \$200-\$300. We would have to meet with Brad Donner to see if he would allow us to put up some permanent cabling.
5. **Unfinished Business**
 - A. Mo Hansen mentioned that in the last meeting the board wanted a business plan for the Waterloo Regional Trailhead and CATV Station Synergy, but that it all boiled down to is bringing one person in for a test period to generate sales at a heavy emphasis on commission. After a test period we would have to go figure out what our costs would be for production of content. Mo Hansen also mentioned as a next step that we would have to work on the idea of including online along with on air possibilities for creating a rate sheet.
 - B. Jesus Burgos reported on the upgrade from analog to digital. Jesus mentioned that the delay of being able to report sooner was caused by Charter Cable since they are not getting back to him with cost for transferring from analog to digital. Jesus Burgos did have the cost of the equipment we would need from Leightronix such as \$13,000.00 per channel x 2 = \$26,000.00 along with two video modulators at a cost of \$3,000.00 x 2 = \$6,000.00 for a total cost of \$32,000.00. Since the cost for installation from cable was missing the board could not make a final decision until they had the cost included from Charter.
6. **New Business**
 - Charter internet upgrade**
Mo Hansen mentioned that the problem causing the need to upgrade the Charter internet was caused by some old hardware that had to be replaced by Badgerland Computers and Charter. He also mentioned that these costs will not be in the thousands and that it was looking more like \$250.00-\$300.00 to replace the modem and firewall and that the Clerk's office will cover those costs. Mo Hansen also suggested that in the future the board should consider a greater bandwidth for the cable station since we were only going to continue to grow.

7. Future agenda items for meeting on May 25, 2016 at 4:30 pm.

- A. Waterloo Regional Trail Head and CATV Station Synergy
- B. CATV Upgrade from analog to Digital
- C. Directors scheduled work hours

8. Adjournment

Motion: Moved by Laura Cotting, seconded by Shannon Koele to adjourn. **Voice vote:** Motion carried.

Jesus Burgos
WLOO CATV Coordinatpr