

Minutes for February 12th CATV Board Meeting at 5:00 pm
Second Floor Lounge, The Solarium, 575 West Madison Street Waterloo

1. Call to Order and Roll Call. Cotting called the meeting to order at 5:06 pm. Cotting, Kovacs, McKay present. Director Sparks, Senior Videographer Landino, and Incoming Manager M. Nighthawk present.

2. Approval of Previously Unapproved Meeting Minutes: (None)

3. Citizen Input. None

4. Manager's report: In Packet. Cotting noted final figures for the 2025 fiscal year were not in yet.

5. New Business.

A. 2026 Conferences suggested by WLOO staff (informational):

-**Wisconsin Community Media Annual Conference** in Onalaska WI, April 30th & May 1st
(fee TBA) <https://wisconsincommunitymedia.com/annual-conference>

-**Alliance for Community Media Annual Conference** in Madison WI, June 23rd-25th (fee due May 1, \$395)
https://www.linkedin.com/posts/alliance-for-community-media_acm-is-heading-to-madison-wi-next-june-and-activity-7404550922107858944-GDW **UPDATE fee is \$555 b/c WLOO CATV isn't a national member.**

-**Vintage Computer Festival Midwest 21** in Schaumburg IL, September 11th-13th <https://www.vcfmw.org>
Sparks commented there was no reg. fee but there is a "table fee" of \$120-\$150, will know more June/July.

B. Project Reverb Progress Report (informational). Board and Staff reviewed Landino's report about the renovation of WLOO's alcove at City Hall. Landino stated the equipment was kept functional for livestreaming throughout this work. The work will be stalled when all equipment has to be moved out of Council Chambers for the Primary Election and again for carpet cleaning. The next phase will be assessing and replacing cables.

C. Waterloo Boosters Fundraiser (informational)

D. Updated Station Director Job Description (action): Cotting explained to the new Board members that due to the hiatus between Directors, Sparks received very little orientation or "onboarding" when she was promoted to Director. The Board was informed that consequently WLOO CATV enrolled Sparks in an online UW Whitewater course for New Managers and will compensate her for classroom time (approximately 4 hours per week). Cotting presented the updated Station Director Job description and noted Sparks contributed to it.

Motion: Approve the updated Station Director job description as presented. McKay/Kovacs. Unanimous.

E. Updated Station Manager Job Description (action): Cotting presented the updated Station Manager job description to the Board and explained that Incoming Manager Michelle Nighthawk contributed to it.

Motion: Approve the updated Station Manager job description as presented. Kovacs/McKay. Unanimous.

6. Future Agenda Items and Announcements.

A. Station Director Annual Performance Review

Next Meeting, Thursday March 12, 2026 at 5:00 pm.

8. Adjournment Motion: Cotting/McKay. Unanimous. Meeting adjourned at 6:04 pm.

Minutes respectfully submitted March 9th by WLOO Acting Station Manager Laura Cotting