

Colorado Channel Authority Board

Meeting Agenda

April 13, 2012 at 12pm

Location: Large Conference room on the 3rd Floor of the Legislative Services Building, 200 E 14th Ave.

Conference Dial-in Number: [\(559\) 546-1000](tel:5595461000)

Host Access Code: 819283*

Participant Access Code: 819283#

1. **Call to order and attendance**

Board Members

- a. Sen. Steadman - Present
- b. Sen. Spence – Excused
- c. Rep. Holbert - Excused
- d. Carol Haller – Present
- e. Rep. Todd – Present
- f. John Montgomery – Present
- g. Ken Fellman – Present
- h. Laura Hoepfner – Present
- i. Tim Ryan - Present

2. Other individuals present: Chris Haugen, Tony Shawcross, Jeff Villano, Lynne Sprague, Ed Krisor, Cindi Markwell, Bart Miller

3. **Public comment period-** None offered.

4. **Review & approval of March 9, 2012 meeting minutes**

Carol Haller made a motion to approve the March minutes, Laura Hoepfner seconded, approved unanimously.

5. **Update and proposals from budget subcommittee**

Carol Haller provided an update on the April CCAB budget subcommittee meeting, using the budget spreadsheet developed by the subcommittee and distributed prior to the board meeting.

Carol noted that the biggest change to the budget will be the switch away from Granicus to the Archive.org solution that was discussed at the March budget meeting. Would like to see the Additional content line it grow in the future, as she believes the way to achieve this result will be to allocate funds towards a contract fundraising position that OMF would manage. The position would be part-time at roughly 20K per year, to begin in January 2013.

Tony Shawcross invited to provide further detail on the draft budget. Tony noted that the board per diem was removed. 34K was the target amount set for Additional Content work, and while we've never done that much additional content in the past we have come very close this year.

Chris Haugen added that Granicus is raising their rates in June 2012. Senator Steadman asked what our contractual obligations are to notify Granicus that we are no longer working with them? Jeff Villano/OMF will look into that and provide the details. Jeff noted that our contract is set to auto-renew in October 2012. Tony Shawcross believes that we told Granicus we couldn't renew beyond our contract term.

Ken Fellman asked what we're paying Comcast for? Tony noted that payment is for two lines into the Capitol; one to send out Colorado Channel signal; the second line to library

in basement for visitors to get online to access the channel stream. Ken Fellman noted that his understanding is that per our franchise agreement with the city Comcast should be providing free service, which might include the second line into the library. Ken suggested that we look into this to see if there's a piece that we shouldn't be paying for? OMF will check into this. Tony noted he has a meeting with the city next week, so Tony will follow up on this topic.

Why don't we budget anything for an audit? Jeff Villano stated it's because our budget is under 500K, so we qualify for an exemption, which Ed Krisor files for us each year.

Sen Steadman provided an brief overview on additional budget line items for Tim Ryan, esp. the board per diem.

6. Equipment replacement

Senator Steadman gave an update on the equipment replacement fund. Any item 10K or less Cindi Markwell or Marilyn Eddins could sign off on that request; anything beyond 10K needs to go through the Executive Committee for approval. There is currently a total of 29K available in the cash fund for equip repair/replacement, and he hopes that beginning next year that fund will be built up. Carol Haller asked what the process is when it is over 10K? Colorado Channel staff should notify Cindi or Marilyn, who will then get the issue into the list for the next Exec Committee meeting. How quickly could that be done if something happens in an emergency? Cindi replied if it's urgent, then they will just make it happen.

Tony Shawcross asked if OMF should keep up with detailed accounting of this fund? The board agreed that Jeff will continue to do informal accounting on this fund.

Proposal for fundraising position in 2013

Tony Shawcross and Carol Haller gave an overview of plans to hire a contract fundraising person in January 2013 per the board's instructions. Chris presented a proposed timeline for getting the new part-time fundraising person in place by Jan 2013. Laura Hoepfner asked about what specifics we would include in the job description and noted that because it's part time OMF should be very clear on the skills needed so OMF could hire someone with those specific skills. Tony noted that the subcommittee will continue to develop this position and move this process forward.

7. Update on Additional Content Projects

Chris presented a video montage of the various additional content projects that Open Media Foundation is working on. Senator Steadman requested that Chris send an email to all 100 legislators once these pieces are done and encouraging them to link to this content on their webpages. Senator Steadman asked about the video on the Capitol lecture with Dr. Everett. Chris stated that he is waiting for the powerpoint slides from Dr. Everett's presentation in order to complete the video. The Board agreed that the Additional Content Subcommittee should begin to meet regularly again in June to develop next year's content ideas. Senator Steadman asked if OMF was also doing a post-session wrap up show; Chris stated that OMF is approaching leadership of both House and Senate to determine if they want to participate in a wrap-up show. John Montgomery noted that Leadership does a news conference at the end of the session so perhaps we can use some of that footage. Chris agreed to follow up on this lead.

8. Other agenda items?

9. Next Meeting Date:

Friday, May 11th, World Trade Center, 8am-9am, Lynne is confirming room availability Cindi Markwell will follow up on parking at Capitol options for board members

Proposed agenda items:

- a. Approval of the CCAB Budget for FY2013
- b. Progress on Contract Fundraising Position