

# Colorado Channel Authority Board

## Meeting Minutes

August 17, 2011 at 12pm  
World Trade Center, Mountain Conference Room, 27<sup>th</sup> floor

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

Sen. Steadman - Present  
Sen. Cadman – Present (phone)  
Luisa Collins – Present (phone)  
Carol Haller – Present  
Rep. Todd – Present  
Rep. Holbert - Present  
John Montgomery – Present  
Ken Fellman – Present  
Laura Hoepfner – Present

Other individuals present: Ed Krisor, Bart Miller, Lynne Sprague

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

### **3. Review & approval of June 15, 2011 meeting minutes**

Per Carol Haller's suggestion, June minutes amended to include Jon Sarche as a member of the Additional Content Subcommittee. Lynne (Secretary of the Board) will email Jon re: future subcommittee meetings; Email: [jon.sarche@judicial.state.co.us](mailto:jon.sarche@judicial.state.co.us)

Motion made to approve the June minutes as amended; seconded; minutes passed unanimously.

### **4. Board Attendance Policy**

Ed Krisor invited to walk the Board through the draft that he developed. (see attachment provided in 8/16 email). Ed presented a document with two options for discussion. The essence of this version is that violating the outlined policy would trigger the Chairperson promptly contacting the Board Member to assess the circumstances surrounding the absences. The draft still needs specific numbers on both number of meetings missed and during what period of time.

Sen. Steadman asked that the conversation focus on the following 2 points:

*1) What is the standard of meetings missed?*

The board discussed, and ultimately decided that the standard would be: "2 consecutive meetings missed or 3 board meetings in a rolling 12-month period." Motion made and seconded to adopt this language; motion approved unanimously. The board unanimously approved additional language to address abuses of excused absence policy, to read "Abuse of excused absences will also trigger a conversation with the Chair of the Board to inquire about the circumstances surrounding the absences."

*2) Should there be discretion to excuses members?*

Board discussed, and entire board agreed that excused absences should be allowed (full consensus)

## **5. Update on July Additional Content Cmt Mtg**

### **-Reapportionment Video**

The video on the Colorado Channel website is stalling, needs to be re-exported

Rep. Holbert provided feedback about the usage of the terms "redistricting" and "reapportionment" in the video; concerned that we might be using those terms incorrectly in the video; OMF staff will reach out to Jerry Berry and Sen. Heath and Balmer for advisement on the correct language; OMF will make the necessary corrections and send out the link to the revised video to the full CCAB Board and all 100 legislators.

### **-List of Priorities from the Cmt**

Sen. Steadman gave an update on the July Additional Content Subcommittee Mtg; and shared the list of the top 9 priorities identified at the mtg. Tony Shawcross noted that we have approximately 20K to spend on additional content productions this year. Discussion about each is below. In general, some board members noted that they wanted to see more of our additional content in Spanish.

What are the concerns re: how to determine the circumstances under which we would use the website to fundraise? Currently, there is no restriction on this.

Sen. Steadman asked if we could add a button similar to the Q&A button on the homepage re: Share in the Care promo. OMF will follow-up on this with the web team.

The board discussed a need to have criteria to guide our decisions around content that we produce vs. content submitted by others. Ken Fellman offered to find a few sample policies used by other government access channels and distribute those to the board to generate further discussion and aide with the development of our own policy.

Top Additional Content Projects:

- 1) Lecture on the Capitol (sponsored by History Colorado): Board agreed this one should move forward; high priority
- 2) Channel promos: Board agreed this should move forward; possible concept- how to utilize the Colorado Channel website

Tier two:

- 3) Understanding the Initiative and Referendum process-yes, move forward (animated; similar to the recent animation ones)
- 4) State flag & other state emblems: yes, move forward
- 5) Org chart of State Govt: completely animated/graphics; distinction between federal and state levels of government could be included here
- 6) Youth Advisory Council documentary: Informational overview of how to get involved
- 7) Legislative basics: (slides; bilingual) concept ideas-when is the Colorado legislature in session, directing citizens to appropriate committees, how to best interact with your elected officials, variety of ways to get involved (websites, town hall mtgs, etc-use citizens themselves for sound bytes here); distinction btw state/federal/municipal levels of govt could also be covered here
- 8) How youth can get involved in state government: this one is still unclear; likely won't get to this one this year

Our budget will likely allow us to do up to 5 total depending on the method we use (animation, shoot days, etc); Tony reminded the group that the tighter the script/concept is the less expensive it will be; OMF will prepare budgets for the top 5 ideas

Board agreed they would like a high priority to be taking existing content (How a bill becomes a law, redistricting, legislative basics) and translate into Spanish; Luisa is available to collaborate on the Spanish parts of the translations.

After some discussion, the Board agreed to do prioritize bilingual content on the website only for now.

## **6. Other Items – Anything to Add**

Rep Holbert: Is there a way to jump to specific parts of the discussion on the rebroadcast; can viewers request specific sessions to run? Steering people to the website is easiest

## **7. Next Meeting Date**

**October 19<sup>th</sup>, 12-1pm**

Additional content subcommittee-this cmt will meet in September; Secretary to schedule; OMF to develop budget for the top 5 additional content ideas in advance of that

meeting

**a. Proposed agenda items:**

- OMF staff to provide update on Granicus audio archiving for 2012, including a budget for additional costs to provide other levels of support
- Board engaged in fundraising?
- Relationship with OMF; contract renewed through June 2012; should we revive the RFP process?
- Laura, John, Luisa noted their terms are coming to an end; Sen. Steadman will follow up on next steps with these terms.