

Colorado Channel Authority Board

June Meeting Agenda

Monday, June 18, 1pm-2pm / Senate 352
Conference Dial-in Number: (641) 715-3276
Host Access Code: 819283*
Participant Access Code: 819283#

1. Call to Order and Attendance

- a. Present
 - i. Senator Fenberg
 - ii. Representative VanWinkle
 - iii. Representative Singer
 - iv. Todd Barnes
 - v. Renny Fagan
 - vi. Bart Miller
- b. Not Present
 - i. Megan Jurgemeyer
 - ii. Senator Smallwood
 - iii. Christopher Ryan
- c. Other Individuals Present
 - i. Tony Shawcross
 - ii. Ed Krisor
 - iii. Kaye Wattawa
 - iv. Jennifer Berman
 - v. Effie Ameen
 - vi. Zack Wimberly
 - vii. Manish Jani
 - viii. Mike Mauer

2. Review & Approval of Meeting Minutes

- a. May 2018 [Meeting Minutes](#)
 - i. Motion to approve: Todd Barnes, Second: Renny Fagan

3. Treasurer's Report (As of 5/31/18)

- a. Reserve Account: \$14,378.89 (holding steady from previous month)
- b. Income Statement: [P&L Report](#)
- c. All checks signed for the 2017-2018 fiscal year
- d. Fundraising (Alan August)
 - i. Began May 1st, 2018
 - ii. 8 hrs/week @ \$22/hr
 - iii. To date (48 hours or the equivalent of a little over 1 week of full-time work):
 - 1. Activities
 - a. Orientation
 - b. Outlining program
 - c. Ingesting materials from Kate Hawthorne into new master database
 - d. Sponsor outreach and follow-up
 - e. Grant research

2. Cost: \$1056 (48 hrs worked)
3. Results
 - a. \$2,000 sponsorship revenue
 - b. Updated CC [sponsor packet](#)
 - c. Created sponsor sales [video](#)
 - d. Assembled master fundraising database with ~800 leads
 - e. Submitted LOIs to [Gill Foundation](#), [Chambers Fund](#)

4. Committee Coverage Update

- a. Follow up on response to [letter to Exec Cmte](#)
- b. Hardware side being explored by Zack Wimberly and Brandon Stiller
 - i. No status change since we last met
- c. Software side requires meeting between Manish Jani & Brian Hiatt to explore replicating workflows and integration with Granicus and “clicks”
 - i. Senator Fenberg reached out to Mike Mauer to continue planning this
 - ii. Currently, camera and systems automatically start with Granicus
 - iii. Mike Mauer: Has not gotten the go-ahead for committee coverage of video webcasting, does not perceive support on the part of Leadership.
 - iv. Renny Fagan: What are the concerns/roadblocks to starting the coverage?
 1. Mike Mauer: Technical and cost concerns, nothing that couldn't be overcome, but to-date has not been given direction to move forward other than a one-room test. The test proved that both ways worked, but no test was done with a committee in progress.
 - v. Tony Shawcross: The hardware side is mostly worked out, but OMF would need to have a conversation with the capitol IT team re: the software side.
 - vi. Mike Mauer: If there is approval from leadership, it would need to be an open process to choose a vendor for the solution.
 - vii. Representative Singer: Suggests a test in an interim committee, which would allow testing when definitive votes are not being taken, to roll it out and see what happens.
 - viii. Todd Barnes: Would a measure of public sentiment help at all? Possibility of a poll to gauge if people are interested in seeing committee coverage?
 - ix. Tony Shawcross: We do know that there is much more viewership of video over audio.
 - x. Renny Fagan: Would pushing the timeline to new leadership mean that a test would be done in 2019 and implementation in 2020?
 - xi. Mike Mauer: A letter from CCAB to Exec. Committee requesting a test in one interim committee would allow a letter response.
 - xii. Tony Shawcross: Even doing the test now, implementation may not be until 2020 Session, so we may be in a better position with the next Leadership.
 - xiii. Representative Singer: Does it hurt momentum to do a test of an interim committee now?
 - xiv. Tony Shawcross: Pilot we were hoping to do before would be using the Open.Media software, which this pilot would not be (it would be turning on a Granicus system, so not comparing apples to apples).
 - xv. Senator Fenberg: Crossing the threshold of getting the committee room coverage is a good thing so that folks could get used to the idea.
 - xvi. Zack Wimberly demonstrated what the system would look like now (no camera

- zooming) with existing equipment.
- xvii. Todd Barnes: this solution is not accessible to hearing impaired
- xviii. Representative Singer moves that CCAB draft a letter to exec committee of leg. Council to allow for a pilot test of video transmission of an interim committee hearing upon approval of the chair and vice chair of interim committee
 - 1. Representative Van Winkle seconds

5. 2018/19 Annual Budget & Contract

- a. 2018/19 Proposed Budget (See Below)
- b. [2018/19 Budget Resolution](#)
- c. [2018/19 Notice of Budget Hearing](#)
- d. [2018/19 Draft Contract](#)
- e. Rep. Van Winkle moves to adopt 2018-2019 budget
 - i. Bart Miller seconds
 - ii. Rep. Van Winkle suspends that motion
- f. Witnesses?
 - i. None
- g. Amendments to budget?
 - i. None
- h. Rep. Van Winkle moves to accept budget for 2018/2019 CCAB
 - i. Bart Miller seconds
 - ii. Motion approves
- i. Bart Miller moves to approve the contract with OMF
 - i. Renny Fagan seconds
 - ii. Motion passes

6. Next Meeting Time/Date

- a. September 12th, 1pm-2pm with walkthrough of control room afterwards

7. ColoradoChannel.net Website Update

- a. Website redesign [proposal](#)
 - i. [Wireframe](#) Feedback
 - 1. Discuss Front Page Fresh Content Options
 - a. Most Popular videos
 - b. Latest Videos
 - c. Educational Videos/Additional Productions
 - d. Twitter Feed: Leg Council Twitter Feed
 - e. Recent News
 - f. Todd Barnes: suggesting most recent and trending
 - 2. Board member headshots
 - 3. Get Informed Buckets
 - a. Add general General Assembly website
 - b. Also add a link to colorado.gov website
- b. [Analytics summary](#)

8. Previous Meeting Action Items

- a. Sen. Fenberg and Tony to talk to Rep. Van Winkle and other interested board members re: Committee Room Coverage

- b. Manish and Brian to discuss software integration necessary for committee room coverage.
- c. ✓ Tony to reach out to Rep Van Winkle and Sen Fenberg regarding Committee Coverage
- d. ✓ Schedule a Board Walk-through of Colorado Channel Control Room - after September meeting
- e. ✓ Tony to edit budget to show equipment procurement portion
- f. ✓ Tony/Kaye to present marketing budget/plans for 2018/19 fiscal year (website update)
 - i. ✓ Present Website revision/upgrade plans
- g. Annual wrap-up video - start next year

9. Upcoming Action Items

- a. Tony to draft letter to exec committee
- b. Alan to follow up with Senator Fenberg on fundraising strategies

Colorado Channel Authority Board 2018-2019 Budget		
Revenue		FY 2018/19 Budget
	- Operating Budget (From General Assembly)	\$258,163
	- From Marketing/Fundraising Activities	\$5,000
	- Interest and Other	0
	Revenue Total	263,163
	- Equipment Budget Allocation	\$25,837
Expenses		
	Personnel	184,804
	Open.Media SaaS Annual Service	10,000
	Comcast Internet Service, TV & IP	1,980
	Supplies	800
	Web Development & Maintenance	9,000
	Conference Membership & Travel	1,700
	Interstitial & Channel Productions	24,000
	Fundraising & Grantwriting	5,000
	Apptek CC Subscription	9,000
	Accounting/Audit	--
	Education Programs	--
	Marketing/Education (Website Re-design)	15,000
	OMF Contract Subtotal	261,284
	Budget Surplus (Deficit)	1,879

	Incidentals (Bank Fees)	
	Reserves	24,351
	CCA Subtotal	24,351
	Budget Total	\$263,163