

Colorado Channel Authority Board
February Meeting Minutes
Friday, February 24th, 2017, 12pm-1pm
SCR 357

1. Call to Order and Attendance

- a. Meeting called to order by Sen. Todd
- b. Present
 - i. Sen. Nancy Todd
 - ii. Rep. Van Winkle
 - iii. Rep. Singer
 - iv. Todd Barnes
 - v. Christopher Ryan
 - vi. Tim Ryan
- c. Not Present
 - i. Renny Fagan (excused)
 - ii. Scott Nachtrieb (excused)
 - iii. Sen. Smallwood (excused)
- d. Other Individuals Present
 - i. Tony Shawcross
 - ii. Ben Boone
 - iii. Brandon Stiller
 - iv. Joe Owens
 - v. Terry Todd
 - vi. Zach Wimberly
 - vii. Marilyn House
 - viii. Ed Krisor
 - ix. Efee Ameen
 - x. Jennifer Berman

2. Review & Approval of Meeting Minutes

- a. January 2017 [Meeting Minutes](#)
 - i. Todd Barnes moved to approve, approved unanimously
- b. Open discussion about posting CCAB meetings on the Senate & Congressional calendars
 - i. House advised that protocol does not support doing so
 - ii. No motion resulted

3. Fundraising Report: Open Media Foundation

- a. No Updates

4. Treasurer's Report: Ben Boone & Tim Ryan

- a. Tim Ryan provided the Treasurer's Report; no questions from the Board
- b. Profit & Loss: [P&L Statement](#)
 - i. \$1000 profit as of 2/23 (due to donation from CO Housing Authority in Nov '16)
- c. Reserve Balance: \$14,378.89 (as of 2/23/17)

- d. Check Signing: 1 check to sign (Q3 for \$57,680.00) - GA paid CCAB

5. Discuss Appointments: Tony Shawcross

- a. Sen. Smallwood appointed effective 12/19/2016, per Sen. Grantham

6. Other Agenda Items

- a. Committee Coverage Testing
 - i. Tony Shawcross shared that there was an upcoming meeting with Zach Wimberly to explore options and related costs
 - ii. Action Item: Tony Shawcross to provide update at next meeting
- b. OMP SaaS free version launch
 - i. Tony Shawcross shared plans for OMF to attend the Accelerate Good conference the week of 2/27 to announce and market the free small (<5000 population) government OMP product
 - ii. Rep. Van Winkle inquired about the model for larger governments and where that revenue goes
 - iii. Tony Shawcross explained that there is a large (>5000 population) government product with a cost, but that the cost is a fraction of commercial competitive products, and that the costs collected are earned revenue for OMF
- c. Sen. Newell - video project
 - i. No actions since last meeting
 - ii. Action Item: Board to view prior to March meeting and address at that meeting
- d. Sen. Todd's Appointment
 - i. The March meeting will be Sen. Todd's last meeting
 - ii. Action Item: Board to elect or appoint new Board Chairperson at the March meeting

7. Next Meeting Date

- a. Friday March 24th, 12pm-1pm MT, Senate Committee Room 357
 - i. Tim Ryan will not be available; no need to reschedule as a result

8. Previous Meeting Action Items

- a. OMF (Brandon Stiller): Ask Marilyn Edwards or Effie Ameen to resend Colorado Channel overview letter
 - i. Completed by Brandon Stiller
- b. OMF (Brandon Stiller): Draft letter to History Colorado proposing collaboration
 - i. Brandon Stiller sent via email to Sen. Todd for review
 - ii. Sen. Todd approved
 - iii. Action Item: Sen. Todd to send letter to History Colorado
- c. Senator Todd: Invite Mike Nelson and Jeff Dolan to next board meeting
 - i. OMF (Brandon Stiller): Draft a letter to share with Mike Nelson & Jeff Dolan
 - 1. Completed
 - 2. Todd Barnes & Rep. Van Winkle suggested edits to the letter
 - 3. Brandon Stiller makes updates during meeting and resent to Sen. Todd
 - ii. Action Item: Sen. Todd to send letter to Nelson & Dolan
- d. OMF (Tony Shawcross): Reach out to Mike Mauer about Committee Room effort
 - i. Meeting scheduled for 2/24
 - ii. Action Item: Tony Shawcross to provide update at next meeting

- e. OMF (Joe Owens): Add agenda item to update on Open Media Project SaaS
 - i. Completed
- f. Senator Todd: Send the Board a link to Sen. Newell's project prior to February meeting so that the Board can vote on content
 - i. Not completed; Action Item shifted to March meeting
- g. OMF (Brandon Stiller): Put Military Recap piece on list of Additional Content library piece to create
 - i. Brandon Stiller provided update that there is a 4 min rough cut completed
 - ii. Polished version will be ready to review at March meeting
 - iii. Action item: Brandon Stiller to complete video and present at March meeting
 - iv. Video will be a general appreciation of service members, but will not include specific stories or interviews to avoid the risk of any one member or group feeling left out
 - v. Sen. Todd requested that the video include a list of current House and Senate members who have served
 - vi. Action item: House to provide Brandon Stiller with the list

9. Upcoming Action Items

- a. Sen. Todd: Send video link for Sen. Newell's project to Joe Owens
 - i. OMF (Joe Owens): Once received, send the link to the rest of the board for them to review for next meeting vote
 - ii. At March meeting, Board to approve/deny posting of video into rotation on the Channel
- b. Sen. Todd: Send letter to History Colorado
- c. Sen. Todd: Send letter to Mike Nelson & Jeff Dolan inviting them to attend the March Board meeting
 - i. OMF (Joe Owens): Check in with Sen. Todd mid-month to confirm whether she received a response and confirm with the Board before the next meeting whether Mike Nelson & Jeff Dolan will be attending
- d. OMF (Joe Owens): Send notice to Board members who have not attended for more than 3 meetings with a reminder and an inquiry into conflicts
- e. OMF (Joe Owens): Ensure that Sen. Smallwood is fully informed of upcoming meeting schedules
- f. House: Provide Brandon Stiller list of current House and Senate members who have served
- g. OMF (Brandon Stiller): Present Military Recap piece at March meeting

10. Glossary

- a. OMF = Open Media Foundation
- b. OMP = Open Media Project