

Colorado Channel Authority Board March

Friday, March 27th, 2015, 12pm-1pm

Location: Colorado State Capitol, HCR0112

Conference Dial-in Number: (559) 546-1000

Host Access Code: 819283*

Participant Access Code: 819283#

1. **Call to order and attendance**
 - a. Present:
 - b. Not Present:
2. **Other Individuals Present:**
 - a.
3. **Review & Approval of February 2015 Meeting Minutes**
 - a. Feb 2015 [Meeting Minutes](#)
4. **Fundraising Report: Kate Hawthorne**
 - a. Updated Fundraising Guidelines sent out with agenda
 - b. Update on sponsorship opportunities
 - c. Update on new responses received
5. **Switching archive to YouTube - Brandon Stiller**
 - a. Sharing of workflow implications
6. **Colorado Caption Quote Update - Tony Shawcross**
7. **Other Agenda Items:**
8. **Next meeting date:**
 - a. April 24th, 12 - 1 pm
9. **Previous Meeting Action Items:**
 - a. Tony to Email Rep Van Winkle fundraising guidelines (Should be sent to all members of the CCAB)
 - b. Kate to explore potential sponsor opportunities with aerospace, and to be aware of any pending legislation
 - c. Sen. Todd to provide contact information to Kate for aerospace key industry contacts
 - d. Tony/Kate to ensure that we explore pending legislation and potentially abstain from approaching aerospace and other potential sponsors when/if they have legislation pending currently.
 - e. Letter to be sent to Sen. Todd to review letter written to other cable providers

by next board meeting

- f. John Aden/Tony to follow-up with Sen Holbert Re: Exploring partnerships with education, expanding relationship with high-schools, school boards. Senator Todd: may be able to explore possibilities for concurrent enrollment, and other educational opportunities state-wide.
- g. Tony/Brandon to send out letter to current members explaining how to use channel site. Potentially have letter from the launch that can be repurposed.
- h. Tony/Brandon to draft letters (not email) to all members with step-by-step guide and orientation materials for new members (including embedding functionality and request for links on their individual websites)
- i. Next meeting: to discuss YouTube streaming of Colorado Channel, Tony/Brandon to report back on workflow shift to incorporate YouTube and additional time needed
- j. Tony to reach back out to Colorado Caption to get updated quote on closed captioning
- k. Send minutes to Ed Krisor by March 6, get back his revisions by March 13. Send minutes and draft agenda for March 27 meeting to Board by March 20.
- l. Tony/Courtney to send out reminders of action items by March 20 at the latest.
- m. Next meeting March 27, no objections ACTION ITEM: Brandon remind Cindi to reserve Room 356

10. Upcoming Action Items:

- a.