

**Colorado Channel Authority Board**  
**May Meeting Agenda**

Friday, May 11, 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. Representative Van Winkle
  - ii. Senator Fenberg
  - iii. Megan Jurgemeyer
  - iv. Bart Miller
  - v. Representative Singer
- b. Not Present
  - i. Renny Fagan
  - ii. Senator Smallwood
  - iii. Todd Barnes
  - iv. Christopher Ryan
- c. Other Individuals Present
  - i. Ed Krisor
  - ii. Tony Shawcross (remote)
  - iii. Jennifer Berman
  - iv. Kaye Wattawa
  - v. Zack Wimberly
  - vi. Mary Williamson
  - vii. Shannon Altner

**2. Review & Approval of Meeting Minutes**

- a. April 2018 [Meeting Minutes](#)
  - i. Motion to approve: Megan Jurgemeyer
  - ii. Approved

**3. Treasurer's Report (As of 4/30/18)**

- a. Reserve Account: \$14,378.89 (holding steady from previous month)
- b. Income Statement: [P&L Report](#)
- c. Check Signing: On 5/1, OMF billed GA on behalf of CCAB
  - i. Q4 2017-2018 (\$59,540.00)
  - ii. OMF billing CCAB same amount (Check #1035 to sign for \$59,540.00)

**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

**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](#)

**6. Next Meeting Time/Date**

- a. Monday, June 18th, 1pm-2pm
- b. Suggested schedule for remainder of the year: skip July and August, meet in September, skip Oct and Nov, and resume monthly meetings in December

**7. Previous Meeting Action Items**

- a. ✓ Tony to get Zack a detailed budget for live closed captioning
- b. Senator Fenberg and Tony to talk to Rep. Van Winkle and other interested board members re: Committee Room Coverage
- c. Manish and Brian to discuss software integration necessary for committee room coverage
- d. ✓ Tony to send Todd Barnes information on cost for all tiers
- e. ✓ Brandon to Ask Effie to reserve meeting room for May 11, 1-2

**8. Upcoming Action Items**

- a. Tony to reach out to Rep Van Winkle and Sen Fenberg regarding Committee Coverage
- b. Schedule a Board Walk-through of Colorado Channel Control Room
- c. Tony to edit budget to show equipment procurement portion and full
- d. Marketing budget/plans for 2018/19 fiscal year (website update)
  - i. Present Website revision/upgrade plans
- e. Annual wrap-up video

<b><u>Colorado Channel Authority Board 2018-2019 Budget</u></b>		
<b><u>Revenue</u></b>		<b>FY 2018/19 Budget</b>
	- Operating Budget (From General Assembly)	\$258,163
	- From Marketing/Fundraising Activities	\$5,000
	- Interest and Other	0
	<b>Revenue Total</b>	<b>263,163</b>
	- Equipment Budget Allocation	\$25,837
<b><u>Expenses</u></b>		
	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
<b>OMF Contract Subtotal</b>	<b>261,284</b>
<b>Budget Surplus (Deficit)</b>	<b>1,879</b>
Incidentals (Bank Fees)	
Reserves	24,351
<b>CCA Subtotal</b>	<b>24,351</b>
<b>Budget Total</b>	<b>\$263,163</b>