

Colorado Channel Authority Board
February 5, 2010: Meeting Minutes

7:30 – 8:30 AM, SCR 352

Board Members:

Present: Representative Benefield, Ms. Laura Hoepfner, Ms. Carol Haller, Mr. John Montgomery, Mr. Ken Fellman, and Senators Cadman and Steadman. *Absent:* Ms. Luisa Collins & Representative Nikkel
A quorum was present.

Others Present: Deb Lastowka, Laura Graves, and Jeff Villano (Open Media Foundation), Karen Goldman (Senate Secretary), Ed Krisor (Attorney), Bart Miller (Legislative Legal Services), Don Knox (Law Week Colorado)

Proceedings:

· The meeting called to order by Representative Benefield at 7:32 a.m.

Approval of Minutes:

Senator Cadman moved to approve minutes of 12/7/09, Ms. Hoepfner seconded, minutes approved without dissent.

Mr. Krisor informed the Board that to meet open meeting requirements, sub-committee meeting notices and agendas need to be posted in the same manner as the Board's.

Programming Sub-committee Report:

The draft Programming Policy was presented for discussion. A second form was also presented to be the official request form for altering the live video schedule. Any GA member could submit this form to alter the live video cast of a chamber regularly scheduled for a day. It was moved that the following additions or changes to the request form and policy be made:

- Add "Senate" in the title of the form so both chambers are represented,
- A total of 4 signature lines should be present, for Majority & Minority leaders in both chambers,
- Change in wording to be more flexible in the time constraint for the request of changes (last sentence on form) ,
- Change policy language that submissions *MUST* be made 48 hours in advance to *SHOULD* be made
- Add *if reasonably possible* into the above phrase.

The motion was approved.

The process for turning in this form was then discussed. Karen Goldman suggested that members should submit the form to the Secretary of the Senate and or the Chief Clerk of the House. They would notify the Control Room upon receiving this approved form. Senator Cadman moved the suggestion which was adopted.

Programming Issue:

Laura Graves asked if a provision could be made to allow the Control Room Operators to video cast a chamber that was scheduled in the calendar to convene before the chamber that was to be video cast live then to switch to the scheduled live chamber when they convened. She noted a full-page slate would inform viewers of the change in video casts. It was approved without dissent.

Contract Payment:

Mr. Krisor reported that funds were available to pay the January payment due to Open Media Foundation (OMF). Mr. Krisor also requested funds to order printed checks. He noted that the second payment to OMF would be addressed in the March CCAB meeting. The motion to pay OMF and purchase checks approved.

Fundraising Event:

Representative Benefield raised the issue of a holding fundraiser for the channel during the session and noted that the legislative legal staff had indicated that it would be within the law for GA Members to attend. It was advised that the event be postponed until the Thursday (May 13th) after the session to

remove any question of legality. The board supported the idea unanimously. Representative Benefield asked for members of a sub-committee to organization the event. Mr. Fellman and Ms. Hoepfner will head committee and all legislative board members will work on this event "within the building."

Judicial Branch Video Casts:

Carol Haller reported that the new Judicial building is currently being built. It would be wise to begin discussions with the Colorado Channel now to consider television needs. Ms. Haller reported that there are "media rooms" in the blueprint plans. However, she was told that acquiring equipment may be a problem until the new building is completed occupied in 2014. Ms. Haller suggested that further discussions were needed between the builder, the computer/IT tech staff and others Judicial Branch staff as construction continues. She asked that channel staff contact the Judicial Branch and begin discussions concerning the video casting of judicial proceedings on the channel. The Board members authorized channel staff to begin discussions with the Judicial Branch. Ms. Haller indicated other members were invited to be part of these meetings if they wanted to attend. Ms. Haller will keep the Board informed of any developments.

Additional Channel Content:

Deb Lastowka reported that problems with daily programming were fixed and channel staff could begin to develop extra pre-recorded content to play on the channel between the live and replayed sessions. The OMF staff proposed that educational programming which did not need to change every year be developed first. This was within the Channel's mission statement to educate viewers about the legislative process. Suggested programs to be developed were: "How a Bill becomes a Law", "Overview of Legislative Process", and general channel identification spots. After some discussion, the Board concluded that there were both short-term and long-term plans for creating additional content. The development of the channel identification spots and "How A Bill Becomes A Law" was approved without dissent. Deb noted the OMF Production team would work closely with the Secretary of the Senate and the Chief Clerk of the House to ensure the information included is correct.

A sub-committee was created, which will be lead by Deb Lastowka, will include some Board members and representatives from schools (students, administrators, and teachers), managers of the city government channels, and the American Bar Association Public Information Department. Ms. Haller and Mr. Fellman will assist in identifying who is interested in participating. The issue will be further addressed at the March meeting. Further discussion will include the long-term programming vision, the number of people on the sub-committee, how to do more outreach, as well as evaluating the budget and costs.

Other Business:

Representative Benefield reported the current use of the Control Room as a press room needed to be addressed. As the channel adds video casting committee rooms, the Judicial Branch, and whatever else the Board directs, more of room 326 will be set aside for the equipment. Discussions regarding this are on-going and Representative Benefield will keep the Board informed of issues related to moving press conferences out of the control room. The Local Government Audit Committee room may be a possibility. Funds to accomplish this would need to be addressed.

Bart Miller informed the three Board members appointed by the Governor that they need Senate confirmation. Information on this process will be sent to the three appointees.

Ed Krisor noted the Authority needed a CPA for the filing of financial papers, budgets, and to ask for audit exemptions. Mr. Dave Agee has agreed to volunteer his services. The Board accepted Mr. Agee's help.

Next meeting date:

Friday, March 5th, 7:30 am, HCR 0109

The meeting was adjourned at 8:35 am.
Minutes submitted by Secretary, Laura Graves