

# Colorado Channel Authority Board

Friday, June 11, 2010

10:00 am, State Capitol, SCR 354

## 1) Call to order and attendance

10:15 AM Representative Benefield called meeting to order.

Present: BOARD MEMBERS: Representative Benefield, Senator Cadman, Senator Steadman, Ms. Carol Haller, Representative Nikkel.

Excused: Mr. John Montgomery, Mr. Ken Fellman, Ms. Luisa Collins, Ms. Laura Hoeppepner.

A Quorum was present.

Others Present: Scott Nachtrieb (Legislative Council), Pat Geddis (House Calendar Clerk), Ed Krisor (Attorney), Deb Lastowka, Laura Graves (Open Media Foundation), Bart Miller (Legislative Legal Services), Don Knox & associate joined later in meeting.

## Proceedings:

**Review of Agenda, Review & approval of May 7, 2010 meeting minutes; Review & re-approval of April 9, 2010 meeting minutes, Public Comment Period.**

Agenda was approved as written.

Both April & May minutes were re-approved & approved.

No one was present for public comment, period closed.

## 2) Update on Fundraising Event & Report on past Hummers Event

- a. Sub-committee to meet Tuesday, June 22<sup>nd</sup> 10:00 AM. Room to be announced (Senator Cadman suggested a good room at the Office of Economic Development building that has conference call capabilities- Ms. Graves will follow-up with Jonita & announce room later).
- b. Members agreeing to be the this meeting: Representative Benefield, Scott Nachtrieb, Deb Lastowka, Mr. Joel Azrikan (from Rep. Benefield), Rep. Nikkel & Senator Cadman will call-in.
- c. Representative Benefield announced she has a contact with Safeway who has committed to being a prime sponsor of the event.
- d. Rep. Benefield would like the sub-committee meeting agenda to include discussion about how much sponsors should be requested to give, what the different levels of giving are, and what the acknowledgement will be for the different levels- bring these suggestions to the Board for approval. Suggestions for acknowledgement were: announcements at the event, logos printed in

event program, and if the event is filmed, sponsors can be added to the credits. Other agenda items to include would be the programming of the event- what will happen when. Rep. Nikkel would also like the sub-committee to decide who to ask for donations of food.

- e. Date discussion: Thursday, November 4<sup>th</sup>, 2010 – there was consensus on having the event on this date, targeting a lunch (after 11am elections) venue that has seating capabilities for 200+ guests. Rep. Nikkel continues to have the Colorado Automobile Dealers Association (CADA) building reserved for the CCAB, all space we need for as long as we need that day. We can re-visit this space if needed. Senator Cadman feels as though this may be a too-small space, and would like to look around more.
- f. Senator Cadman will help with invitations. He would like to discuss the look with the OMF Graphic Designer, about using the graphics she has created for the channel. The suggested Theme of the event was “New Beginning” to coincide with the elections happening the same day. He would like to use the money raised at the Hummers event to use toward the mailing costs. Numbers of who is invited are needed soon to estimate cost.
- g. An electronic “Save the Date” invite was suggested; all thought it was a good idea. The Save the Date evite can be sent out sooner without an exact location in the announcement, since we know the time & place.
- h. Everyone present was asked to make a list of everyone they are inviting so that the Evite & the printed invitations can be prepared. It was asked if anyone had a complete list of lobbyists to invite, and no one present knew. Scott Nachtrieb was tasked to find this list, possibly through the registry with the Secretary of State.
- i. Hummers Event report: the event was a large success. Scott Nachtrieb indicated around \$1900 was raised. \$1000 of this was repaid to OMF for fronting the cost of opening the CCAB bank account. This brought about a request from Senator Cadman that the Board shop around for a different Bank to do business with that doesn’t have this minimum balance requirement. He would like to use the full amount raised at the Hummers event for mailing invites, even go below the \$1K balance if needed. Scott Nachtrieb was tasked with finding alternative banks.

### **3) Other Items**

- a. Additional Content Sub-Committee Report:
  - o Deb Lastowka handed out a printed summary of meeting on May 7, 2010 & Laura Graves will post electronic version on website.

- o Scott Nachtrieb listed the short, mid & long term goals discussed at the meeting. Short term (could be on channel soon): The Senate Majority has already taped at the OMF studios a session “wrap-up” and they are waiting for the Senate Minority to tape as well so this can be shown on the channel with both parties represented. The House of Reps has not yet designated spokes-people to tape their “wrap-up.” Long term: outreach to schools for help with programming ideas & creation, as the overall goal for all programming is to educate all public on how government works. Rep. Benefield asked Mr. Nachtrieb to include the Executive Branch within the listed long-term goals.
- o Ms. Lastowka has worked with the Executive Director of OMF to price each suggested video project on the short/mid/long term goal list. She will email this break-down to all members. This breakdown includes indication of what is included within the current budget, as well as how much extra will need to be raised to cover costs. Rep. Benefield indicated she is interested in researching grants to cover some of the cost of these programs.
- o The sub-committee’s next meeting is directly after this meeting, and they will be viewing a short video the Judicial system has previously recorded regarding juries. Rep. Nikkel requested that the judicial branch also provide information/video on how to become a judge. Ms. Haller indicated there is an older version video she knows of that needs to be updated. She will find out more about it & get it to Mr. Nachtrieb if found.

#### b. Contract Discussion

Mr. Krisor suggested that since there are no issues with the current contract, it would be best to simply amend the current for next year. He would like to Board to include in the amendments a way to authorize payments when funding is available, without needing Board approval each time. Rep. Benefield asked for clarity from the By-laws on attendance regarding quorum and approval/adoption. Mr. Krisor looked in the By-laws and indicated that phone-in conference call is ok for a quorum, and that it is generally accepted that email/electronic approval/adoption for decisions is accepted if it is formalized at the next meeting.

#### c. Payment Approval

The motion was made to approve payment to OMF of the current \$15,125 amount by Senator Steadman. This motion was seconded by Rep. Nikkel; all were in agreement, motion carried.

#### d. Budget Discussion

Bart Miller would like to change the Board's fiscal year to match the GA fiscal year, which is July 1 – June 31, making it easier to budget for the corresponding payments. Currently there is about a \$23K shortfall in the budget stemming from OMF requesting interim payments which weren't reflected in the original budget. Mr. Miller, Mr. Krisor & Mr. Nachtrieb will discuss this with OMF and report back to the Board any changes that can be agreed upon, trying to avoid the need to amend the current & future budgets.

#### e. IGA Discussion/Adoption

Mr. Miller indicated that the Legislative Council Controller has requested an IGA regarding payments (who bills who when), but the Board had put it off until now in order to better understand how the process works. Now that a few payments have been made successfully, he has put this process into writing. Mr. Miller has agreed to work on getting the Executive Committee to sign the IGA, once approved by the Board.

A motion was made by Senator Steadman to authorize Chairwoman Benefield to sign the agreement, Ms. Haller seconded and all were in favor, motion carried.

#### f. Judicial Update

Mr. Nachtrieb met again with representatives from the Judicial branch, all have agreed that determining how to connect the cable is the first item to work on. He is working with Comcast & Granicus to price running of cable, which has been quoted as between \$50K-\$150K, which Mr. Nachtrieb thinks will be on the cheaper side. He has indicated to the Judicial reps they will need to budget for this as well as make sure the new building design accommodates the cable run.

Senator Steadman asked if the Bar Association is supportive of this venture, and Ms. Haller indicated they are 100% behind it, and is inviting them to the Fundraising Event.

### **4) Next Meeting Date**

Next Meeting set for: Wednesday, July 7<sup>th</sup> at 1:00 PM.

Laura Graves to find room & will announce later. Either at Capitol or new room with good conference call capabilities, Senator Cadman has a recommendation he will forward to Ms. Graves.

The meeting was adjourned at 11:07am.

Minutes submitted by Secretary Laura Graves.