

**City of Ann Arbor**  
**CABLE COMMUNICATIONS COMMISSION**

**August 26, 2014**  
**Regular Session**

**MINUTES**

Call To Order and Roll Call: Chair T. Williams called the Cable Commission Regular Session to order at 7:00 p.m. Upon roll call, the following were present: R. Sutton, B. Clarke, L. Wondrash, and G. McDonald. Not in attendance was Commissioner T. Ramirez and Council member S. Petersen and S. Kunselman.

Approval of Agenda: Chair T. Williams asked for approval of the agenda. Motion to approve was made by B. Clarke and seconded by R. Sutton.

Approval of Minutes: Chair T. Williams asked for approval of the May 27, 2014 Regular Session minutes. Motion to approve was made by R. Sutton and seconded by B. Clarke.

Public Comment: There was no public comment.

CTN Report: G. McDonald reviewed the CTN report included in the meeting packet with members. He also noted that closed-captioning equipment and service would be ready for the September Disability Commission public meeting. In addition, CTN's hours are expanding to include being open on Wednesday mornings. Now, CTN will be open five days a week, Monday – Friday, from 11 a.m. to 9 p.m.

Regular Business:

- a. CTN Policy Update Discussion: L. Wondrash stated that in early August a subcommittee met, which included herself, G. McDonald, M. Bondy, B. Clarke and T. Williams, to necessary updates to the CTN Policy. The policy had not been updated in 10 years. As a result of the meeting, recommended policy updates include removal of outdated technology language, removal of any day-to-day procedures from the policy document that need to be included in the CTN Procedures Manual and removal of the requirement that programs must be cablecast on CTN before they can be shown elsewhere. R. Sutton moved to approve the policy updates and B. Clarke seconded. L. Wondrash noted she will submit updated policy to City Council as a communication as their next meeting.
- b. Council Chambers audio and video project update: G. McDonald noted bids were due today for this project. The final contract for the work will be sent to City Council in early October with the work being completed after asbestos abatement removal of the second floor at City Hall in December. All City Council and Board and Commission meetings that meet in Council Chambers will be relocated during November and December.

Commission/Staff Comments: No comments

Adjournment: R. Sutton made a motion to adjourn the meeting and it was seconded by B. Clarke. T. Williams closed the meeting at 7:25 p.m.

Submitted by: L. Wondrash

Date Approved: August 28, 2014