

**City of Ann Arbor
CABLE COMMUNICATIONS COMMISSION**

**August 26, 2008
Regular Session**

MINUTES

Call To Order and Roll Call: Chair B. Clarke called the Cable Commission Regular Session to at 7:05 p.m. Upon roll call, the following were present:

CCC: B. Clarke, R. Sutton, P. Bancel, T. Bray.

City Staff: L. Wondrash, R. Salmeron

Approval of Agenda: Chair B. Clarke asked for approval of the agenda. Motion was made by P. Bancel and seconded by R. Sutton.

Approval of Minutes: B. Clarke made a motion to approve the August 26, 2008 Regular Session minutes as presented. The motion was passed by P. Bancel and seconded by T. Bray with the suggestion to the sentence referring to prime digital.

Public Comment: None provided.

Communications Report: L. Wondrash started the communications report by announcing several enhancements to the Cable Commission Meeting web page on CTN's website. She added agendas and minutes for 2007 meetings and packets that were available. The 2008 meeting section additions included adding meeting packets, agendas, minutes and links to replay the meetings online.

In addition, L. Wondrash announced a new feature on the City's website that allowed users to sign up for e-mail updates when certain webpages are updated. Viewers, clients and volunteers can sign-up for CTN e-mail updates by visiting www.a2gov.org/ctn. CTN also added a new testimonials page to its website where clients, volunteers, and non-profits convey how CTN has helped them get their messages out.

CTN Report: R. Salmeron stated that CTN staff have been busy preparing for the the upcoming 35th Anniversary and Open House on September 5th, from 3 to 7 p.m. He also went into Open House activities, including food, prizes and tours, as well as the Alliance for Community Media State Chapter meeting that would be held prior to the open house at 11 a.m.

Old Business: R. Salmeron stated that in late September, CTN will offer public meetings and CitiTV productions online. This new web service will be available on a customized CTN page on Pegcentral and is a result of a Leightronics

equipment upgrade. R. Sutton asks if the pegcentral page will be transparently linked to CTN's webpage and if CTN will be putting anything other than the meetings on this new webpage? R. Salmeron and L. Wondrash stated that it will be directly linked to CTN's webpage and visitors will be able to go directly to Pegcentral from CTN's video on demand link on its website. L. Wondrash stated that this equipment upgrade allows CTN to expand its offering of web streamed meetings without impacting staff resources.

T. Bray asks if CTN will have to update pegcentral when a new meeting is added. R. Salmeron stated that with the new Nexus Controllers there is no need for CTN staff to update links as it is automatically done by Leightronix. B. Clarke made the mention that CTN is the first in the Central States to use this new technology.

New Business: P. Bancel asked when the two-year budget preparation work would begin? L. Wondrash stated that City budget meetings typically begin in December. She explained that at the first budget meeting unit managers would be given deadlines and more information about upcoming preparations.

Commission/Staff Comments: B. Clarke presented T. Bray with a CTN clock for his years of service on the Cable Communications Commission.

Adjournment: T. Bray made a motion to adjourn the meeting. The motion was seconded by R. Sutton. With no further discussion Chair B. Clarke closed the meeting at 7:35 p.m.

Submitted by: Lisa Wondrash, Communications Unit Manager
Date Approved: