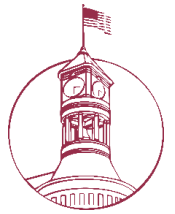


# City of Columbus Cable Commission

## Regular Meeting Minutes

Monday, April 29, 2024 6:30 PM, Columbus City Hall

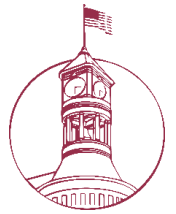


1. Call to order at 6:32pm
2. Roll call - Determination of quorum
  - Famularo, Pulver, Pyfferoen were present. Staff member Bennett was also present. Roelke arrived via Zoom at 6:34pm.
3. Notice of public meeting
  - Meeting was properly noticed.
4. Approve agenda
  - Famularo motions to approve agenda, with a second by Pulver. Motion is approved 3-0.
5. Approve minutes
  - Pyfferoen motions to approve the March 25, 2024 minutes as written. Second by Famularo. Motion is approved 3-0.
6. Citizen comments
  - No citizens present for comment.
7. Financial updates
  - Bennett had no new updates regarding revenues from cable franchise fee payments. March expenditures were \$209.40 for purchase of Cat6 cables, HDMI over Cat extenders and HDMI patch cables for the PTZ cameras. \$58,711.84 remains in the 2024 Cable budget.
8. Programming Updates
  - Bennett provided a list of new programs that were aired on the channels since the last meeting. There were 39 new programs aired. 43 video-on-demand files were viewed along with the two channel streams. Programs were viewed 1,651 times for 380 hours and 15 minutes with the majority being the City meetings. The March Council meetings and public information meeting accounted for 365 hours and 35 minutes watched and accounted for 96% of time watched among all programs.
9. Equipment Updates
  - Bennett updated the Cable Commission regarding the status of the pan-tilt-zoom (PTZ) camera #2 in the Council Chamber. Bennett had noticed major glitches on PTZ #2 and has swapped camera 2 with camera 3 and replaced HDMI cable connecting camera 3 which resulted in minimal glitches. Bennett

# City of Columbus Cable Commission

## Regular Meeting Minutes

Monday, April 29, 2024 6:30 PM, Columbus City Hall



attributes shielding issues for the glitches, but will keep tracking down causes and address accordingly. Bennett is tweaking the audio for improved sound. The captioning system is working well and Bennett has been proactively training the filmed meeting participants to talk directly into the microphones so the captioning software improves accuracy.

- Bennett briefly brought up the upcoming Chamber presentation upgrades and Famularo would like to combine media upgrades into a larger capital project.

### 10. Cable Policies and Procedures

#### a. Cable Ordinance and Policy Changes

- Bennett shared the latest draft of the Policies and Procedures. Bennett had met with the City Attorney and updated the Political Programming policy that addressed both the Attorney's and Commission's concerns. Additional changes included rewording Cable staff to City staff in order to emphasize that Council has the final say when it comes to any City staff, removed the defunct Lead Cable Coordinator position, clarified captioning, updated equipment use, and addressed concerns about City staff producing non-City business content. Famularo would like to add the word the after the word highlighting in the Mission Statement for better grammar. The Commission asked about licensing for broadcasting copyright material. Bennett explained the disclaimers that copyright material such as musical performances may be played only on cable due to our ASCAP license and if played anywhere else, there must be either additional license obtained or written permission from the original or current copyright holder.
- Famularo motions to adopt and approve the updated policies and procedures manual with the addition of the word the in the mission statement. Pyfferoen seconds. Motion approves, 4-0.

### 11. Future Agenda Items

- Council Chamber media upgrades
- Elect Chair, Vice-Chair, and Secretary at next meeting
- Due to Memorial Day, Bennett will send out a Doodle Poll to see when the next Cable meeting takes place

### 12. Adjourned at 6:51 pm

*Submitted by David Bennett*