

MINUTES

Oshkosh Cable Television Advisory Commission

REGULAR MEETING

January 8, 2003

The regular meeting of the Oshkosh Cable Television Advisory Commission was held at 4:00 p.m. on January 8, 2003 in Room 406 of City Hall.

The meeting was called to order by Chairman Witte and roll call was taken. Present were members Mr. Williams, Mrs. Sieber and Mrs. Thorpe. Also present was Jon Urben, Executive Director of Oshkosh Community Access Television and Barb Pandolfo, Public Relations Director for Time Warner Cable.

Chairman Witte then asked for consideration of the minutes from the September, 4, 2002 meeting (There was no quorum for the November meeting). It was moved by Mrs. Thorpe, seconded by Mr. Williams, that the minutes be approved as presented. Motion carried unanimously.

Being that there were no communications from cable subscribers or the general public, Chairman Witte moved to the Report of the Franchisee.

Mrs. Pandolfo from Time Warner Cable did not have anything to report.

Chairman Witte then asked for the Report of OCAT. Mr. Urben noted the following:

- The OCAT 3-year operational plan approved by administration in September, 2002, called for several goals to address OCAT's continuing growth and development in both government and community access programming including: 1) Robotic cameras; 2) a digital upgrade; 3) separation of government and community access channels; and 4) additional facility space. Mr. Urben noted the first goal is now complete as the robotic cameras are operational in all meeting rooms (council chambers, school board and county board).
- In late November the Common Council approved OCAT's CIP request to convert to the digital format and expand the OCAT facility. Plans are underway to begin remodeling in early February and upgrade plans are being finalized and will be sent out to bid by early January. Mr. Urben noted the facility would be closed from February 3 to early May for the renovations. He noted they intend to move the OCAT playback area to Room 404 of City Hall to minimize any change in OCAT's "on-air" look during the transition. Mr. Urben noted that all costs associated with this project are being funded by the Time Warner Capital Grant received as part of the November, 2001 cable contract terms.
- In early December an OCAT strategic planning session was held (sponsored by the Friends of OCAT) that invited community leaders, OCAT producers, volunteers,

staff, city administration, cable commission members and Friends of OCAT Board of directors to discuss future OCAT needs, challenges and opportunities as they relate to all the changes coming up with OCAT's facility. The session also provided some good ideas and concepts to staff for establishing new policies, mission statements, logos and other plans for the channels.

- In late December the City formally requested a third access channel from Time Warner Cable that will allow for separate channels for government, community and educational access programming. The City requested Channel 10 be designated as government access, Channel 2 as community access and a new channel in expanded tier for educational access. The City noted OCAT will be coordinate government and community access missions. The City designated UW-O as hub for the educational access channel and encourages use by all Oshkosh educational partners. City requested all three channels be available for use by April 1, 2003.
- Finally, Mr. Urben noted it was his intent to bring the new mission statements, policies and other procedural changes to the cable commission for their input to the March Oshkosh Cable Television Advisory meeting.

Chairman Witte then asked for the Report of the Friends of OCAT. Mr. Urben noted that the Friends' high school sports coverage and "Spotlight on Schools" series has been going well with subcontractor Empyre Pycutures doing a fine job. He also noted the Friends did another great job with coverage of the Oshkosh Holiday Parade in early November. Mr. Urben also noted the 2003 OCAT Cards (a \$10 membership card with all proceeds going to the Friends of OCAT) was now available and at area stores for purchase. Mr. Urben concluded by noting that several members of the Friends of OCAT Board of Directors participated with the December 5 OCAT Planning Session. Because of that session the Friends Board of Directors are now working how to determine their long term goals for programming, development and other ideas. Mr. Urben noted it was his understanding the Friends would be working on having a retreat sometime this spring to discuss the matter.

There being no unfinished or new business, Chairman Witte then asked for the date of the next meeting. After some discussion it was agreed the commission would meet next on Wednesday, March 5 @ 4:00 p.m. in Room 404 of City Hall. Upon motion by Mrs. Thorpe, seconded by Mr. Williams, the Commission adjourned at 4:20 p.m.

Respectfully submitted,

Jon G. Urben
Cable Media Services Director, Oshkosh Community Access Television

cc: Mr. Richard Wollangk
Mrs. Barb Pandolfo