

# VILLAGE OF VILLA PARK

20 South Ardmore Avenue, Villa Park, Illinois 60181

January 8, 2018

Regular Meeting - Villa Park Cable Commission

06:00:00 PM

Chairperson - Al Stasch  
Staff Technical Director - Pat McAndrews

Commissioner - Dennis Keating  
Commissioner - Lou Ciancio  
Commissioner - Sid Bergh

Commissioner - Jean Hockensmith  
Commissioner - Matt Kissane  
Commissioner - Kevin Patrick

Volunteer - Matthew Adamczyk

Volunteer - TBA

## 1. Call to Order - Roll Call

## 2. Approve minutes from previous meetings

## 3. 2018 Responsibilities & Mission Statement Review

- **Responsibilities** - The Villa Park Cable Commission was established to oversee Villa Parks public access, education and government channel ([TV VP Style](#)) and issues related to the operation of the channel.
- **Mission** - The mission of TV VP Style (Comcast Channel 6 and AT&T Channel 99) is to provide the citizens of Villa Park with information about their government, community, and quality of life. The goal is to encourage the diverse population of Villa Park to fully participate in and contribute to all local affairs.

## 4. Streaming Media – [VPFlix.com](#)

The viewing options and preferences of a growing majority of residents and others interested in our media have changed to include personal computers and portable devices including smart phones, tablets and smart TV services. In order to continue to provide alternative viewing options a new streaming media web site is under development to gather archived and future video into a single web site capable of streaming more than 600 videos to all types of devices on demand. It is recommended that the streaming channel be a top priority in 2018.

## 5. Commissioner & Volunteer Production and Equipment Projects

A number of projects have been offered for completion in 2018. It is requested that each Commissioner, Volunteer and Staff take part in at least one project in order to complete the projects in a timely manner.

### List of Current Projects

- Installation of CG System
- Inventory of all control room equipment
- Design of boardroom audience microphones
- Installation of studio set microphone “snake” box
- Redesign of all audio and video connections in control room
- Production of “*Big Wheel Game Show*” series
- Ongoing community faith based programming
- Willowbrook High School Sports Coverage
- Weekly News Updates Program
- Commission Meetings Quarterly Recordings
- Village Business Features and Public Service Announcements

## **6. New Program and New Episode Time Slot Documentation System**

Currently there is no formal documentation, approval and scheduling plan for the COMCAST / AT&T u-VERSE / Live Stream scheduling system. A system for application and implementation of ALL changes to the scheduled programming is proposed.

## **7. Next 60 Days Production Schedule**

Each month the Cable Commission will prepare a forward looking production schedule for the next 60 days. Included in the production schedule will be all official Villa Park Government programming, special events, ongoing series, sporting events and business events. The schedule will include assignment of a Producer (from the Cable Commissioners and Volunteers) who will manage the scheduling and implementation of any recordings or full production for each scheduled event. The first Forward Production Schedule will be created 02/05/18.

## **8. Producer Certification and Training Class**

A six week classroom training for Video Production will be offered beginning Tuesday March 6, 2018. The class will be conducted each Tuesday in March and two weeks in April starting at 7:00 PM and will include hands on training for the following topics. Students who complete the class including the final production will be presented with a Certified Producer award and be eligible to submit programming and operate production equipment with a Commissioner during 2018. Classes will last two hours on each night.

Camera Operation – studio cameras, remote control boardroom cameras, remote camera operation, smart phone cameras and action camera systems.

Sound Production – microphone types, audio boards, setting levels, sound mixing, wireless sound systems, broadcast sound management.

Event Production – single camera production, multi-camera production, announcers, live streaming options, recording on location.

Studio Production – single camera production, multi-camera production, lighting, green screen, microphone setup.

Video Editing – video formats, video management, non-linear editing, sound editing, text and credits, filters and overlays, green screen, uploading video formats.

Class Production – The class will produce a studio program for a Villa Park News Segment that will be included in the broadcast schedule and featured on the VPFlix web site.

## **9. Treasurer's Report.**

## **10. New Business.**

## **11. Confirm date and time of next meeting: 2/05/2018 6:00 pm.**

In the event that a quorum can not be assembled for any Cable Commission meeting in 2018, the meeting will be rescheduled for the following Monday until a quorum is present.

## **12. Adjourn**