

VILLAGE OF VILLA PARK

20 South Ardmore Avenue, Villa Park, Illinois 60181

06/11/18	Regular Meeting - Villa Park Cable Commission	06:00:00 PM
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Chairperson - Al Stasch
Staff Technical Director - Pat McAndrews

Commissioner - Dennis Keating
Commissioner - Lou Ciano
Commissioner - Sid Bergh
Volunteer - Matthew Adamczyk

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

1. **Call to Order - Roll Call**
2. **Approve minutes from previous meetings**
3. **Streaming Media – VPFlix.com**

The web site is online with additional categories and media being added.

4. **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.

Status of Current Projects

- Installation of CG System – Pending correction of HDMI port on laptop
- Inventory of all control room equipment
 - Completed – Initial diagrams distributed for review
- Design of boardroom audience microphones -
 - Proposal to authorize purchase of ceiling mounted array microphone..
- Installation of studio set microphone “snake” box
 - Proposal to purchase the pre-connected amphenol disconnect snake box wiring.
- Redesign of all audio and video connections in control room
 - Report by Al Stasch at May Commission meeting after review by Cable Commissioners.
- Production of “*Big Wheel Game Show*” series
 - On hold pending restructure of crew.
- Ongoing community faith based programming
 - Request guidance from Dennis Keating.
- Willowbrook High School Sports Coverage
 - Completed coverage of Boys Baseball, Girls Softball and Girls Soccer for one game/match each.
- Monthly News Updates Program
 - Schedule of news production extended to a monthly magazine style..
- Commission Meetings Quarterly Recordings
 - Responses only from Economic Development and Environmental Concerns. Will follow up with remaining Commissions. Also will ask to interview just the Chairperson for commissioner recruitment.
- Village Business Features and Public Service Announcements
 - List of potential business features and PSA will start with the following:
 - Restaurants within Villa Park – Al Stasch & Kevin Patrick volunteered
 - Montecasino Grill pending scheduling.

5. **New Program and New Episode Time Slot Documentation System**

The following documents have been submitted:

Submission Title	Action Taken
Regular Village Board Meetings	Placed in schedule – uploaded to YouTube Village Page
Manager's Agenda Report	Placed in schedule – uploaded to YouTube Village Page

6. **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 is listed below.

Production Name	Producer(s)	Date(s)	Location
Village Board Meeting	Pat McAndrews	6/11, 6/25	Board Room

Production Name	Producer(s)	Date(s)	Location
Manager's Agenda Report	Al Stasch	6/08 , 6/22	Studio
Interview Training Video	Kevin Patrick	Pending outline/script	Studio Green Set
Village Business Features	Need Commissioner(s)	TBA	Remote Locations
Faith Based Programming	Dennis Keating	TBA	TBA

7. **Treasurer's Report. Stub Year - \$2,667.00 – Final balance for fiscal year – surplus \$1,483.88.**

8. **New Business.**

9. **Confirm date and time of next meeting: 07/09/2018 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.

10. **Adjourn**