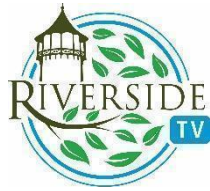


MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING
RIVERSIDE TV COMMISSION
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
Monday, February 13, 2023
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:
 - A. January 9, 2023 Regular Meeting
4. Old Business
 - A. Technical Director Report
 - B. Production Supervisor Update
 - C. Hauser Jr. High Communications Project Update
 - D. Memories of Riverside Update
5. New Business
 - A. Village of Riverside RTV Website pages update
 - B. Filming Policy Discussion on cancellations

- C. Discuss Meeting Frequency
- D. Programming
 - 1. Saturday Morning Programming — Update
 - 2. RTV Weekend Movies

Riverside TV Commission 2023 Meeting Dates

(7:00 p.m., 2nd Monday, Township Hall Room 4 or Zoom)

January 9	April 10	July 10	October 9
February 13	May 8	August 14	November 13
March 13	June 12	September 11	December 11

6. Next Meeting: Monday, March 13, 2023 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova, Communications Specialist Amy Downing

Riverside TV Commission
Regular Meeting
January 9, 2023
7:00 PM
Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546

1. Call to Order

Chair Hughes called the meeting to order at 7:04 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Mark Yurkiw and Commissioner Koncius.

Commissioners Absent: Commissioner Orgler and Commissioner Sundstrom.

Also Present: Production Supervisor Joe Doria, Technical Director Lorenzo P Cordova, Assistant Village Manager Monroe and Trustee Evans. RTV Crew member Zach Cameron attended on zoom to provide a ROKU installation update.

3. Approval of the following Minutes:

A. December 12, 2022 Regular Meeting

Motion made by Commissioner Yurkiw to approve minutes and seconded by Commissioner Koncius. Motion Approved 3-0.

4. Old Business

Chairperson Hughes moved New Business A. to the first item before returning to Old Business.

- **Technical Director Report** — Technical Director Cordova introduced Zach Cameron, who provided an update on the ROKU installation. He said that the cablecast was successfully connected and the physical installation is complete. Cameron noted that the cablecast app allows screening weather updates, social media posts and messages from the Village. It is streaming 24/7 to the website, which provides another platform to get programming out to viewers and for those that cannot connect to AT&T and Comcast or others. Cordova said they created a draft slideshow using photos and some general village information and may need social media access to connect it. He said they debated whether to connect directly or wait until the slideshow system that will run when programming is not scheduled. Chair Hughes noted that through the installation of this project, the Village has met a goal to get HD running before 2025 and made that goal two years early. Cordova thanked and gave credit to Zach. Commissioners said thank you to staff.

Cordova listed RTV filming of Village Board, Township, and School District 96 meetings. Staff hard scheduling worked well and they had a full crew for the first Board meeting of the year. He said that the usual second meeting of the Village Board is cancelled but RTV will be capturing the Cross-Community Climate Collaborative (C4) event in the auditorium on January 19th. The Township held one meeting and will be filmed again on Tuesday the 10th. Also on the 10th, RTV will film several team members for the Cross-Community Climate Collaborative speaking about

the project. The School District has returned to rotating schools and they have. Planning and Zoning Commission held a December meeting. The Mental Health Board is planning another series lecture in the future. Chairperson Hughes and Director Cordova briefly discussed

- ***Production Supervisor Update*** — Supervisor Doria said they put a call out for February scheduling. RTV is putting together a training and equipment training module for the crew. Jason Valley is helping with this effort and they hope to put together
Supervisor Doria said that the Olmsted Society reached out to them about connecting to film. They asked about January 20th as the first opportunity. He said that he put together a pretty tight spreadsheet for labor costs.
- ***Hauser Jr. High Communications Project Update*** — Commissioner Koncius said she did not have any updates. Director Cordova will send the video links to the Commissioners individually and they can work with the Supervisor and himself.
- ***Memories of Riverside Update*** — Assistant Village Manager said that Director Buckley was looking forward to filming. Director Cordova said that he received a request from Trustee Gallegos that the Commission consider Michael Parratt who has lived in Riverside his whole life. Chair Hughes said perhaps Commissioners Orgler or Sundstrom are familiar with Mr. Parratt.
- ***VHS Archiving Update*** – Chair Hughes said that he received a call from the archiving service, Chicago Scanning, who said they received the check and asked when they will get delivery of the VHS tapes. Trustee Evans asked if the Commission has seen the complimentary letter to the editor about the project.

5. New Business

A. Olmsted Society Filming

Supervisor Doria said that the crew set up and filming, the estimate is expected at approximately \$1,135 to \$1,400, depending on event run-time. He said that three people on staff and the editor will be needed. Assistant Manager Monroe asked if they had completed an application and whether the policy recently approved by the Village Board is being followed. Commission discussed the parameters of the policy and Monroe read out the policy to explain the fees. Supervisor Doria said the policy makes it pretty clear. Chair Hughes suggested having them pay the \$100 rental fee once, rather than multiple times, if they are entering into the agreement to film multiple occasions. Director Cordova said that it is possible to broadcast live if the Library or where they film has a solid connection. Chair Hughes and Director Cordova discussed broadcast options and ways to reduce fees to Teradek. Supervisor Doria recommended policy is followed and that they use the application to outline the planned filming. If the Olmsted Society completes the application and it is complete, they agree to the requirements. Chair Hughes recommended that if staff receives an application to send it right away. Doria confirmed that they will make sure that it meets requirements. Commissioner made a motion for RTV to film the Olmsted Society request,

pending the application is complete and all requirements are met and agreed to by appropriate staff. Commissioner Yurkiw seconded. Approved by voice vote, 3-0.

B. Cross-Community Climate Collaborative (C4) Filming

Assistant Manager Monroe described the filming planned by the Village for January 10 and January 19. She invited the Commission to share about the meeting and attend if they have interest. Trustee Evans described her role in leading Place. Chair Hughes asked about the end outcomes or goal of C4. Trustee Evans and Assistant Manager Monroe described the project and the goals of the C4 initiative.

C. Programming

Commissioner Yurkiw is still having some technical issues with the machine he's been using and may need to fix it.

6. Next Meeting: Monday, February 13, 2023 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion to adjourn made by Yurkiw, second by Koncius. Meeting adjourned at 8:04 PM.

Minutes respectfully submitted by:
Ashley Monroe