

**Riverside TV Commission**  
**Regular Meeting – Draft Minutes**  
*June 12, 2023*  
7:00 PM  
**Room 4, Riverside Township Hall**  
**27 Riverside Road, Riverside, IL 60546**

**1. Call to Order**

Commissioner Hughes called the meeting to order at 7:03 PM.

**2. Roll Call**

*Commissioners Present:* Chair Hughes, Commissioner Koncius, Commissioner Teismann

*Commissioners Absent:* Commissioners Sundstrom and Commissioner Zeleny

*Also Present:* Production Supervisor Joe Doria, Technical Director Lorenzo P. Cordova, Communications Specialist Amy Downing, and Assistant Village Manager Ashley Monroe.

**3. Approval of the following Minutes:**

A. **March 13, 2023 Regular Meeting** – minutes not published with Agenda, deferred vote.

B. **April 10, 2023 Regular Meeting** – minutes not published with Agenda, deferred vote.

**4. Old Business**

- **Technical Director Report** — Technical Director Cordova provided updates related to all activities since the April meeting. He described a lot of District 96 activities. Director Cordova described their efforts in filming three Planning and Zoning Commission meetings and discussion with new Chairperson Henaghan. RTV filmed the Memorial Day Service. RTV recorded The Olmsted Society's presentation at the Library in May and the Society said that there will be additional lectures planned in September. Riverside Arts Weekend returned this past weekend and RTV was there to capture the activities. The crew plans to film 4<sup>th</sup> of July Parade as they have done in past years and will not be using Lyons' Township for filming.
- **Production Supervisor Update** — Supervisor Doria said related to the Olmsted Society, he had discussion with the leadership. Erika Vazzana, local artist stepped in to be an on-camera host at Riverside Arts Weekend. Weather on Saturday was beautiful and they got a lot of B-roll and some on-camera interviews to get them through just an hour on Sunday. Crewmember Valley is working on editing.

Two person crew on July 3<sup>rd</sup> evening. Doria will be renting a little bit of gear for wireless transmission for the Parade.

RTV has a new crew member Danny and he seems to be very excited about working with RTV. Doria said that he was referred a potential new employee. Zach Cameron and Director Cordova did a major clean up and organization of the studio. Doria said that old equipment was cleared out and inventoried in order to be disposed of. Commissioner Koncius asked if there is anything

in the equipment that could be used as an example in her classroom but the discussion determined that there is not. The procedure required for materials and equipment disposal will be followed.

- **Hauser Jr. High Communications Project Update** — Commissioner Koncius described a few school projects including Riverside Foods, Scott Zimmer, and Chief Matt Buckley. She explained to new Commissioner Teismann about the project she runs with the students on an annual basis. The videos get presented to the Commission. Chair Hughes suggested that Commissioner Koncius. Director Cordova noted that Chief Buckley said that the students that worked with him were exceptionally professional and the Village should keep them in mind if there is interest in new RTV crewmembers.
- **Memories of Riverside Update** — No update.

## 5. **New Business**

### A. **Programming**

Supervisor Doria explained that staff met with Manager Frances about a video for full-time and part-time employees. Amy will be helping with scripting. His idea is to get a few people at their desk and talk about their experience with working in Riverside. He would like to get it started soon to avoid bad weather and before the summer is over. Amy contributed that Commissioner Tiesmann clarified the purpose of the video.

### B. **4<sup>th</sup> of July**

Discussion was held related to people that could announce and narrate the parade. Crew member Cameron had mentioned to Director Cordova that having a person on the street could be a fresh change for the parade but they aren't sure under the timing required, whether it could happen this year.

### C. **Saturday Morning Programming**

Chair Hughes explained that Commissioner Yurkiw was contributing to this and this item will be removed from the agenda. Director Cordova said that in the absence of new content provided by Commissioner Yurkiw, he started filling the slots with other RTV content.

### D. **Weekend Movies**

This content was also changed, per Director Cordova's explanation for the Saturday Morning programming.

## 6. **Next Meeting: Monday, July 10, 2023 at 7:00 PM — Township Hall Room 4**

Commissioner Koncius motioned that the July meeting is cancelled due to Commissioner availability and second by Commissioner Teismann, 3-0. Chair Hughes asked about the Work Plan and when that should be discussed. Assistant Manager Monroe said that the Commission will need to discuss it at the August meeting. Supervisor and Director Cordova will assemble

proposed equipment needs and any budget items to include in the August 14<sup>th</sup> Commission packet to help with the Work Plan and 2024 budget discussion.

## **7. Adjournment**

Motion to adjourn made by Teismann. All in favor. Meeting adjourned at 7:56 PM.

Minutes respectfully submitted by:  
Ashley Monroe