

Riverside TV Commission
Regular Meeting
September 12, 2022
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 7:13 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Thomas Orgler, Eric Sundstrom, and Mark Yurkiw

Commissioners Absent: Commissioner Karina Turner Koncius

Also Present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, and Technical Director Lorenzo P Cordova

3. Approval of the following Minutes:

A. July 11, 2022 Regular Meeting

Chair Hughes stated that a quorum of the Commission members present at the July 11 meeting were not present to approve the July 11 minutes. Chair Hughes did not call for a motion to approve the minutes from that meeting.

B. August 8, 2022 Regular Meeting

August 8, 2022 meeting minutes, despite being prepared and provided to Commissioners on September 12, were not provided with the September meeting agenda and will be included with the October 10 agenda to allow additional time for Commission and public review of the August minutes.

4. Old Business

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed and videos published since the July 11 TV Commission meeting.

Hughes mentioned the planned Tour De Proviso on October 1 and asked about the ability for RTV to film the event. Staff said that perhaps some filming could be done as the participants ride through Brookfield Zoo. Staff will need a map of the route to plan and will need an escort or permissions by the Riverside Police Department. Hughes mentioned the use of a GoPro on one of the bicyclists and Commissioner Sundstrom said that he planned to use a GoPro when he rides in the event.

- **Production Supervisor Update** — Supervisor Doria noted that due to the Tour de Proviso, RTV will not film Hop Stop this year. Supervisor Doria contacted the Olmsted Society twice to gauge their level of interest in engaging with RTV for planned events in the next year.

Staff is working together on material for recruitment. Doria said that getting commitment to film events was challenging. Two people didn't agree until the day prior. Some reliable staff are away at college and some others locally, are hard to track down. Staff would like to seek someone who would be available during the day, or at earlier times. Doria mentioned that at times, there is a lack of consistent hours that part time staff can rely on, which makes keeping some employees challenging.

Doria mentioned 9/11 and Garry McCarthy. Staff will use a two camera shoot, audio person, camera, and four RTV staff to produce the event.

The Touch a Truck event will also be filmed.

- ***Hauser Jr. High Communications Project Update*** — Commissioner Koncius was not present at the meeting, so Chair Hughes moved past this agenda item.
- ***Memories of Riverside (Agenda Item Added)*** — Commissioner Orgler could not get ahold of his contact for the project and will try again. Commissioners plan to give movie Judy a preview and whenever the video is ready, staff should let them know.
- ***Roku Project/Broadcast Rack Update (Agenda Item Added)*** — Doria mentioned all the equipment is here. The issue is now scheduling Zach when he will be back in time to install. Two hours of instruction offered by CableCast. The OMNI has the bulletin board system. The other members of the WCCA will be on their own for playout systems, but this might be consolidated in the future. Right now, Castr's Village Stream will be carrying content from all members of WCCA.

5. New Business:

VHS Archive Discussion — Chair Hughes mentioned a backlog of stored VHS tapes with old RTV content. Hughes logged all the tapes into a spreadsheet. Based on his preview of the tapes to catalog them, each tape contains between one to three hours of content. Hughes has been identifying several places in Chicago for digitizing. Cost estimates range from \$2000 and \$2500 to get tapes converted to digital files and the fee is \$10 to \$12 a tape. One standout included "Jen's Kids". Hughes said there is a need to determine which content would be worthy of staff time.

Hughes asked AVM Monroe what the village's appetite is on funding this. Monroe replied that it is a perfect time since this is the time at which the budget is developed. Hughes described the advantage of bulk digitization. Monroe said that if it is included in the operating budget, she will need justification to add it as a line item to the proposed budget. AVM Monroe would like the quotes and how long the project might take. Hughes would like to pursue a Township grant or funding from the WCCA.

AVM Monroe asked if the Village needs to prepare for captioning requirements. Orgler said captioning was previously discussed. Hughes said that captioning would be more economically feasible if it was handled by an outside company. The FCC made a rule change that would require local access stations to caption. AVM Monroe pondered including funds in the budget for captioning but no conclusion was reached. She also wondered about the possibility of grant funding. Hughes mentioned captioning would encompass previously produced content and content that is produced on an ongoing basis. Orgler asked if there is a tool that would caption. Mike Paulos, the Comcast representative could be a good resource. CableCast has the option to pay for a service for captioning. Hughes would lead to a discussion at a future meeting.

Hughes would like to explore having the village, Riverside Township, and WCCA split costs of the VHS project, perhaps one entity could fund the digitization, one fund captioning, and one fund the labor of organizing files after the digitization is completed.

Commissioners discussed VHS content. Orgler mentioned Jen's Kids being something to tie into Memories of Riverside. Yurkiw mentioned that he saw the footage of the rededication of the swinging bridge. Hughes indicated that this was footage recorded personally by late Commissioner Don Farnham. Cordova mentioned the school talent shows that Riverside TV recorded up until the first two years he worked at Net 6. Hughes asked Commissioners to highlight the programs that might be interesting to package into future programming.

- **Programming**

- *Saturday Morning Programming — Update* — Commissioner Yurkiw had no updates for this programming block.
- *RTV Weekend Movies* — Commissioner Yurkiw mentioned that he ran into a glitch but has interest in a Lloyd Bridges movie called Trapped. Staff will look at the playout system and issue a list to Commissioner Yurkiw of videos that have been played on RTV.

6. Next Meeting: Monday, October 10, 2022 at 7:00 PM — Township Hall Room 4

Commission had no issues with proposed meeting dates for 2023.

7. Adjournment

Motion to adjourn made by Orgler, second by Yurkiw. Meeting adjourned at 8:22 PM.

Minutes recorded and respectfully submitted by:
Lorenzo P Cordova & Ashley Monroe