

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – March 19, 2025

Gugni called the meeting of the Birmingham Area Cable Board to order at 7:45 AM. in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

Present: Deanna Brown, David Eick, George Abraham, Jim Cleary– Birmingham
Ray Kamoo, Gil Gugni, Chris Dobies– Beverly Hills
Rick David – Franklin
D.E. Hagaman – Bingham Farms
Also Present: Rota – BCTV
White – BACB Executive Director
Gojcaj – Attorney for the Cable Board
Absent: Donovan Shand, Shane Henry -Birmingham

APPROVE MEETING MINUTES FOR CABLE BOARD MEETING OF January 15, 2025

Motion by Hagaman, seconded by Eick to approve the minutes of the Cable Board meeting on January 15, 2025.

Motion passed unanimously (9-0).

PUBLIC COMMENTS

A resident of Beverly Hills attended this meeting to ask the WOW representative when it was discontinuing cable TV service. He had been unable to get any information online and there was no mention of it on his recent bill. A WOW technician stated it would be April 1. He also had a question about his bill. Due to the absence of the WOW representative at this meeting, White will contact WOW's Cable Board representative about the date of the discontinuation. Gugni suggested that he talk with White at the end of the meeting or give White his name and phone number and she will contact WOW.

PEG GRANT REQUEST – Franklin Public Library

Motion by Kamoo, seconded by Brown to approve the request of the Franklin Public Library for a grant in the amount of \$3,500 to cover internet costs for a year.

Roll Call Vote

Eick	Aye
Abraham	Aye
Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Excused himself
Hagaman	Aye
Cleary	Aye
Brown	Aye

Motion Passed unanimously (8-0).

PEG GRANT REQUEST – Village of Beverly Hills

Gugni expressed some difficulty with this request because he did not know how many residents request video recordings of the regular Planning Commission and Zoning Board of Appeals meetings. The request was in the amount of \$5,000 per year. There was no representative from the Village at this meeting. It was suggested that other communities might also want their meetings recorded.

Rota summarized the history of the contracts for recordings of the different meetings in the individual communities. The Zoning and Planning meetings of Village of Beverly Hills are the last of the meetings which have not been paid for. Rota suggested the different ways residents could view meetings. There was a discussion about how to gauge who is watching the different meetings. Rota explained that \$5,000 was for 24 meetings/year which is \$208.33 per meeting.

Motion by Cleary, seconded by Kamoo to approve the request of \$208 per meeting, not to exceed \$5,000 per year for video recording the Beverly Hills Planning Commission and Zoning Board of Appeals monthly meetings.

Roll Call Vote

Abraham	Aye
Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Aye
Hagaman	Aye
Cleary	Aye
Brown	Aye
Eick	Aye

Motion Passed unanimously (9-0).

APPROVAL OF ADMINISTRATIVE GRANTS FOR FY 2023-24 & RECOMMENDED POLICY CHANGES

David, Cable Board Treasurer, presented his detailed Memo, dated March 12, 2025, concerning the 2024 Administrative Grants and Adjusted 2023 Administrative Grants allocation. He suggested and recommended that the BACB administrative grants for the year ending June 30, 2024 be set at 40% of the excess of Franchise Fees over the Board Expenditures – slightly over \$83,000. That amount would be granted back to the communities which support BACB. He commented that the rationale for calculating the 2024 Administrative Grants and the 2023 Supplemental Grants related to the year ending June 30, 2023. The amount reflected the late payments from Bingham Farms as spelled out in the memo.

In his Memo, David addressed those items which needed to be addressed when determining the Percentage of grants for the year.

This year the BACB Board will issue Administrative Grants to its sponsoring communities for 2024 in the amount of \$83,457 and a Supplemental Administrative Grant for 2023 in the amount of \$8,863.

Included in his report is a 5-year (2019-2024) summary of the Franchise Fees which have been decreasing every year as residents cut ties with cable and the Fund Balances for those years. (For analysis purposes are the yearly percentages of Gross Franchise Fees returned to the communities.) If the recommendations for the year ending June 30, 2024 were adopted, the unrestricted Fund Balance would be \$569,725, less pending Administrative Grants/Rebates paid in the upcoming year of \$91,820.

(8:18 am Cleary left meeting).

Discussion ensued regarding the dollar amounts and the possibility in the future of not returning any money to the communities. It was agreed that the Cable Action Committee should address this subject before it is presented to the Cable Board for action.

Motion by David, seconded by Kamoo to approve the amendment to the Administrative Grants related to the budget year ending June 30, 2023 to reflect late payments from Bingham Farms: Birmingham \$1,253, Beverly Hills \$380, Franklin \$111 and Bingham Farms \$6,619. Total is \$8,363.

Roll Call Vote

Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Aye
Hagaman	Aye
Brown	Aye
Eick	Aye
Abraham	Aye

Motion Passed unanimously (8-0).

Motion by Eick, seconded by Dobies to approve the Administrative Grants for the year ending June 30, 2024 be set at 40%: Birmingham \$51,560, Beverly Hills \$19,565, Franklin \$8,108 and Bingham Farms \$4,224. Total is \$83,457.

Roll Call Vote

Dobies	Aye
David	Aye
Hagaman	Aye
Brown	Aye
Eick	Aye
Abraham	No
Kamoo	Aye
Gugni	Aye

Motion Passed (7-1).

Motion by Kamoo, seconded by Abraham that the calculations of Administrative Grants are to be made on a Full Accrual Basis. Should there be any late payments pending, no grants will be paid to any specific community until their Franchise Fees are actually paid.

Roll Call Vote

David	Aye
Hagaman	Aye
Brown	Aye
Eick	Aye
Abraham	Aye
Kamoo	Aye
Gugni	Aye
Dobies	Aye

Motion Passed unanimously (8-0).

APPROVAL OF PROPOSED CREDIT CARD POLICY

Plante Moran who did the BACB audit, recommended that BACB have a Credit Card Use Policy. Spencer Tawa, CPA who worked on the BACB's audit sent an example to White. Based on discussions she and Gugni had, appropriate changes were made to the policy. If White wants to make a purchase Gugni will need to approve it. White gave examples of when she used the card and for what purpose. David requested that under "G." it should include "...upon termination of his or her employment or resignation from the Board". Under "I." the words "...purchases and ..." be omitted.

Motion by David, seconded by Kamoo to make 2 amendments under G. and I. to the Credit Card Policy: "G. Any Board member or employee issued a Board credit card must immediately surrender the card upon termination of his or her employment or resignation from the Board or upon request." Under "I. the Board Chair shall approve all credit card invoices before payment."

Roll Call Vote

Hagaman	Aye
Brown	Aye
Eick	Aye
Abraham	No
Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Aye

Motion Passed unanimously (8-0).

White will make amendments and send a copy of the policy to each Board member.

COMCAST CABLE FRANCHISE RENEWAL

Gugni explained that every 10 years BACB must renew its Comcast Cable Franchise. Gojcay, BACB's attorney, explained that it is virtually the same as the ones which had been sent in previous years. Fees are paid quarterly (45 days after the end of the quarter). Gojcay reviewed it and agreed to it. Each BACB community will receive a form-driven copy by the Michigan Public Commission.

Motion by Hagaman, seconded by Kamoo to send a letter to the City of Birmingham recommending the renewal of the contract with Comcast.

Roll Call Vote

Brown	Aye
Eick	Aye
Abraham	Aye
Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Aye
Hagaman	Aye

Motion Passed unanimously (8-0).

APPROVAL TO REIMBURSE BCTV FOR 50% OF COST FOR ANNUAL RENEWAL OF CLOUD-BASED REFLECTION & VOD & LIVE SERVER SUBSCRIPTION

Rota stated that BCTV paid the full amount of the annual renewal of Cloud-Based Reflection & VOD & Live Server subscription. BACB is responsible for half, which is \$1550. This is the annual fee BACB will pay every year unless it fluctuates due to inflation, etc.

Motion by Kamoo, seconded by Eick to approve the request from BCTV for the sum of \$1550 to reimburse BCTV for the Cloud-Based Reflection & VOD & Live Server subscription.

Roll Call Vote

Eick	Aye
Abraham	Aye
Kamoo	Aye
Gugni	Aye
Dobies	Aye
David	Aye
Hagaman	Aye
Brown	Aye

Motion Passed unanimously (8-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham stated there had not been a meeting last time as there was nothing to discuss. However, there will be a meeting today after this Board meeting.

PEG Committee

Kamoo stated there had not been a meeting last time. However, there will be a PEG Committee meeting following this meeting.

Personnel committee

Eick stated that this year's evaluation forms have been sent out to everyone on the committee. When all are returned, he will have a report at the next meeting.

EXECUTIVE DIRECTOR'S REPORT

White reported there were no complaints, and all pending complaints have been resolved.

FINANCIAL

Financial reports will be sent out as soon as she receives information from Beverly Hills which will complete the report.

CHECK DISBURSEMENT

Seven (7) checks have been written since the last meeting. One check was to Baldwin Public Library for the grant of \$22,435 which BACB approved.

ADDITIONAL NOTES

White also received a request from Carrie of BCTV to be interviewed as part of "Coffee with Carrie" series. They spoke about cable-related matters.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

BAPA/BAMA REPORT

Regarding the BAMA Programs, Rota reported that all regularly scheduled municipal meetings, plus two (2) City of Birmingham Workshops, a Special Village of Franklin Council Workshop, a Village of Beverly Hills Joint meeting and their City Manager interviews were completed.

There were 35 taped BAPA Programs from individual producers and organizations. Those included Chamber Music and Spectrum Orchestra and podcasts, Lunch and Learn Lectures and finished up the Fall sports coverage: Boys and Girls Hockey, Swim and Dive, Wrestling, two (2) Girls Basketball games and six (6) shows hosted by Michael Seltzer.

The Spring Sports (April and May) which will be covered will be Baseball, two (2) Girls Soccer games, Softball doubleheader, Boys and Girls Lacrosse and Water Polo.

Sports Production Camp will be on August 11, 2025 – August 14, 2025, Monday-Thursday, 9am to 3pm. On Monday, August 18, from 9am to 3 pm. the focus will be on how the production truck works. On August 19 there will be a soccer match and those who attended the Sports Camp will have the opportunity to do a live shoot. Wednesday, August 20 at 11am the live shoot of the soccer game will be shown. More details to follow.

BCTV 40th Anniversary and Summer Celebration – More details to come.

2025 Hometown Media Awards – 14 entries have been submitted.

The new software for Cablecast which BACB approved in January has been updated.

BCTC can be reached at 248-433-7790.

OLD BUSINESS

David inquired about the approval of the Birmingham Middle School Grant update. Gugni replied that Cleary was going to work on that but had to leave early. That will be followed up on.

NEW BUSINESS

There was none.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

There were none.

There being no further business, the meeting was adjourned at 9:14 AM.

UPDATES TO COMMUNITIES RE: ACTIONS TAKEN AT BACB MEETINGS

White questioned if someone would like to take on this task? She is of the opinion that it was advantageous to touch base with the communities about who the Cable Board serves and what actions it has taken.

COMMITTEE REPORTS

Cable Action Committee

Abraham stated there was a short discussion after the last meeting about putting the new members' manual and other information on the BACB website. Since then, White has done that. He also suggested that a list of grants BACB has given be included.

PEG Committee

Kamoo stated there had not been a PEG meeting last month; however, there had been a discussion at the last full Board meeting concerning the future needs of the Birmingham schools. The School Administration will be contacting the different school administrators about this and will be contacting White. White is hoping to have all the information about the middle schools for the January meeting.

There was no need for a meeting this month.

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EXECUTIVE DIRECTOR'S REPORT

White reported there were three (3) complaints this month, all of which she listed in her report. Two of them have been resolved. One involved a Comcast technician speaking to the resident explaining that her concerns about the cable wires on a new pole should be directed to AT&T as they were AT&T wires. This complaint is closed. The second complaint also involved a down wire. Comcast sent a crew out and did not find a wire down. This complaint is now closed. The third complaint which is pending involves the moving of lines to a new pole. The wires involved three providers: WOW, AT&T and Comcast, and will be resolved over time.

FINANCIAL

White provided the financial account balances for the MBS, Michigan United Credit Union and Beverly Hills as of October 31, 2022. This information was emailed to the Board members and hard copies will be distributed to Board members at the meeting.

CHECK DISBURSEMENT

She wrote eleven (11) checks, the largest of which was to the Charter Township of Bloomfield for the BACB quarterly contract payment. Some checks were for the grants which had been approved.

ADDITIONAL NOTES

White provided the dates for regular BACB meeting dates for 2023:

Wed. January 18, 2023
Wed. March 15, 2023
Wed. May 17, 2023
Wed. July 19, 2023
Wed. September 20, 2023
Wed. November 15, 2023

The meetings are every other month as had been decided by the Board.

As requested at the last BACB meeting, White wrote letters to the providers: WOW, Comcast and AT&T, regarding their billing policies in cases of major service outages. In it she requested the providers initiate the awarding of appropriate credits to those subscribers who have lost service. A copy of her letter is attached to her report. As of yet she has not had any responses.

Kyle Mazurek, Comcast's longtime Escalation Team representative to BACB has left the company. Eric Woody, Manager of Government and Regulatory Affairs, is his replacement. White included his contact information with the new Roster of Cable Board Members which she provided.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present. However, Gugni pointed out that in the six (6) years or more that he personally has been involved with the BACB, Kyle Mazurek had been the only

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representative of any of the providers to come to a BACB meeting. He hopes that Eric Woody would come to the BACB meetings. Maybe a representative from AT&T and WOW would also attend.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

BAPA/BAMA REPORT

Rota referred to his September 22, 2022 through November 16, 2022 memo to BACB, dated November 16, 2022. In his written report he listed all the regularly scheduled BAMA municipal meetings plus a Village of Franklin Special Headlee meeting and a Franklin Special Millage Video with the Village Administrator, Roger Fraser, Birmingham Study Session and two (2) City of Birmingham Workshops.

For the BAPA Programs, 26 individual producers and organizations programs were taped on location and in studio shows plus BACB Sports Water Polo, Swim and Dive and a Football game. Also covered were the League of Women Voters Village of Franklin Candidates Forum for Council, League of Women Voters Village of Bingham Farms Candidates Forum for Council and the Cultural Council of Birmingham Bloomfield 27th Annual Cultural Arts Awards, Daughters of American Revolution (DAR) Veterans Day Ceremony and the studio shows. Previously the shows had been on Zoom and now they are coming back to the studio.

PRODUCER AND VOLUNTEER WORKSHOP

Rota encouraged the residents to participate in a Producer and/or Volunteer Workshop and/or have a tour of the studio. If interested, please call the studio at 248-466-7790 to set up a date and time for a one-on-one workshop.

Coming up will be six (6) to eight (8) BACB Sporting events: Boys Basketball, Girls Basketball, Wrestling, Boys Hockey, Girls Hockey and Boys Swim and Dive.

ADVANCED LIGHTING & SOUND

Gugni added the following item to this meeting's agenda.

Rota requested that Advanced Lighting & Sound be paid \$1,850.00 for the annual charge for "Cloud-based reflection service operating for both Cablecast Live and VOD servers" and an "ongoing subscription fee to maintain ONE branded Cablecast OTT channel" (formerly Screenweave). (BCTV will be billed \$1,050.00.) Rota explained this is the second (2nd) year and would be an annual recurring service.

Rota's request for \$408.75 for shirts from KTM Logo Gear, LLC will be postponed until the January meeting.

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Motion by David, seconded by Eick to authorize the purchase of an annual Cloud-based reflection service and an ongoing subscription fee to maintain ONE branded Cablecast OTT channel in the amount not to exceed \$1,850.00.

Rota further explained that the bill is split 2/3 BACB for 2 channels (\$1,850.00) and 1/3 BCTV for 1 channel (\$1,050.00).

Roll Call Vote

Gugni	Aye
Wittington	Aye
David	Aye
Kamoo	Aye
Shand	Aye
Dobies	Aye
Abraham	Aye
Cleary	Aye
Eick	Aye

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – March 19, 2025

Henry Aye

Motion Passed. (10-0).

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

Gugni reminded the Board about the December 8 Holiday Party at Brady's, 5-7:30 PM.

There being no further business, the meeting was adjourned at 8:30 AM.