



CABLE TV COMMITTEE
City of Whitewater
June 29, 2016
9:00 am
Finance Conference Room, 1st Floor
Municipal Building

Minutes

1. Call to order.
 - A. Meeting was called to order by Lynn Binnie at 9:12 am.
2. Roll Call.
 - A. Present: Ken Kienbaum, Wayne Williams and Lynn Binnie. Also present: Cameron Clapper. Absent: Eric Sedmak and Zachary Popke.
3. Discuss options for Community TV/Media Services Manager upcoming vacant position, job description and duties.
 - A. City Manager Clapper gave an overview of the existing position description and discussed the need to fill the vacancy. Commission members were asked to provide feedback on any concerns they had with the current operation of the cable channel and any suggestions/ requests for what to look for in the next manager and ways to improve the station in the future. It was generally agreed that Alan Luckett had done an outstanding job at maintaining a quality P.E.G. channel for the residents of the community. Things to consider when updating the job description and the position duties included the need to get more assistance for the next manager in terms of camera operator support. The need to provide opportunity for the next manager to address other areas of media services such as the website and social media. The need to proactively market the channel and municipal information such as via a booth at the downtown market and working with students. The work done to this point has been excellent, but there is a need for more staff help or an adjustment in the number of events recorded in order to allow for more time to be spent by the manager in areas beyond just recording, editing, and posting events and programming the channel.
 - B. The city manager provided a tentative timetable for the recruitment and confirmed that other employees within the department would be covering the duties of the manager until another manager could be hired. Tentative deadline date of September 30th is proposed for new Community TV/Media Services Manager. Part-time media service technicians will receive additional compensation while covering manager duties.
4. Adjournment
 - A. Motion for adjournment at 10:27 am by L. Binnie, second by W. Williams, All-0, motion approved.