

Chandler Educational Television
Educational Access Governing Board (EAGB)

Minutes for the Meeting of October 17, 2012

Location: Chandler Unified School District Office, 1525 W. Frye Road in Chandler

Attendance: Timothy Keefe, Chandler-Gilbert Community College; Terry Locke, Chandler Unified School District; Nancy Dudenhoefer, Kyrene Elementary School District; Guy Mullins, Arizona State University; Mike Holland, Chandler Educational Television. Absent were Lee McIlroy, independent member, and David Luna of Mesa Schools.

Call to order: EAGB Chairman Terry Locke called the meeting to order at 10:43 a.m. There were no guests or public comment.

Election of Officers: Terry Locke moved to elect Guy Mullins as Chairman for 2012-13. Tim Keefe seconded the motion. All approved and motion carried. Tim Keefe moved to elect David Luna as Vice Chairman. Terry Locke seconded the motion. All approved.

Approval of Minutes for Meeting of February 23, 2012: Chairman Locke called for review and comment of the minutes for the meeting held February 23, 2012. Terry Locke moved to approve the minutes. Guy Mullins seconded. All approved and motion carried.

Information Items

CET station update:

Mike Holland reported that the station overhaul, which was approved and funded at the February meeting, was nearing completion and that the new system was up and running on channel 99. He added that the project had been a challenging one with numerous technical issues and design changes. He said the project still required some additional cabling, computer programming and replacement of some malfunctioning new equipment. Concerning Internet streaming of the station signal, Mr. Holland reported that some of the programming airing on CET99 was not licensed for Internet distribution. Therefore, direct streaming of the cable broadcast was not possible. After investigating options, CET staff deciding the best alternative was to operate a second channel for the stream. Fortunately, the new video playout server was capable of operating two simultaneous broadcasts.

Financial update:

Staff member Mike Holland reported that he was unable to provide an accurate and verified financial report because the city had not yet calculated the funding amount that was being rolled over from the 2011-12 fiscal year into the current one. However, he said that he independently tracks the funding and figured there was approximately \$93 thousand in the account. A full financial report and review of the station overhaul costs will be presented at the next meeting.

Action Items

Streaming and video-on-demand services purchase:

Staff member Mike Holland requested the board purchase a year of streaming and VOD services from Leightronix Inc. in the amount of \$4,400. These services will be purchased

through a retail vendor. Mr. Holland said that the Leightronix streaming hardware was purchased as part of the recent station overhaul. Discussion centered on the capabilities of the Leightronix system. Mr. Holland said he had researched available systems that performed as desired by the CET staff. He liked the Leightronix package because the playout server worked with the streaming components and the VOD service to automate much of the process. Guy Mullins made a motion to approve the request. Nancy Dudenhoefer seconded. All approved and the motion carried.

Website composition service purchase:

Mike Holland asked the board to contract with 200 Megaton Creative, LLC to provide website composition services for CET99 in the amount of \$4,950. He added that 200 Megaton was the company that created and maintained the website for the Chandler Center for the Arts. Mr. Holland passed around the project proposal for review. Mr. Mullins suggested looking at stock Wordpress themes for site ideas. Tim Keefe moved to approve the purchase as presented. Terry Locke seconded. All approved and the motion carried.

Engineering costs for playout system upgrade:

Mike Holland asked the board to approve additional funding for the CET99 technical overhaul in the amount of \$12,500. The majority of this amount was requested to cover additional engineering design and installation time needed for the project, with the remainder being a parts allowance. Mr. Holland explained that when the project was first initiated, the engineer provided a rough estimate based on incomplete design information and a survey of the site. The project had taken more time than originally planned resulting in the funding request. Mr. Holland added that the project essentially involved tearing out the previously existing system and rebuilding it from scratch. When possible, parts and cabling from the old system were reused. Guy Mullins moved to approve the request. Terry Locke seconded the motion. All approved and the motion carried.

Broadcast policy statement:

Mike Holland asked the board to publish a broadcast policy document on the station's website that specifies the rules governing station programming and oversight. He circulated a rough draft that he had written as an example. Mr. Holland said that, over the years, several schools and organizations have requested such a document for reference in providing programs for air but he had no written information to provide. With the pending expansion of CET99 services and visibility, he felt it was important to provide an official set of rules. Mr. Holland suggested that the board approve the composition and publishing of the policies with the understanding that he would work with board members to write and finesse a document that they could all support. Terry Locke moved to approve the request using Mr. Holland's suggested approach. Tim Keefe seconded the motion. All approved and the motion carried.

Terry Locke left at 11:13 a.m.

Member Comments

There were no member comments.

Adjournment:

With business completed, Chairman-elect Mullins adjourned the meeting at 11:19 a.m.

Chandler Educational Access Governing Board
Minutes for the meeting held October 17, 2012 at 10:30 a.m.

Submitted by Michael Holland

Guy Mullins, Chairman

Date

Michael Holland, Manager
Chandler Educational Television

Date
