

**Mid Michigan Area Cable Consortium
Board of Directors Regular Meeting
December 5th, 2018 3:00 P.M.**

I. Call to order: Roll Call.

II. Approval of the Agenda

III. Approval of minutes from the November 28th, 2018 regular meeting

IV. Treasurer's Report

- a. Financial Statement: NA
- b. Motion to pay bills :NA

V. Correspondence:

- a. Complaint communications:

VI. Public Comments: restricted to (3) three minutes regarding issues not on this agenda

VII. New Business:

- a. 2019 Budget
 - 1. Budget Hearing
 - 2. Budget Resolution
- b. Election of Officers - 2019

VIII. Old Business

IX. Other Business

X. Adjourn

**Mid Michigan Area Cable Consortium
Meeting Minutes November 28th, 2018**

Call to order: Roll Call: The meeting was called to order by Kim Smith at 3:06 PM with Diane Lyon, Bobbie Marr, Jeremy Howard, Darcy Orlik, Tracey Connelly and Carey Hammel in attendance.

Approval of the Agenda:

A motion was made to approve the agenda by Diane Lyon and supported by Tracey Connelly.

Ayes: all

Nays: none

motion passed

Approval of the minutes from the October 18th, 2018 board meeting: Diane Lyon noticed a small typo and pointed it out to Carey Hammel. Diane Lyon made a motion to approve the minute of the October 18th, 2018 Board meeting, supported by Jeremy Howard.

Ayes: all

Nays: none

motion passed

Treasurer's Report

Financial statements: Kim Smith presented the financial statements to the board.

Motion to pay bills: Bobbie Marr made a motion to pay bills, supported by Diane Lyon.

Ayes: all

Nays: none

motion passed

Complaint Communications: Clare had a complaint that was resolved by Charter. Bobbie Marr said Charter did end up purchasing soliciting license as necessary.

Employee monthly meeting report: Carey Hammel reported on the employee's monthly meeting and what projects everyone was working on for the month of October.

Director Report: Carey Hammel gave a directors report.

Public Comment: Kim Smith opened the public comment section of the agenda. Jeremy Howard introduced Darcy Orlik to the board as Darcy will likely be appointed by the Mt. Pleasant City Commission to represent Mt. Pleasant on the Mid Michigan Area Consortium Board. Diane Lyon asked about the new Mt. Pleasant Branding and Jeremy Howard and Darcy Orlik explained the process. Kim Smith closed the public comment section of agenda.

New Business

a. 2019 Budget Discussion: The board discussed the proposed 2019 Budget. The board agreed that plans looked good for the next year and that things were in order to hold the public budget hearing on December 5th with plans to approve the budget following that hearing. The board discussed some additional revenue sources as well as some upcoming events and opportunities that might help the Consortium.

Old Business:

Other Business:

Adjourn: With no further business before the board a motion to adjourn was made by Diane Lyon and supported by Bobbie Marr. All Ayes and the motion passed and the meeting was adjourned at 4:44pm.

Mid Michigan Area Cable Consortium

2019 Budget Proposal for Discussion

| | | Approved 2017 | 2017 | Approved 2018 | 2018 Actual | 2018 Estimate | 2019 Projected | |
|------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| | | Budget | Actual | Budget | As of Nov 14 | Estimated | Budget | |
| 453 | Franchise Fees | - | | | | | | |
| 453.1 | City of Mt Pleasant | 93,000.00 | 88,732.12 | 89,000.00 | 43,979.49 | 87,958.98 | 88,000.00 | |
| 453.10 | Pine River Township | 8,000.00 | 8,619.63 | 8,000.00 | 4,406.32 | 8,812.64 | 8,500.00 | |
| 453.11 | City of Ithaca | 13,000.00 | 13,664.25 | 13,000.00 | 7,017.31 | 14,034.62 | | |
| 453.12 | Arcada Township | 5,000.00 | 5,116.01 | 5,000.00 | 2,646.17 | 5,292.34 | 5,000.00 | |
| 453.2 | City of Clare | 20,000.00 | 18,887.31 | 19,000.00 | 9,518.26 | 19,036.52 | 19,000.00 | |
| 453.3 | City of Alma | 44,500.00 | 41,955.39 | | - | - | | |
| 453.4 | City of Harrison | 12,500.00 | 12,579.56 | 12,500.00 | 6,331.23 | 12,662.46 | 12,500.00 | |
| 453.6 | Union Township | 53,000.00 | 52,944.14 | 53,000.00 | 26,994.73 | 53,989.46 | 53,000.00 | |
| 453.7 | Village of Shepherd | 8,500.00 | 8,675.52 | | - | - | | |
| 453.8 | City of St Louis | 18,000.00 | 18,658.51 | 18,000.00 | 9,504.53 | 19,009.06 | 18,500.00 | |
| 453.9 | | | | | | | | |
| 453 | Franchise Fees Other | | | | | | | |
| | Total Franchise Fees | 275,500.00 | 269,832.44 | 217,500.00 | 110,398.04 | 220,796.08 | 204,500.00 | |
| 454 | DVD Copies | 200.00 | 152.00 | 200.00 | 247.50 | 286.00 | 200.00 | |
| 455 | Video Production Services | 8,650.00 | 8,418.50 | 8,650.00 | 5,532.00 | 9,000.00 | 12,000.00 | More Outside Productions |
| 456 | Interest Income | 1,800.00 | 1,976.28 | 1,800.00 | 692.35 | 1,800.00 | 1,800.00 | |
| New | Grant | 1,600.00 | 1,015.00 | 1,000.00 | 950.00 | 950.00 | 1,000.00 | |
| 457 | Contributions Local Units | | | | - | | | |
| 459 | Charter Advertising Revenue | - | | - | - | | - | |
| 460 | Sale of Assets | - | | - | 250.00 | 250.00 | - | |
| 465 | Charter Grant (Peg Support) | 12,500.00 | 12,452.15 | 12,500.00 | 5,033.16 | 10,066.32 | 10,000.00 | |
| 466 | Clare – In Kind Service | 2,250.00 | 2,250.00 | 2,250.00 | - | 2,250.00 | 2,250.00 | |
| | Camp Income | 250.00 | 225.00 | 250.00 | 350.00 | 350.00 | 300.00 | |
| 497 | Other Income | - | | - | | | - | |
| 498 | Transfer from Fund Balance | - | | - | | | - | |
| 499 | Uncategorized Income | - | | - | | | - | |
| | Total Income and Fees | 302,750.00 | 296,321.37 | 244,150.00 | 123,453.05 | 245,748.40 | 232,050.00 | |
| 600 | Employee Payroll Expense | | | | | | | |
| 601 | Bonuses | - | | - | - | | - | |
| 603 | Administrative and Operations Director | 47,476.00 | 47,476.00 | 47,476.00 | 41,998.00 | 47,476.00 | 47,476.00 | |
| 604 | Operations Coordinator | - | | - | - | | - | |
| 605 | Intern | 15,000.00 | 11,250.00 | 15,000.00 | 10,994.95 | 12,994.03 | 13,000.00 | |
| 606 | Payroll Tax Expense | - | | - | | | - | |
| 606.5 | Payroll Tax Penalty and Fees | - | | - | - | | - | |
| 606 | Payroll Tax Expense - Other | 23,000.00 | 17,402.24 | 22,000.00 | 19,861.90 | 23,473.15 | 17,600.00 | |
| 607 | Salary Reimbursements Alma | - | | - | - | | - | |
| 608 | Video Productions Assistant | 75,000.00 | 65,393.52 | 81,500.00 | 78,786.43 | 93,111.24 | 62,000.00 | |
| 609 | Pubic Access Assistant | - | | - | - | | - | |
| 610 | Fringe Benefits - Alma | - | | - | - | | - | |
| 611 | Administrative Assistant | 28,000.00 | 25,698.69 | 28,000.00 | 21,494.96 | 25,403.13 | 19,000.00 | |
| 613 | Playback Operations | 27,000.00 | 24,415.68 | 27,000.00 | 21,519.49 | 25,432.12 | 23,000.00 | |
| 614 | Tech Engineer (Equip. Repair) | - | | - | - | | - | |
| 617 | Other Employee Expense | - | | - | - | | - | |
| 618 | Net Admin – Network | - | | - | - | | - | |
| 619 | Video Productions Assistant 2 | - | | - | - | | - | |
| 600 | Employee Payroll Expense - Other | - | | - | - | | - | |
| 680 | Credits>Returns | - | | - | - | | - | |
| 710 | Accounting Services | | | | | | | |
| 710.1 | Annual Audit | 3,390.00 | 3,390.00 | 3,390.00 | 3,450.00 | 3,450.00 | 3,390.00 | |
| 710.2 | Charter Audit | - | | - | - | | - | |
| 710 | Accounting Services - Other | 2,400.00 | 2,325.00 | 2,400.00 | 1,725.00 | 2,400.00 | 2,400.00 | |
| 711 | Communications (phone) Gratiot | - | | - | - | | - | |
| 712 | Office/Bldg. supplies - Gratiot | - | | - | - | | - | |
| 713 | Printing/Publications - Gratiot | - | | - | - | | - | |
| 714 | Donations | - | | - | - | | - | |

Mid Michigan Area Cable Consortium

2019 Budget Proposal for Discussion

| | | Approved 2017 | 2017 | Approved 2018 | 2018 Actual | 2018 Estimate | 2019 Projected | |
|------------|--|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|---|
| | | Budget | Actual | Budget | As of Nov 14 | Estimated | Budget | |
| 715 | Training | 900.00 | 529.85 | 900.00 | 668.80 | 668.80 | 500.00 | Cut here |
| 716 | Mileage Reimbursement | 4,800.00 | 4,598.98 | 4,400.00 | 3,918.88 | 4,400.00 | 2,500.00 | Will shoot less so less need |
| 718 | Memberships & Publications | 880.00 | 570.00 | 800.00 | 330.00 | 800.00 | 800.00 | |
| 725 | Rent - Gratiot | 6,100.00 | 5,828.00 | 5,400.00 | 4,500.00 | 5,200.00 | 5,400.00 | |
| 726 | Rent - Mt. Pleasant | 25,200.00 | 24,558.48 | 25,200.00 | 22,511.94 | 25,000.00 | 25,200.00 | Looking into renegotiating |
| 727 | Office Supplies | 3,200.00 | 2,690.09 | 3,200.00 | 2,237.15 | 2,643.90 | 1,500.00 | Readjust needs / look into Amazon Prime |
| 728 | Rent - Clare | 2,250.00 | 2,250.00 | 2,250.00 | - | 2,250.00 | 2,250.00 | |
| 730 | Print/Publish | 400.00 | 84.00 | 400.00 | 52.57 | 52.57 | 200.00 | |
| 731 | Advertising | 10,000.00 | 9,817.05 | 10,000.00 | 7,835.64 | 9,260.30 | 2,000.00 | Minimal ad's, use facebook, promote ourselves |
| 732 | Tape Supplies | - | - | - | - | - | - | |
| 733 | Computer Software | 2,000.00 | 1,989.65 | 2,300.00 | 2,300.00 | 2,300.00 | 2,300.00 | |
| 744 | Postage | 400.00 | 301.82 | 400.00 | 221.94 | 262.29 | 400.00 | |
| 746 | Tool/Equipment | - | - | - | - | - | - | |
| 750 | Conference Expense | - | - | - | - | - | - | |
| 779 | Equipment/Parts - Gratiot | - | - | - | - | - | - | |
| 780 | Equipment/Parts (<\$500) | 1,500.00 | 787.60 | 3,000.00 | 1,941.03 | 2,000.00 | 1,000.00 | Will have to make do with what we have more |
| 781 | Contract Services | - | - | - | - | - | - | |
| 781.1 | computer Support | 3,000.00 | 2,587.00 | 3,000.00 | 2,064.62 | 2,064.62 | 3,000.00 | Leightronix Web streaming |
| 781.2 | Technical Support | - | - | - | - | - | - | |
| 781.3 | Executive Director/Contractual | - | - | - | - | - | - | |
| 781 | Contract Services - Other | - | - | - | - | - | - | |
| 782 | Production Expense | 500.00 | 469.49 | 500.00 | 294.38 | 347.90 | 400.00 | Cut here |
| 783 | Professional Development | 2,000.00 | 687.15 | 1,500.00 | 439.85 | 600.00 | 400.00 | Cut here |
| 784 | Uniforms/Logo Clothing | 1,000.00 | 890.48 | 600.00 | 82.75 | 350.00 | 400.00 | Cut here |
| 785 | Computer R & R Account | 2,000.00 | 1,954.98 | 2,000.00 | 2,000.00 | 2,000.00 | 1,000.00 | Cut here |
| 786 | Equipment R & R | 1,300.00 | 54.94 | 1,000.00 | 885.70 | 885.70 | 400.00 | Cut here |
| 787 | Maintenance Supplies | 100.00 | - | 100.00 | - | - | 100.00 | |
| 788 | Building Repair and Maintenance | 2,600.00 | 1,710.35 | 6,600.00 | 1,147.35 | 6,500.00 | 1,000.00 | MP Additions in 18 |
| 789 | Small Hand Tools | 100.00 | - | 100.00 | - | - | - | Cut here |
| 790 | Cleaning | 2,000.00 | 1,800.00 | 2,000.00 | 1,500.00 | 1,800.00 | 2,000.00 | |
| 802 | Legal Fees | 1,120.00 | - | 1,500.00 | 150.00 | 150.00 | 800.00 | Cut here |
| 803 | Fees | - | - | - | - | - | - | |
| 804 | Studio Cable (Mt. Pleasant and Alma) | 13,000.00 | 6,953.51 | 7,000.00 | 5,754.73 | 6,801.04 | 7,000.00 | |
| 805 | Pleasant City Hall Reimbursement (Cable) | - | - | - | - | - | - | All Cable |
| 806 | City of Alma Reimbursable | - | - | - | - | - | - | |
| 807 | City of Clare Reimbursable | - | - | - | - | - | - | |
| 923 | Fiber Contract Gratiot (\$122/Month) | 9,000.00 | 2,839.43 | 10,000.00 | 7,585.90 | 9,347.52 | 9,400.00 | New Fiber |
| 924 | Cable | - | - | - | - | - | - | |
| 925 | Internet Access | 4,000.00 | 3,567.29 | 3,000.00 | 1,957.49 | 2,313.40 | 1,500.00 | Switch to Charter at MP |
| 926 | Telephone | - | - | - | - | - | - | |
| 927 | Water/Sewer Charges | 500.00 | 223.21 | 500.00 | 207.96 | 245.77 | 400.00 | |
| 928 | Gas | 3,500.00 | 2,871.35 | 3,500.00 | 2,089.76 | 2,469.72 | 2,000.00 | Have a plan to help a little here |
| 929 | Electric | 6,600.00 | 6,050.16 | 6,600.00 | 5,644.09 | 6,670.29 | 5,500.00 | Have a plan to help a little here |
| 930 | Electric and Gas Gratiot | 1,950.00 | 1,729.60 | 1,950.00 | 1,509.62 | 1,784.10 | 1,500.00 | Have a plan to help a little here |
| 931 | Water/Sewer Alma | 550.00 | 466.83 | 550.00 | - | - | - | |
| 941 | Rental Charges | - | - | - | - | - | - | |
| 944 | Capital Improvement | 15,000.00 | 14,843.61 | - | - | - | - | Have to plan to make equipment we have work, won't be able to replace or buy anything new |
| 945 | Major Equipment Purchase | 40,000.00 | 39,504.44 | 6,000.00 | 8,541.09 | 8,541.09 | - | |
| 950 | Insurance | 5,500.00 | 1,619.66 | 5,500.00 | 3,909.00 | 4,000.00 | 5,500.00 | |
| 970 | Capital Outlay | - | - | - | - | - | - | |
| 999 | Uncategorized Expense | - | 2.50 | - | - | - | - | |
| | Total Expense | 394,216.00 | 342,182.63 | 348,516.00 | 292,112.97 | 345,448.70 | 274,216.00 | |
| | Net Ordinary Income | (91,466.00) | (45,861.26) | (104,366.00) | (168,659.92) | (99,700.30) | (42,166.00) | |