

**Mid Michigan Area Cable Consortium
Board of Directors Regular Meeting
July 16th, 2020 3:00 P.M.**

I. Call to order: Roll Call.

II. Approval of the Agenda

III. Approval of minutes from the May 21st, 2020 regular meeting

IV. Treasurer's Report

- a. Financial Statement: June 2019
- b. Motion to pay bills: July 2020

V. Correspondence:

- a. Complaint communications:
- b. Directors Report July 2020

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

VII. New Business:

VIII. Old Business

- a. Mt. Pleasant Lease discussion

IX. Other Business

X. Adjourn

**Mid-Michigan Area Cable
Consortium Remote Meeting
Minutes
May 21st, 2020**

Call to order: Roll Call: The meeting was called to order by Kim Smith at 3:03 PM with Kim Smith, Tracey Connelly, Carey Hammel, Darcy Orlik and Bobbie Marr in attendance.

Approval of the Agenda:

A motion was made to approve the agenda by Tracey Connelly and supported by Bobbie Marr.

Ayes: All

Nays: None

Motion Passed

Approval of the minutes from the January 16th, 2020 board meeting:

Tracey Connelly noticed her last name was incorrect. A motion was made board meeting by Tracey and supported by Darcy Orlik.

Ayes: All

Nays: None

Motion Passed

Treasurers Report: Kim Smith presented the Treasurer's report

Motion to pay bills:

A motion was made to approve the bills presented in the packet by Bobbie Marr and supported by Tracey Connelly.

Ayes: All

Nays: None

Motion Passed

Correspondence:

Complaint Communications:

Employee monthly meeting report: Carey Hammel presented the employee monthly meeting report under other business.

Director Report: Carey Hammel presented the Director's report.

Public Comment: Kim Smith opened public comment – no public was present, Kim Smith closed public comment.

New Business:

a. 2019 Audit Presentation: Joe Verlin gave presentation on the 2019 Audit. A motion was made to accept the 2019 audit as presented by Diane Lyon and supported by Darcy Orlik.

Ayes: All
Nays: None
Motion Passed

b. Mt. Pleasant Lease Discussion: The board discussed options for reducing the lease in Mt. Pleasant.

Old Business: None

Adjourn: With no further business before the board a motion to adjourn was made by Tracey Connelly and supported by Darcy Orlik. All Ayes and the motion passed and the meeting was adjourned at 3:24pm.

MAC TV Network
Balance Sheet
As of July 15, 2020

Jul 15, 20

ASSETS

Current Assets

Checking/Savings

001 · Bank - Operating & Sweep	52,357.11
002 · Savings - MBIA	1,557.38
003 · CD Investments	
004 · Horizon Bank {Wolverine}	165,617.74
005 · Chemical Bank	67,695.24

Total 003 · CD Investments 233,312.98

Total Checking/Savings 287,227.47

Accounts Receivable

101 · Accounts receivable -26.54

Total Accounts Receivable -26.54

Total Current Assets 287,200.93

Fixed Assets

152 · Building Improvements	171,807.00
154 · Studio Equipment	151,602.42
156 · Furniture & Fixtures - MP	15,579.10
160 · Accum Depreciation - MP	-236,009.76

Total Fixed Assets 102,978.76

TOTAL ASSETS 390,179.69

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

219 · Payroll Tax Liabilities	
220 · Federal Withholding	332.99
222 · Social Security & Medicare	719.58
230 · State MI Withholding	184.36
235 · Unemployment - MESA & FUTA	-0.45

Total 219 · Payroll Tax Liabilities 1,236.48

257 · Accrued Wages 3,663.44

Total Other Current Liabilities 4,899.92

Total Current Liabilities 4,899.92

Total Liabilities 4,899.92

Equity

390 · Net Assets - Unrestricted	602,197.00
3900 · Retained Earnings	-219,963.16
392 · Net Assets - Invested in Plant	65,466.00
Net Income	-62,420.07

Total Equity 385,279.77

TOTAL LIABILITIES & EQUITY 390,179.69

MAC TV Network
Profit & Loss Budget vs. Actual
 January 1 through July 15, 2020

	Jan 1 - Jul 15, 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
453 · Franchise Fees				
453.1 · City of Mt. Pleasant	20,224.56	88,000.00	-67,775.44	23.0%
453.10 · Pine River Township	2,170.54	8,500.00	-6,329.46	25.5%
453.11 · City of Ithaca	0.00	0.00	0.00	0.0%
453.12 · Arcada Township	1,307.83	5,000.00	-3,692.17	26.2%
453.2 · City of Clare	4,575.63	18,500.00	-13,924.37	24.7%
453.3 · City of Alma	0.00	0.00	0.00	0.0%
453.4 · City of Harrison	3,006.84	12,500.00	-9,493.16	24.1%
453.5 · City of Ewart	0.00	0.00	0.00	0.0%
453.6 · Union Township	11,518.09	53,500.00	-41,981.91	21.5%
453.7 · Village of Shepherd	0.00	0.00	0.00	0.0%
453.8 · City of St. Louis	4,602.20	18,500.00	-13,897.80	24.9%
453.9 · Village of Breckenridge	0.00	0.00	0.00	0.0%
453 · Franchise Fees - Other	0.00	0.00	0.00	0.0%
Total 453 · Franchise Fees	47,405.69	204,500.00	-157,094.31	23.2%
454 · DVD Copies	135.00	100.00	35.00	135.0%
455 · Video Production Services	11,947.04	15,000.00	-3,052.96	79.6%
456 · Interest Income	0.00	1,800.00	-1,800.00	0.0%
457 · Contributions/ Local Units	0.00	0.00	0.00	0.0%
458 · Grant	1,332.00	1,000.00	332.00	133.2%
459 · Charter Advertising Revenue	0.00	0.00	0.00	0.0%
460 · Sale of Assets	0.00	0.00	0.00	0.0%
465 · Peg Fees (Charter)	2,149.74	9,500.00	-7,350.26	22.6%
466 · Clare in Kind Service	0.00	2,250.00	-2,250.00	0.0%
467 · Camp Income	0.00	400.00	-400.00	0.0%
497 · Other Income	0.00	0.00	0.00	0.0%
498 · Transfer from Fund Balance	0.00	0.00	0.00	0.0%
499 · Uncategorized Income	0.00	0.00	0.00	0.0%
612 · Accrued Payroll	0.00	0.00	0.00	0.0%
Total Income	62,969.47	234,550.00	-171,580.53	26.8%
Expense				
600 · Employee Payroll Expense-				
601 · Bonuses	0.00	0.00	0.00	0.0%
602 · Payroll Tax Penalty & Fees	0.00	0.00	0.00	0.0%
603 · Executive Director	25,564.00	47,476.00	-21,912.00	53.8%
604 · Operations Coordinator	0.00	0.00	0.00	0.0%
605 · Intern	675.00	13,000.00	-12,325.00	5.2%
606 · Payroll Tax Expense	5,827.75	17,600.00	-11,772.25	33.1%
607 · Salary Reimbursements Alma	0.00	0.00	0.00	0.0%
608 · Video Productions Assistant	24,027.07	52,000.00	-27,972.93	46.2%
609 · Public Access Assistant	0.00	0.00	0.00	0.0%
610 · Fringe Benefits Alma	0.00	0.00	0.00	0.0%
611 · Administrative Assistant	10,100.01	19,000.00	-8,899.99	53.2%
613 · Playback Operations	11,666.09	18,500.00	-6,833.91	63.1%
614 · Tech Engineer (equip. Repair)	0.00	0.00	0.00	0.0%
617 · Other Employee Expense	0.00	0.00	0.00	0.0%
619 · Video Productions Assistant 2	0.00	0.00	0.00	0.0%
600 · Employee Payroll Expense- - Other	3,469.52	0.00	3,469.52	100.0%
Total 600 · Employee Payroll Expense-	81,329.44	167,576.00	-86,246.56	48.5%
680 · credits/returns	0.00	0.00	0.00	0.0%
710 · Accounting Services				
710.1 · Annual Audit	0.00	3,800.00	-3,800.00	0.0%
710.2 · Charter Audit	0.00	0.00	0.00	0.0%
710.3 · Bookkeeping Services	925.00	2,400.00	-1,475.00	38.5%
710 · Accounting Services - Other	0.00	0.00	0.00	0.0%
Total 710 · Accounting Services	925.00	6,200.00	-5,275.00	14.9%

MAC TV Network
Profit & Loss Budget vs. Actual
 January 1 through July 15, 2020

	Jan 1 - Jul 15, 20	Budget	\$ Over Budget	% of Budget
711 · communications (phone) Gratiot	0.00	0.00	0.00	0.0%
712 · Office/Bldg. supplies- Gratiot	0.00	0.00	0.00	0.0%
713 · Printing/ Publications Gratiot	0.00	0.00	0.00	0.0%
714 · Donations	0.00	0.00	0.00	0.0%
715 · Training	0.00	500.00	-500.00	0.0%
716 · Mileage Reimbursement	291.67	2,500.00	-2,208.33	11.7%
718 · Memberships & Publications	625.00	800.00	-175.00	78.1%
724 · Rent - St Louis	0.00	0.00	0.00	0.0%
725 · Rent - Gratiot	3,395.00	5,400.00	-2,005.00	62.9%
726 · Rent - MP	14,325.78	25,200.00	-10,874.22	56.8%
727 · Office Supplies	748.80	1,500.00	-751.20	49.9%
728 · Rent - Clare	0.00	2,250.00	-2,250.00	0.0%
730 · Print/Publish	0.00	200.00	-200.00	0.0%
731 · Advertising	595.00	2,000.00	-1,405.00	29.8%
732 · Tape supplies	0.00	0.00	0.00	0.0%
733 · Computer Software	4,054.09	4,200.00	-145.91	96.5%
744 · Postage	126.50	400.00	-273.50	31.6%
746 · Tools/Equipment	0.00	0.00	0.00	0.0%
750 · Conference Expense	0.00	0.00	0.00	0.0%
779 · equipment/parts Gratiot	0.00	0.00	0.00	0.0%
780 · Equipment / Parts (<\$500)	0.00	1,000.00	-1,000.00	0.0%
781 · Contract Services				
781.1 · Computer Support	270.17	2,700.00	-2,429.83	10.0%
781.2 · Technical Support	0.00	0.00	0.00	0.0%
781.3 · Executive Director/Contractual	0.00	0.00	0.00	0.0%
781 · Contract Services - Other	0.00	0.00	0.00	0.0%
Total 781 · Contract Services	270.17	2,700.00	-2,429.83	10.0%
782 · Production Expense	0.00	400.00	-400.00	0.0%
783 · Professional Development	0.00	400.00	-400.00	0.0%
784 · Uniform Expense	103.74	400.00	-296.26	25.9%
785 · Computer R& R Account	0.00	1,000.00	-1,000.00	0.0%
786 · Equipment R&R	0.00	400.00	-400.00	0.0%
787 · Maintenance Supplies	0.00	100.00	-100.00	0.0%
788 · Building Repair & Maintenance	655.56	1,000.00	-344.44	65.6%
789 · Small Hand Tools	0.00	0.00	0.00	0.0%
790 · Cleaning	0.00	0.00	0.00	0.0%
802 · Legal Fees	0.00	800.00	-800.00	0.0%
803 · Fees	0.00	0.00	0.00	0.0%
804 · Studio Cable (Mt. P & Alma)	5,369.15	8,400.00	-3,030.85	63.9%
805 · Mt. P City Hall Reimbursable	0.00	0.00	0.00	0.0%
806 · City of Alma - Reimbursable	0.00	0.00	0.00	0.0%
807 · City of Clare - Reimbursable	0.00	0.00	0.00	0.0%
923 · Fiber Contract(Charter)	4,305.76	9,400.00	-5,094.24	45.8%
923D0 · Fiber Contract Gratiot \$122/ mo	0.00	0.00	0.00	0.0%
925 · Internet Access	132.65	1,500.00	-1,367.35	8.8%
926 · Telephone	0.00	0.00	0.00	0.0%
927 · Water/Sewer Charges	187.26	400.00	-212.74	46.8%
928 · Gas	917.79	2,500.00	-1,582.21	36.7%
929 · Electric	2,975.18	6,000.00	-3,024.82	49.6%
930 · Electric & Gas Gratiot	476.00	1,100.00	-624.00	43.3%
931 · Water/Sewer Alma	0.00	0.00	0.00	0.0%
941 · Rental Charges	0.00	0.00	0.00	0.0%
944 · Capital Improvement/Outlay	0.00	0.00	0.00	0.0%
945 · Major Equipment Purchases	0.00	0.00	0.00	0.0%
950 · Insurance	3,580.00	5,500.00	-1,920.00	65.1%
970 · Capital Outlay	0.00	0.00	0.00	0.0%
999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	125,389.54	261,726.00	-136,336.46	47.9%
Net Ordinary Income	-62,420.07	-27,176.00	-35,244.07	229.7%

5:02 PM

07/15/20

Accrual Basis

MAC TV Network
Profit & Loss Budget vs. Actual
January 1 through July 15, 2020

	Jan 1 - Jul 15, 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
Interest Expenses	0.00	0.00	0.00	0.0%
1000 · Depreciation - MP	0.00	0.00	0.00	0.0%
1001 · Depreciation - Alma	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>-62,420.07</u>	<u>-27,176.00</u>	<u>-35,244.07</u>	<u>229.7%</u>

MAC TV Network
Payroll Summary
 July 1 - 15, 2020

	Hours	Rate	Jul 1 - 15, 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary - Exec Dir			1,826.00
Hourly - Video Production 1	107.75	9.65	1,140.06
Hourly -Asmin. Assist	29	16.07	466.03
Playback Operations	47.5	15.97	758.58
PTO	33.5	15.97	512.56
Total Gross Pay	217.75		4,703.23
Adjusted Gross Pay	217.75		4,703.23
Taxes Withheld			
Federal Withholding			-333.00
Medicare Employee			-68.20
Social Security Employee			-291.59
MI - Withholding			-184.36
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-877.15
Additions to Net Pay			
Mileage Reimbursement			25.29
Reimbursement - Other			65.00
Total Additions to Net Pay			90.29
Net Pay	217.75		3,916.37
Employer Taxes and Contributions			
Medicare Company			68.20
Social Security Company			291.59
MI - Unemployment Company			1.21
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			361.00

Mid Michigan Area Cable Consortium Payment Log – May 2020

* Paid as were due

Vendor	Amount	Note
State of Michigan*	\$1,161.35	Sales & Withholding Tax
State of Michigan*	\$14.00	Unemployment Insurance
IRS*	\$2,141.28	Federal 941 July
IRS*	\$2,226.48	Federal 941 June
City of Mt. Pleasant*	\$30.23	MP Water
City of St. Louis*	\$51.78	SL Electric
DTE Energy*	\$37.48	MP Gas
Ralph Echtenaw Window Cleaning*	\$28.00	SL Window Cleaning
Consumers Energy*	\$18.73	SL Gas
Charter Communications*	\$404.78	Control Account
Charter Communications*	\$395.48	SL Internet/Phone/TV
Charter Communications*	\$390.47	Fiber Charter End
Charter Communications*	\$206.27	MP Internet/Phone/TV
CMS Inter.net LLC*	\$18.95	Web Hosting
Consumers Energy*	\$437.24	MP Electric
Coty Properties*	\$485.00	SL July Rent
Ralph Echtenaw Window Cleaning*	\$28.00	Window Cleaning
Rediron*	\$2,046.54	MP July Rent
City of Mt. Pleasant*	\$26.78	MP Water
City of St. Louis*	\$54.42	SL Electric
Clare Chamber of Commerce*	\$100.00	Advertising
Dorothy I Howard CPA*	\$200.00	April Bookkeeping
DTE Energy*	\$37.48	MP Gas
Orkin Pest Control*	\$77.39	Pest Control
Charter Communications*	\$818.51	Control Account
Charter Communications*	\$1,170.42	Fiber Charter End (Correcting errors)
Total:	\$12,607.06	

Credit Card – July Bill		Note
Sports Addix	\$103.74	Masks
Meijer	\$31.88	Office Supplies (Cleaning)
Staples	\$67.27	Office Supplies
Staples	\$196.09	Computer Software QuickBooks
Pleasant Graphics	\$86.00	Office Supplies
Reversal of fees	\$(21.00)	
Credit Card Total:	\$463.98	

Total: \$13,071.04

July Director's Report (Submitted 7/15/2020)

Since our last meeting in May we have been open and conducting business in a fairly normal way.

Interns

At this time I have reached out to intern applicants and found some who had applied for the Summer who might be interested in the Fall. Will be conducting interviews soon for Fall interns. Considering having a reduced number we are unsure of what will be going on at CMU and event wise this Fall.

Staff

In June myself, Dusty, Erika, Hazen, Nick and Eleanor returned to work after working from home for most of the Spring. We have been following our safety procedures and wearing masks when possible. When we have attended shoots we have practiced distancing and worn masks.

MAC TV Live

With the lack of interns and there not being as many events as normal this Summer, we decided to make 1 Facebook Live Show a week. This show is called MAC TV Live and is live on Facebook and Channel 191 on Friday at 4pm. It is then aired on the channel and available online. Most episodes feature a short live interview with a community member and then several segments. Segments have ranged from events that are taking place to re-opening information for many community organizations.

Some of the items that have been covered on MAC TV Live are:

City of Mt. Pleasant Parks & Rec Virtual Run Update
Sacred Heart Drive & Awards Day
Sacred Heart Class of 2020 Virtual Song
Harrison Graduation
City of Mt. Pleasant Farmers Market Opening Promo
City of St. Louis Farmers Market Opening Promo
United Way Covid-19 Fund Interview
Clare Depot Tour
Art Reach Promo
City of Mt. Pleasant Parks Opening – Skate Park and Hannah's Bark Park(also Union)
Clare Music Festival Promo & Interview
PMDL – Opening Promo
PMDL – Summer Reading Programming
Harrison Splash Pad Opening
St. Louis Graduation
St. Louis City Hall Opening
St. Louis Permitting Promo/Info
Art Reach Interview on Art Walk Central and other Summer items
TA Cutler Memorial Library Opening
TA Cutler Memorial Library Summer Reading Program
Union Township Sand Lot Games
City of Mt. Pleasant Parks & Rec Parks Update
Clare Graduation
CRDL Opening
CRDL Summer Reading Program
Clare Art of Gardening Promo
Clare Depot Statue Unveiling
Foster Closet of Isabella County
Art Reach Gallery
St. Louis Sports Boosters Golf Outing Promo

Communities

We have continued to assist Mt. Pleasant & Union Township with their meetings over Zoom.

Volunteers

As a staff we have been brainstorming ways to try to engage some new volunteers given the current climate due to Covid-19.

We have had some volunteers shooting some interviews in the Studio and there is promise for this to be a re-occurring interview type show.

We have also worked with the League of Women Voters to film and air their candidate forums which are taking place on Zoom.

Industry News

Nothing major in the industry. I will pass on an email regarding the 120 negotiating period regarding the newer Franchise rules. Doesn't change anything that we thought and we have not had Charter try to initiate anything with any of us yet.

Carey Hammel

Operations and Administration Director