

**Mid Michigan Area Cable Consortium
Board of Directors Regular Meeting
June 20th, 2019 3:00 P.M.**

I. Call to order: Roll Call.

II. Approval of the Agenda

III. Approval of minutes from the May 16th, 2019 regular meeting

IV. Treasurer's Report

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

V. Correspondence:

- a. Complaint communications:
- b. Employee Monthly Meeting Report June 2019
- c. Directors Report June 2019

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

VII. New Business:

VIII. Old Business

IX. Other Business

X. Adjourn

**Mid-Michigan Area Cable
Consortium Meeting
Minutes May 16, 2019**

Call to order: Roll Call: The meeting was called to order by Kim Smith at 3:05 PM with Carey Hammel, Bobbie Marr, Sue Buitenhuis and Diane Lyon in attendance.

Approval of the Agenda:

A motion was made to approve the agenda by Diane Lyon and supported by Bobbie Marr.

Ayes: All

Nays: None

Approval of the minutes from the April 18, 2019 board meeting:

A motion was made to approve the minutes from April 18, 2019 by Bobbie Marr and supported by Diane Lyon.

Ayes: All

Nays: None

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 Tracey Connelly and supported by Bobbie Marr.

Ayes: All

Nays: None

Correspondence:

Complaint Communications: No Complaints mentioned.

Public Comment

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

Director Report: Carey Hammel presented the Director's report under other business.

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

New Business:

a. 2018 Audit Presentation: Sue Buitenhuis presented the findings of the 2018 Audit conducted by Gabridge & Co.

Old Business: None

Other Business: Reports were presented at this time as they were missing from the Agenda but will be added back in for June.

Adjourn: With no further business before the board a motion to adjourn was made by Diane Lyon and supported by Bobbie. All Ayes and the motion passed and the meeting was adjourned at 3:32pm.

MAC TV Network
Profit & Loss Budget vs. Actual
 January 1 through June 18, 2019

	Jan 1 - Jun 18, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
453 · Franchise Fees				
453.1 · City of Mt. Pleasant	22,079.90	88,000.00	-65,920.10	25.1%
453.10 · Pine River Township	0.00	8,500.00	-8,500.00	0.0%
453.11 · City of Ithaca	0.00	0.00	0.00	0.0%
453.12 · Arcada Township	0.00	5,000.00	-5,000.00	0.0%
453.2 · City of Clare	4,650.16	19,000.00	-14,349.84	24.5%
453.3 · City of Alma	0.00	0.00	0.00	0.0%
453.4 · City of Harrison	3,030.05	12,500.00	-9,469.95	24.2%
453.5 · City of Evart	0.00	0.00	0.00	0.0%
453.6 · Union Township	13,484.69	53,000.00	-39,515.31	25.4%
453.7 · Village of Shepherd	0.00	0.00	0.00	0.0%
453.8 · City of St. Louis	4,689.38	18,500.00	-13,810.62	25.3%
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	47,934.18	204,500.00	-156,565.82	23.4%
454 · DVD Copies	7.50	200.00	-192.50	3.8%
455 · Video Production Services	3,885.00	12,000.00	-8,115.00	32.4%
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	0.00	1,000.00	-1,000.00	0.0%
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)	2,428.65	10,000.00	-7,571.35	24.3%
466 · Clare in Kind Service	0.00	2,250.00	-2,250.00	0.0%
467 · Camp Income	0.00	300.00	-300.00	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	54,255.33	232,050.00	-177,794.67	23.4%
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	21,912.00	47,476.00	-25,564.00	46.2%
604 · Operations Coordinator	0.00	0.00	0.00	0.0%
605 · Intern	4,425.00	13,000.00	-8,575.00	34.0%
606 · Payroll Tax Expense	7,502.62	17,600.00	-10,097.38	42.6%
607 · Salary Reimbursements Alma	0.00	0.00	0.00	0.0%
608 · Video Productions Assistant	35,223.49	62,000.00	-26,776.51	56.8%
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	9,718.36	19,000.00	-9,281.64	51.1%
613 · Playback Operations	9,869.48	23,000.00	-13,130.52	42.9%
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	899.25	0.00	899.25	100.0%
Total 600 · Employee Payroll Expense-	89,550.20	182,076.00	-92,525.80	49.2%
680 · credits/returns	0.00	0.00	0.00	0.0%
710 · Accounting Services				
710.1 · Annual Audit	3,800.00	3,390.00	410.00	112.1%
710.2 · Charter Audit	0.00	0.00	0.00	0.0%
710.3 · Bookkeeping Services	725.00	2,400.00	-1,675.00	30.2%
710 · Accounting Services - Other	0.00	0.00	0.00	0.0%
Total 710 · Accounting Services	4,525.00	5,790.00	-1,265.00	78.2%

MAC TV Network
Profit & Loss Budget vs. Actual
 January 1 through June 18, 2019

	Jan 1 - Jun 18, 19	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	675.59	2,500.00	-1,824.41	27.0%
718 · Memberships & Publications	475.00	800.00	-325.00	59.4%
724 · Rent - St Louis	0.00	0.00	0.00	0.0%
725 · Rent - Gratiot	2,700.00	5,400.00	-2,700.00	50.0%
726 · Rent - MP	12,279.24	25,200.00	-12,920.76	48.7%
727 · Office Supplies	650.41	1,500.00	-849.59	43.4%
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	1,153.00	2,000.00	-847.00	57.7%
732 · Tape supplies	0.00	0.00	0.00	0.0%
733 · Computer Software	4,107.37	2,300.00	1,807.37	178.6%
744 · Postage	110.00	400.00	-290.00	27.5%
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)	367.58	1,000.00	-632.42	36.8%
781 · Contract Services				
781.1 · Computer Support	199.00	3,000.00	-2,801.00	6.6%
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	199.00	3,000.00	-2,801.00	6.6%
782 · Production Expense	33.88	400.00	-366.12	8.5%
783 · Professional Development	330.74	400.00	-69.26	82.7%
784 · Uniform Expense	27.00	400.00	-373.00	6.8%
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	1,736.58	1,800.00	-63.42	96.5%
789 · Small Hand Tools	0.00	0.00	0.00	0.0%
790 · Cleaning	640.00	2,000.00	-1,360.00	32.0%
802 · Legal Fees	562.50	800.00	-237.50	70.3%
803 · Fees	0.00	0.00	0.00	0.0%
804 · Studio Cable (Mt. P & Alma)	4,006.30	7,000.00	-2,993.70	57.2%
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)	3,894.80	9,400.00	-5,505.20	41.4%
923D0 · Fiber Contract Gratiot \$122/ mo	0.00	0.00	0.00	0.0%
925 · Internet Access	536.66	1,500.00	-963.34	35.8%
926 · Telephone	0.00	0.00	0.00	0.0%
927 · Water/Sewer Charges	113.82	400.00	-286.18	28.5%
928 · Gas	2,049.06	2,000.00	49.06	102.5%
929 · Electric	2,538.64	5,500.00	-2,961.36	46.2%
930 · Electric & Gas Gratiot	587.74	1,500.00	-912.26	39.2%
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	3,522.00	5,500.00	-1,978.00	64.0%
970 · Capital Outlay	0.00	0.00	0.00	0.0%
999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	137,372.11	275,016.00	-137,643.89	50.0%
Net Ordinary Income	-83,116.78	-42,966.00	-40,150.78	193.4%

3:11 PM

06/18/19

Accrual Basis

MAC TV Network
Profit & Loss Budget vs. Actual

January 1 through June 18, 2019

	Jan 1 - Jun 18, 19	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>-83,116.78</u>	<u>-42,966.00</u>	<u>-40,150.78</u>	<u>193.4%</u>

MAC TV Network
Balance Sheet
As of June 18, 2019

Jun 18, 19

ASSETS

Current Assets

Checking/Savings

001 · Bank - Operating & Sweep	49,310.72
002 · Savings - MBIA	7,397.86
003 · CD Investments	
004 · Horizon Bank {Wolverine}	200,484.79
005 · Chemical Bank	67,399.30

Total 003 · CD Investments 267,884.09

Total Checking/Savings 324,592.67

Accounts Receivable

101 · Accounts receivable -26.56

Total Accounts Receivable -26.56

Total Current Assets 324,566.11

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 427,544.87

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

219 · Payroll Tax Liabilities	
220 · Federal Withholding	390.99
222 · Social Security & Medicare	991.64
230 · State MI Withholding	1,546.23
235 · Unemployment - MESA & FUTA	464.71

Total 219 · Payroll Tax Liabilities 3,393.57

257 · Accrued Wages 3,663.44

Total Other Current Liabilities 7,057.01

Total Current Liabilities 7,057.01

Total Liabilities 7,057.01

Equity

390 · Net Assets - Unrestricted	602,197.00
3900 · Retained Earnings	-164,058.36
392 · Net Assets - Invested in Plant	65,466.00
Net Income	-83,116.78

Total Equity 420,487.86

TOTAL LIABILITIES & EQUITY 427,544.87

MAC TV Network
Payroll Summary
 April 1 through June 18, 2019

	Hours	Apr 1 - Jun 18, 19
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary - Exec Dir		10,956.00
Salary - Interns	171.75	2,400.00
Bearevment Pay	18	289.26
Holiday	32.5	398.67
Hourly - Video Production 1	1,495	15,797.74
Hourly -Asmin. Assist	286.75	4,608.08
Playback Operations	295	4,711.15
PTO	16	211.32
Total Gross Pay	2,315	39,372.22
Adjusted Gross Pay	2,315	39,372.22
Taxes Withheld		
Federal Withholding		-2,331.00
Medicare Employee		-570.88
Social Security Employee		-2,441.07
MI - Withholding		-1,546.23
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-6,889.18
Additions to Net Pay		
Mileage Reimbursement		257.52
Reimbursement - Other		133.80
Total Additions to Net Pay		391.32
Net Pay	2,315	32,874.36
Employer Taxes and Contributions		
Federal Unemployment		14.40
Medicare Company		570.88
Social Security Company		2,441.07
MI - Unemployment Company		240.80
MI - Obligation Assessment		209.50
Total Employer Taxes and Contributions		3,476.65

MAC TV Network Employee Monthly Meeting

Tuesday June 17, 2019

They interns' and employees have all been busy working on their assigned segments. The summer events are really starting to ramp up, with plenty to cover with festivals, farmers markets, promo's and events. We are also starting to plan for the teen video camp next month, July 15 -18! We currently have 3 paid campers our capacity will be 12-14 campers! It looks like we will have a full group again this year! I am sure at the next board meeting you may see some of them as they are making their way out on the last day of camp!!

Please find the most current episodes of the following shows below:

Pleasant Chat - Season 18 Episode 1: On this episode Cheyenne headed to the Clare Depot for the annual Quilt Festival then she headed back to Mt Pleasant for the Girls on the Run Breakfast at the Holiday Inn. She wraps up the episode at the Harrison Library for a recycling program, "Authors for Oceans Craft Day". <https://mactvnetwork.viebit.com/player.php?hash=51d8Mc5wdw3B>

Game of the week: Take a look as Nick Toner takes us to Mt Pleasant for girls' softball as the Ashley Bears take on the Sacred Heart Irish. Game 1 or 2 <https://vimeo.com/338066670> Game2 of 2 <https://vimeo.com/338074699>

Sports Attack – Season 16 Episode 2: James went and visited the 2019 Summer Special Olympics and covered six fantastic events and had some really great interviews with athletes, coaches and volunteers. Jared went to St Louis to the Division 3 State golf tournament then he headed to the Division 4 Sacred Heart golf finals and talked with players and coaches.

<https://mactvnetwork.viebit.com/player.php?hash=X8kRtaGND9p5>

Mac Gives Back on this episode we check out Life choices of Central Michigan <https://vimeo.com/325043828>

On our Facebook page please find the many HATS promo video's that

Eleanor works on to help get these precious animals their forever homes. Our Tuesday MMI group worked on a promo for the Michigan Special Olympics That most of them participated in. <https://vimeo.com/338930556> Eleanor headed to the library to introduce the Veterans Memorial Library Summer Reading Program 2019. The Veterans Memorial Library in downtown Mt. Pleasant (City of Mt. Pleasant) invites community members of all ages (kids and grown-ups) to participate in their summer reading program!

https://vimeo.com/342808148?utm_source=email&utm_medium=vimeo-cliptranscode-201504&utm_campaign=29220

We also produced a new MAC TV Summer Video Production Camp 2019 Promo <https://vimeo.com/342334089>. We then take a look at the Saint Louis Farmers Market for the year of 2019 <https://vimeo.com/341850972>. Diamond also made a promo for the St Louis Dalis to the Rescue of a dog named Amber seeking her forever home. <https://vimeo.com/341399127> Diamond also created the Saint Louis Studio Tour. He did a very nice job on this!

<https://vimeo.com/340047519> He also created “How To Screen Record Using OBS” instruction video <https://vimeo.com/338923630>. Finally we were at Painting the Intersection 2019 Time-lapse in downtown Mt Pleasant with cameras and our drone, it is really cool!! <https://vimeo.com/340256942>

I have received the first quarter franchise fees. Thank you for all the communities who have already promptly sent their payment. The communities that I have not received thus far is Arcadia and Pine River.

Let us know if you have an event you want covered in your communities! Also please keep up with us on Facebook, twitter and our web page for some of our newest episodes!

Respectively submitted,

Dusty Gillis

Dusty@mactvnetwork.org Cell (989)-621-1787

Senior Administrative Assistant

Carey Hammel & the MAC TV Staff, Interns and Co-Op Students

June Director's Report (Submitted 6/18/2019)

We are getting into Summer and been staying busy.

Interns

Pleasant Chat intern Cheyenne has had a great start to the Summer. She's covered lots of events and is almost done finishing up her 2nd episode. James and Jared have been working on Sports Attack and have completed 2 episodes and working on their 3rd. They jumped right into the ending of a busy spring sports season. Katie started started in June and is hard at work on her first episode of Art Review.

Co-Ops

Our Co-Ops have finished up their year. The last few weeks they shot some great promos and covered some of the summer projects going on in the area.

In the 2019/2020 school year we will have 3 co-ops from the Tech Center; Melissa, Katelyn and Demetri all from the Tech Center. I've interviewed them and spoke to their advisor at the Tech Center and believe they will do a great job. They will be starting in September.

Community Events Covered

We have shot several community events which are detailed in the Employee Monthly Meeting Report.

We've tried hard to cover some of the Summer Projects that are taking place this year as well.

So far we have shot in progress footage at:

Harrison Town Square

St. Louis Pool Hall

St. Louis road project

We also covered the Art Reach intersection painting and made a neat time lapse of it which was well received.

Sports

While things slow down in the Summer we are currently planning on helping to live stream and cover some at a Softball tournament hosted by the City of Mt. Pleasant in June and a Little League tournament hosted by Union Township in July. We will live stream portions of the tournaments and also the Sports Attack interns will be doing segments on local teams and the hosting of the tournaments itself.

Additional Community Work

I am still waiting to set up a meeting with Michelle Pitts from Alma and hope to do that this Summer when she is not super busy.

Industry News

No major news. A nationwide effort to try to repeal both state small cell laws and to adjust the FCC stance on these is underway. Regarding the Cable Franchise laws this is the last notice from Mike Watz from June 13th: **FCC Cable Franchise Proposed Rule:** "There is still no word on when the FCC will issue its final rule on the current proceeding involving the proposed reduction or elimination of cable franchise fees. We did go through an extensive post comment period briefing in a very unusual allowance by the FCC the last several months. NATOA was centrally involved in managing that extra work, as were several national telecom law firms. Many thanks to all concerned. That "process" has wound down. Presumably a final rule could be issued any day. We will keep you posted."

Carey Hammel

Operations and Administration Director