

**Mid Michigan Area Cable Consortium
Board of Directors Regular Meeting
November 18th, 2024 3:00 PM**

I. Call to order: Roll Call.

II. Approval of the Agenda

III. Approval of minutes from the October 10th, 2024 regular meeting

IV. Treasurer's Report

- a. Financial Statement: October 2024
- b. Motion to pay bills: November 2024

V. Correspondence:

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

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

VII. New Business:

- a. 2024 ByLaw & Employee Handbook Changes
- b. 2024 Strategic Planning Review
- c. 2025 Budget Discussion

VIII. Old Business:

IX. Other Business:

X. Adjourn

**Mid-Michigan Area Cable
Consortium Meeting Minutes**

October 10th, 2024

Call to order: Roll Call: The meeting was called to order by Kim Smith at 3:04 PM with Carey Hammel, Darcy Orlik, Diane Lyon, Kim Smith and Justin Cavanaugh in attendance.

Approval of the Agenda:

A motion was made to approve the agenda by Diane Lyon and supported by Darcy Orlik.

Ayes: All

Nays: None

Motion Passed

Approval of the minutes from the August 8th, 2024 board meeting:

A motion was made to approve the board meeting minutes with date corrections by Diane Lyon and supported by Justin Cavanaugh.

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 Justin Cavanaugh and supported by Darcy Orlik.

Ayes: All

Nays: None

Motion Passed

Correspondence:

Complaint Communications: None

Employee monthly meeting report: Carey Hammel presented the employee monthly meeting report.

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

Public Comment: Kim Smith opened public comment at 3:18pm – no public was present, Kim Smith closed public comment at 3:19pm.

New Business:

a. ByLaw/Handbook Change Discussion: The board discussed potential ByLaw & Employee Handbook changes like adding an investment policy, capitalization policy and some changes to PTO and drug policy in the Handbook.

Old Business: None

Other Business: The board discussed dates for the November 2024 Meeting and tentatively settled on Tuesday November 19th.

Adjourn: With no further business before the board a motion to adjourn was made by Justin Cavanaugh and supported by Darcy Orlik. All Ayes and the motion passed and the meeting was adjourned at 3:50pm.

MID MICHIGAN AREA CABLE CONSORTIUM

Balance Sheet

As of November 18, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
001 Bank - Operating & Sweep	4,603.36
002 Savings - MBIA	1,679.80
003 CD Investments	
004 Mercantile CD	70,000.00
005 Huntington (TCF Bank)	71,244.91
Total 003 CD Investments	141,244.91
006 Mercantile Money Market	27,430.66
Total Bank Accounts	\$174,958.73
Accounts Receivable	
101 Accounts receivable	-26.53
Total Accounts Receivable	\$ -26.53
Other Current Assets	
040 Accounts Recivable	0.00
041 Other Receivable	0.00
100 Prepays	4,605.00
112 Franchise Fees Receivables	0.00
12000 Undeposited Funds	0.00
Total Other Current Assets	\$4,605.00
Total Current Assets	\$179,537.20
Fixed Assets	
152 Building Improvements	171,807.00
154 Studio Equipment	151,602.42
155 Studio Equip - Alma	0.00
156 Furniture & Fixtures - MP	15,579.10
160 Accum Depreciation - MP	-236,009.76
161 Accum Depreciation - Alma	0.00
Total Fixed Assets	\$102,978.76
TOTAL ASSETS	\$282,515.96

MID MICHIGAN AREA CABLE CONSORTIUM

Balance Sheet

As of November 18, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 *Accounts Payable	-2,050.00
Total Accounts Payable	\$ -2,050.00
Other Current Liabilities	
202 Accounts Payable	0.00
210 Due to City of Alma	0.00
219 Payroll Tax Liabilities	0.00
220 Federal Withholding	733.00
222 Social Security & Medicare	1,564.88
230 State MI Withholding	720.43
235 Unemployment - MESA & FUTA	39.44
Total 219 Payroll Tax Liabilities	3,057.75
257 Accrued Wages	9,346.33
Payroll Liabilities	
Child Support-Toner	0.00
Federal Taxes (941/943/944)	282.40
Federal Unemployment (940)	-27.14
MI Income Tax	172.92
MI Unemployment Tax	-30.51
Total Payroll Liabilities	397.67
Total Other Current Liabilities	\$12,801.75
Total Current Liabilities	\$10,751.75
Total Liabilities	\$10,751.75
Equity	
390 Net Assets - Unrestricted	602,187.00
3900 Retained Earnings	-278,335.77
392 Net Assets - Invested in Plant	65,466.00
Net Income	-117,553.02
Total Equity	\$271,764.21
TOTAL LIABILITIES AND EQUITY	\$282,515.96

MID MICHIGAN AREA CABLE CONSORTIUM

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
453 Franchise Fees				
453.1 City of Mt. Pleasant	31,272.29	71,000.00	-39,727.71	44.05 %
453.10 Pine River Township	3,983.56	9,000.00	-5,016.44	44.26 %
453.12 Arcada Township	2,280.40	5,000.00	-2,719.60	45.61 %
453.2 City of Clare	9,786.11	19,000.00	-9,213.89	51.51 %
453.4 City of Harrison	5,651.33	12,000.00	-6,348.67	47.09 %
453.6 Union Township	17,078.42	40,000.00	-22,921.58	42.70 %
453.8 City of St. Louis	7,118.84	16,500.00	-9,381.16	43.14 %
Total 453 Franchise Fees	77,170.95	172,500.00	-95,329.05	44.74 %
455 Video Production Services	8,092.50	14,000.00	-5,907.50	57.80 %
456 Interest Income	1,245.84	500.00	745.84	249.17 %
458 Grant	190.00	2,500.00	-2,310.00	7.60 %
465 Peg Fees (Charter)	4,006.35	7,000.00	-2,993.65	57.23 %
466 Clare in Kind Service	2,250.00	2,250.00	0.00	100.00 %
Total Income	\$92,955.64	\$198,750.00	\$ -105,794.36	46.77 %
GROSS PROFIT	\$92,955.64	\$198,750.00	\$ -105,794.36	46.77 %
Expenses				
600 Employee Payroll Expense-				
603 Executive Director	45,580.56	49,379.04	-3,798.48	92.31 %
605 Intern	3,125.00	7,000.00	-3,875.00	44.64 %
606 Payroll Tax Expense	10,136.72	11,000.00	-863.28	92.15 %
608 Video Productions Assistant	31,182.13	35,000.00	-3,817.87	89.09 %
611 Administrative Assistant	25,269.25	29,640.00	-4,370.75	85.25 %
613 Playback Operations	24,395.00	29,640.00	-5,245.00	82.30 %
Total 600 Employee Payroll Expense-	139,688.66	161,659.04	-21,970.38	86.41 %
710 Accounting Services				
710.1 Annual Audit	6,725.00	4,000.00	2,725.00	168.13 %
710.3 Bookkeeping Services	1,800.00	2,525.00	-725.00	71.29 %
Total 710 Accounting Services	8,525.00	6,525.00	2,000.00	130.65 %
715 Training		100.00	-100.00	
716 Mileage Reimbursement	740.31	1,000.00	-259.69	74.03 %
718 Memberships & Publications	495.00	800.00	-305.00	61.88 %
725 Rent - Gratiot	6,600.00	5,820.00	780.00	113.40 %
726 Rent - MP	18,000.00	18,000.00	0.00	100.00 %
727 Office Supplies	1,324.77	1,500.00	-175.23	88.32 %
728 Rent - Clare	2,250.00	2,250.00	0.00	100.00 %
730 Print/Publish		50.00	-50.00	
731 Advertising	835.00	900.00	-65.00	92.78 %
733 Computer Software	5,169.29	3,800.00	1,369.29	136.03 %
744 Postage	169.75	300.00	-130.25	56.58 %
780 Equipment / Parts (<\$500)	300.00	300.00	0.00	100.00 %

MID MICHIGAN AREA CABLE CONSORTIUM

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
781 Contract Services				
781.1 Computer Support	199.00	2,500.00	-2,301.00	7.96 %
Total 781 Contract Services	199.00	2,500.00	-2,301.00	7.96 %
782 Production Expense		100.00	-100.00	
783 Professional Development		100.00	-100.00	
784 Uniform Expense		100.00	-100.00	
785 Computer R& R Account	564.00	1,000.00	-436.00	56.40 %
786 Equipment R&R	69.94	200.00	-130.06	34.97 %
787 Maintenance Supplies		100.00	-100.00	
788 Building Repair & Maintenance	336.00	650.00	-314.00	51.69 %
804 Studio Cable (Mt. P & Alma)	8,461.16	9,500.00	-1,038.84	89.06 %
923 Fiber Contract(Charter)	7,885.16	9,400.00	-1,514.84	83.88 %
925 Internet Access	2,407.16	1,600.00	807.16	150.45 %
927 Water/Sewer Charges	358.42	400.00	-41.58	89.61 %
928 Gas	1,887.28	2,500.00	-612.72	75.49 %
929 Electric	3,594.24	5,200.00	-1,605.76	69.12 %
930 Electric & Gas Gratiot	730.52	1,500.00	-769.48	48.70 %
950 Insurance	2,968.00	3,000.00	-32.00	98.93 %
Payroll Expenses				
Taxes	0.00		0.00	
Wages	0.00		0.00	
Total Payroll Expenses	0.00		0.00	
Reimbursements	0.00		0.00	
Reimbursements-1	0.00		0.00	
Total Expenses	\$213,558.66	\$240,854.04	\$ -27,295.38	88.67 %
NET OPERATING INCOME	\$ -120,603.02	\$ -42,104.04	\$ -78,498.98	286.44 %
Other Expenses				
Reconciliation Discrepancies-1	-1,000.00		-1,000.00	
Total Other Expenses	\$ -1,000.00	\$0.00	\$ -1,000.00	0.00%
NET OTHER INCOME	\$1,000.00	\$0.00	\$1,000.00	0.00%
NET INCOME	\$ -119,603.02	\$ -42,104.04	\$ -77,498.98	284.07 %

MID MICHIGAN AREA CABLE CONSORTIUM

Total payroll cost report

From Oct 01, 2024 to Dec 31, 2024 from all locations

Item	Amount
Total pay	
Paycheck wages	\$22,357.26
Non-paycheck wages	\$0.00
Reimbursements	\$489.12
Subtotal	\$22,846.38
Company contributions	
Subtotal	\$0.00
Employer taxes	
Social Security Employer	\$1,386.14
Medicare Employer	\$324.18
FUTA Employer	\$0.00
MI SUI Employer	\$8.90
Subtotal	\$1,719.22
Total payroll cost	\$24,565.60

Mid Michigan Area Cable Consortium Payment Log – November 2024

Vendor	Amount	Note
MiSDU	\$98.62	CS Garnishment
Charter Communications	\$250.85	MP Phone/Internet/Cable
Consumers Energy	\$16.20	St. Louis Gas
CMSInter.net LLC	\$18.95	Web Hosting
Nannans Properties	\$550.00	St. Louis Rent
REDIRON	\$1,500.00	MP Rent
Charter Communications	\$395.59	Fiber MAC TV End
Gratiot Area Chamber of Commerce	\$240.00	2025 Membership
Consumers Energy	\$288.52	MP Electric
Charter Communications	\$395.59	Fiber Charter End
Charter Communications	\$560.75	Control Account
IRS	\$2,487.05	Federal 941
Gabridge & Company	\$325.00	Audit Items
MiSDU	\$98.62	CS Garnishment
Dorothy L Howard CPA	\$200.00	Accounting
DTE Energy	\$72.10	MP Gas
Charter Communications	\$237.69	SL Phone/Internet/Cable
Ralph Echtenaw Window Cleaning	\$28.00	Window Cleaning
City of Mt. Pleasant	\$38.02	MP Water/Sewer
Mid Michigan Security Systems	\$282.00	Security System
City of St. Louis	\$53.38	SL Electric
MiSDU	\$98.62	CS Garnishment
Charter Communications	\$250.85	MP Cable/Phone/Internet
CMSInter.net LLC	\$18.95	Web Hosting
Consumers Energy	\$18.00	SL Gas
Nannans Properties	\$550.00	SL Rent
REDIRON	\$1,500.00	MP Rent
Consumers Energy	\$297.84	MP Electric
Total:	\$10,871.19	

Credit Card – October	Amount	Note
Staples	\$161.32	Office Supplies
Intuit	\$36.00	Quickbooks
Credit Card Total:	\$197.32	

Total: \$11,068.51

MAC TV Network Employee Monthly Meeting

Tuesday November 19th, 2024

Welcome back board members! We are looking forward to cover some of the upcoming Christmas holiday celebrations about to begin in a couple of weeks!

First, we need to get our gobble gobble on!!! We hope you enjoy your Thanksgiving holiday. May you all have a safe healthy and happy Thanksgiving!!

Newest Productions

Women's Basketball - Mid-Michigan College vs. Lake Michigan Community College

<https://mactvnetwork.viebit.com/watch?hash=6Hl7TGgE0Ya7JpTT>

Men's Basketball - Mid-Michigan College vs. Aquinas College Men's Basketball

<https://mactvnetwork.viebit.com/watch?hash=ATiWxGJGwtcFD2uE>

St. Louis DPW Leaf Vacuum PSA <https://mactvnetwork.viebit.com/watch?hash=z2iCHUTYn5PiN1TA>

Art Review Season 24 Episode 2 Ryan checks in with Art Reach for the Artis Battle downtown Mt Pleasant as well as the “Freak Fest”. He also goes to the CMU Art Gallery to check out their newest art installments. <https://mactvnetwork.viebit.com/watch?hash=NInRzowubHuvAbzL>

Candidate Forum Mt Pleasant School Board, presented by the League of Women Voters.
[2024 Mt. Pleasant City Commission Candidate Forum on Vimeo](#)

Candidate Forum Isabella County Clerk, presented By the League of Women Voters [Candidate Forum - Isabella County Clerk on Vimeo](#)

Candidate Forum for Mt Pleasant City Commission, presented by the League of Women Voters [MAC TV Network](#)

A thought for the month:

“Hello November, thank you for reminding us we have so much to be grateful for.” Unknown author.

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

Respectively submitted,

Dusty Gillis

Dusty@mactvnetwork.org

Senior Administrative Assistant

October Director's Report (Submitted 11/18/24)

As we continue to head into Fall we have been busy and covering as much as possible!

Intern

Intern Ryan Glant has produced 2 great episodes of Art Review and also helped on many other projects.

Recent Projects

Mid Men's Basketball VS Lake Michigan College
Mid Women's Basketball VS Lake Michigan College
League of Women Voters MP School Board Candidate Forum
League of Women Voters MP City Commission Candidate Forum
League of Women Voters Isabella Clerk Candidate Forum
League of Women Voters Isabella County Board Candidate Forum
Freak Fest Art Review Segment
Pushing Fiber CMU Art Gallery Segment
Art Reach Gallery Segment
CMU Art Gallery Faculty Exhibit Segment
St. Louis VS Harrison Football Game
Chamber of Commerce – Something to Chew on Videos

Sports

Now that we are heading into the Winter, Nick will be filming Mid Michigan College Basketball games as well as making his way around our member communities for Basketball.

Monster Movie Competition

We have held the annual Monster Movie Competition. This year we had 7 great entrants and the premiere is going to be held on Monday November 18th at Celebration Cinema.

Franchise Fees

It appears that many of our members have been getting franchise fee renewals for 2025. This is correct and we have been looking into the language on the contracts that have been sent. We have not had any contact with any of our Charter reps.

Industry/ACM News

There has not been any new updates regarding the House Bill or FCC updates.

Carey Hammel
Operations and Administration Director

**MID-MICHIGAN AREA CABLE AND TELECOMMUNICATIONS
CONSORTIUM**

BYLAWS
(Adopted _____)

ARTICLE I . MEMBERSHIP AND REPRESENTATION

Section 1. The Mid-Michigan Area Cable and Telecommunications Consortium, herein referred to as “Consortium,” an alliance of municipalities and other political subdivisions of the State of Michigan, organized under applicable laws of the State of Michigan, for the purpose of forming themselves into a single cable communications market to be served by a single franchisee, to provide the highest quality of cable communication services at the lowest reasonable cost to its respective citizens and/or to collaborate of the establishment of telecommunication standards, requisition, installation and service.

Section 2. Each Consortium member may select two (2) representatives, based on the eligibility requirements stated in the Consortium Agreement, to serve on the Consortium Board.

Section 3. The official office location shall reside at
312 West Michigan Street
Mount Pleasant, MI 48858.

ARTICLE II- GENERAL MEMBERSHIP

Section 1. The Consortium Board shall hold an annual meeting in December each year, the date, time and place to be determined by the Executive Committee. The purpose of the annual meeting will be the selection of Executive Committee officers.

Section 2. The Executive Committee may schedule a special meeting of the General Membership by providing forty eight (48) hours advanced notice. The Executive Committee shall determine the time and location of the meeting.

Section 3. The Executive Committee shall call a General Membership meeting upon a petition signed by not less than twenty-five percent of the voting members. The Executive Committee shall schedule the meeting time and location not less than twenty (20) days after the petition is received.

Section 4. All General Membership meetings shall comply in all manners with the State of Michigan Open Meetings Act.

Section 5. A majority of General Membership representatives shall constitute a quorum for General Membership meetings.

Section 6. The proceedings of all General Membership meeting shall be governed by and conducted according to the latest edition of Roberts Manual Parliamentary Rules.

Section 7. The General Membership shall be responsible for review and approval of the Consortium budget, approval of new members to the Consortium, consider proposed amendments to the consortium bylaws, submit franchise agreements for approval to member jurisdictions, submit cable ordinances for approval to member jurisdictions, litigation matters involving the Consortium, approval of Consortium policies, and other items of business as determined by the Executive Committee.

Section 8. A member unit of government shall be notified if one of its representatives has missed three consecutive General Membership meetings without an excused absence. Member units are entitled to select General Membership alternates to represent them.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. Any individual currently serving on the General Membership shall be eligible to serve on the Consortium Executive Committee.

Section 2. The General Membership shall at its annual meeting, select the following officers to the Executive Committee for a term of one year: Chairperson, Vice Chairperson, Treasurer, Secretary, and three at large members.

Section 3. Five of the Executive Committee members shall represent the five largest subscriber groups. No member shall have more than one of its appointed representatives seated on the Executive Committee at any time.

Section 4. The Chairperson of the Executive Committee shall preside over the General Membership and Executive Committee meetings, and prepare the agenda for these meetings. The Chairperson shall be responsible for formulating annual goals for the Consortium. The Chairperson shall, subject to the approval of the Executive Committee, appoint all committees and shall be an ex officio member of all committees.

Section 5. The Vice Chairperson shall serve as Chairperson in his/her absence, shall be responsible for the development of the annual budget, and membership recruitment. If the Chairperson is unable to complete his/her term, The Vice Chairperson would assume this responsibility.

Section 6. The Treasurer shall be responsible for the deposits and disbursements of Consortium funds in accordance with established Consortium policies. The Treasurer shall provide the Executive Committee a monthly financial report.

Section 7. The Secretary shall be responsible for recording minutes of all General Membership and Executive Board meetings and make available for approval at the next meeting and maintaining Consortium records.

Section 8. The Executive Committee may delegate the duties of the officers and the Operations and Administration Director.

Section 9. The officers of the Executive Board shall not be limited to any term of service.

Section 10. Absence from three consecutive regular meetings, without an excuse deemed valid and so recorded by the Executive Committee, the community shall be notified of the absence.

Section 11. Should a member of the Executive Board resign, the Executive Board shall appoint from the General Membership an individual to complete the term of office.

Section 12. Executive Committee meetings shall comply with the State of Michigan Open Meetings Act.

Section 13. The Chairperson shall prepare and distribute the General Membership and Executive Board meeting agenda to all Consortium members at least twenty-four (24) hours prior to the scheduled meeting.

Section 14. The Executive Committee shall meet at regular periods, the time and location to be fixed by the Executive Committee.

Section 15. A majority of the Executive Committee shall constitute a quorum for Executive Committee meetings.

Section 16. The proceedings of the Executive Committee shall be conducted according to the latest edition of Roberts Manual of Parliamentary Rules.

ARTICLE IV . COMMITTEES

Section 1. The Executive Committee shall authorize and define the powers and duties of all committees.

Section 2. The Chairperson shall appoint all individuals to serve on special committees as needed.

ARTICLE V .CONSORTIUM FINANCIAL MANAGEMENT

Section 1. The fiscal year shall begin the 1st day of January.

Section 2. The General Membership shall approve a budget, prior to January 1st of each year.

Section 3. Along with other revenues, the budget shall contain a schedule of assessments for all Consortium members. These assessments are subject to the approval of the General Membership.

Section 4. Upon approval of the budget, the Executive Committee may be authorized to make disbursements for expenses provided for in the budget without an additional approval by the General Membership.

Section 5. No disbursement of funds shall be made unless the same shall have been approved and authorized by the Executive Committee. Authorized signatures will be designated by the Executive Committee.

Section 6. The Consortium shall present an annual audit of its financial condition and furnish copies to its members upon completion.

ARTICLE VI- AMENDMENTS

Section 1. These bylaws may be amended or altered by a quorum vote of those present at any General Membership meeting provided proposed change shall have been mailed to each representative not less than ten (10) days prior to such meeting.

ARTICLE VII- PROFESSIONAL CONSULTANTS

Section 1. The Executive Board may retain the services of such professional consultants as deemed necessary from time to time.

ARTICLE VIII- DISSOLUTION

Section 1. If the Consortium dissolves, its assets, if any, will be distributed to the remaining Consortium members based on the percentage of subscribers.

Section 2. Dissolution will require a two-thirds vote of Consortium members.

Article IX – Investment Policy

It is the policy of the Consortium to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Consortium and comply with all state statutes governing the investment of public funds.

This investment policy applies to all financial assets of the Consortium. These assets are accounted for in the various funds of the Consortium and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the Consortium.

The primary objectives, in priority order, of the Consortium's investment activities shall be:

Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification - The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from the following: Mid Michigan Area Cable & Telecommunications Consortium Board of Directors, Board President, Board Treasurer, Operations & Administration Director. Procedures should include references to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Operations & Administration Director of the Consortium. The Operations & Administration Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Consortium is limited to investments authorized by Public Act 20 of 1943, as amended, and may invest in the following:

- Certificates of Deposits
- Savings Accounts
- Money Market Accounts
- Any other FDIC Insured Bank Investment option

- Michigan CLASS or other Investment Pools that have a 'AAAm' rating by the S&P Global Rating Services.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Consortium shall be on a cash (or delivery vs payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Article X – Fixed Asset Capitalization Policy

The Consortium will regard fixed assets as capitalized when all of the following criteria are met:

- Assets purchased, built or leased have useful lives of on year or mo.
-
- The Cost of assets is \$5,000.00 or more. Multiple assets where cost is less than \$5,000.00 but the aggregate requestor total is \$5,000.00 or more are not capitalized.
-
- The cost of improving or renovating the asset is \$5,000.00 or more and prolong the life of the asset.
-
- The Consortium will regard the purchase of software as a fixed asset subject to the above capitalization policy, and will amortize over an estimated useful life of 3 years. Cost associated with software maintenance and customer support are considered expenditures and will not be capitalized.

Other Considerations:

Repair is an expenditure that keeps the property in ordinary efficient condition. The cost of the repair does not add to the value or prolong the life of the assets. All repair expenditures are charged to the appropriate department and fund.

Improvement's are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase it's value or adapt it to a different use. Improvements of this nature are capitalized.

Mid Michigan Area Cable Consortium Employee Handbook

Introduction to Mid Michigan Area Cable Consortium

The Mid Michigan Area Cable Consortium formed in 1997, and is made up of 11 municipal members. Those members are: the City of Ithaca, City of St. Louis, the Village of Breckenridge, Pine River Township, Arcada Township, the City of Alma, the Village of Shepherd, The Charter Township of Union, the City of Mt Pleasant, the City of Clare and the City of Harrison.

The MMACC began originally with six communities joining together in 1997 to create the first cable franchise agreement with the then existing cable TV provider. At that time, Public Access TV consisted of the City of Alma's existing access studio and Mt. Pleasant's eight video tape machines in a janitor's closet in the cable company's office. Government Access was provided by each member community at their respective City Hall with Mt Pleasant, Union Township, and Shepherd sharing channel 26 for governmental access in Isabella County and the cities of MMACC and Harrison running independently. In Gratiot County, the governmental access information was and is run from the City of Alma with modulator and sound control at Charter office's head end.

The Consortium hired an executive Director in June of 2002, and the consortium Board of Directors began a new era of development that has led to the support and sustained growth of services to member communities. In 2013 the title was changed slightly to reflect the current responsibilities and renamed the Operations and Administration Director.

In December of 2003 the MMACC celebrated the success of a planning milestone with completion of the construction of the new centrally located MAC TV Network Central Office facility in Mt. Pleasant, Michigan. This facility provides all member communities with the opportunity to make use of a wonderful array of equipment and features never before available in our three county areas. Our member communities users and volunteers can make use of a 900 square foot fully digital video studio for the production and recording of programming, a linear and non linear (or digital editing) suite and the out source loaning of 13 field camera set ups, along with tripods, lighting and audio systems for successful in field program production. That equipment includes laptop computers for "take home" editing.

Introductory Statement

MMACC Employee Handbook - Revised Draft 11-15-24 by Carey Hammel

All employees of the MMACC are considered at will employees and as such this handbook is designed to acquaint you with MMACC policies and procedures and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind.

No employee handbook can anticipate every circumstance or question about policy, therefore, MMACC reserves the right to revise, add to, or delete any policies or portion of the handbook from time to time as deemed appropriate, in its sole and absolute discretion.

The handbook is, and remains the property of MMACC. The holder of this handbook shall surrender it upon termination or upon issuance of a new handbook.

Effective Date

This Employee Handbook is effective _____ and supersedes all existing policies and practices and oral or written statements of anyone employed with MMACC which are in conflict. The Employee Handbook will be made available to any employee upon request.

Nature of employment

Employment with MMACC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, MMACC may terminate the employment relationship at will at any time, with or without notice. Nothing in this handbook or other written or oral statements made at any time, are intended, nor do they serve to create or imply a contract of employment. For the purpose of determining benefit eligibility, full time employees are those employees who are regularly scheduled and regularly work 40 hours per week, are not employed on a temporary basis, are not employed on a seasonal basis, and are not a contracted employee; regular part time employees are those employees regularly scheduled and work less than 40 hours a week and provided 1 year of service to MMACC; non-regular employees are individuals not included in the full time or regular part-time employee status category who works on any other basis, including temporary, casual, seasonal, volunteer, or internship and have less than 1 year of service to MMACC.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MMACC will be based on merit, qualifications, knowledge, skills, and abilities. MMACC does not discriminate opportunities or practices on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, handicap, veteran status, or any other characteristic protected by law.

Americans with Disabilities Act of 1990 (A.D.A .)

The Americans with Disabilities Act of 1990 prohibits discrimination against disabled applicants and employees in job application procedures, hiring, discharge, promotions, compensation, training, and other terms and conditions of employment. The MMACC does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. An employee/applicant must notify management in writing within 182 days after knowledge that an accommodation is needed.

References

No information, except verification of employment, description of job duties, position(s) held and dates, will be released to third parties without express written authorization from you, the associate, or by order of a court or other government agency. If you want to use Mid Michigan Area Cable Consortium as a reference, it is your responsibility to provide written authorization to the Operations and Administration Director for the release of other employment record information.

Personnel Records

MMACC maintains a personnel file on each employee. The personnel file includes such information as job description, resume, documentation of performance appraisals and wage information, and other employment records.

Personnel files are the property of MMACC, and access to the information they contain is restricted to authorized personnel.

Michigan law requires that the company provide you access to your personnel file upon written request. Employees who wish to review their own file should contact management. A request for a copy of your file must be made in writing.

Keeping Us Informed of Personnel Data

It is the responsibility of each employee to promptly notify MMACC of any changes in personnel data. This is very important in the event of an emergency and in connection with such things as Social Security, withholding taxes, insurance benefits, or correspondence sent to your home. Please notify MMACC whenever changes occur in the following areas:

- ° Change of your home address and telephone number

- ° Legal change or your name
- ° Changes in tax status; including local income tax change
- ° Outside employment (notice to be given prior to accepting)
- ° Educational degrees or certifications

Outside Employment

Outside employment, “moonlighting”, or self employment is not permitted if it is found to interfere with job performance. Those who wish to hold another job must notify the Operations and Administration Director of MMACC prior to accepting another position. Anyone already employed elsewhere should inform the Operations and Administration Director immediately. Using the equipment of MMACC for profit is prohibited and could result in job termination.

At Will Employment

Employees acknowledge that they fully understand the rules governing their employment with the MMACC. The employee agrees that he/she will conform to the rules and regulations set forth by the Consortium and further understands and agrees that his/her employment is for no definite period and may, regardless of the time and manner of payment of wages and salary, be terminated at anytime by the MMACC or themselves, with or without cause, and without any previous notice. Further, the employee understands that no representative of the Mid Michigan Cable Consortium has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Employees are asked to provide at least a two week notice.

Upon termination, employees are required to return any and all company property, including keys, prior to receiving their last paycheck.

Standards of Conduct

While employment is “at will” in its discretion MMACC may elect to discipline an employee as it deems appropriate. Forms of discipline include, but are not limited to:

- Oral Reprimands
- Written Reprimands
- Suspension (time off/or loss of privileges)
- Discharge

The object of MMACC’s disciplinary policy is to correct an employee’s job performance, ensure orderly operation, protect the interests and safety of all employees, and maintain the quality service and reputation of the consortium.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of violations of rule of conduct that may result in disciplinary action, up to and including termination of employment.

- Dishonesty
- Theft, misuse, or inappropriate removal of MMACC property.
- Unauthorized use of telephones, mail system, computer systems or other employer owned equipment.
- Falsifying of records or reports including application for employment, a time or expense record, or other such matters.
- Violating the confidentiality of the MMACC.
- A felony conviction while in the employment of MMACC.
- Fighting, committing assault, or threatening violence in the workplace.
- Unsatisfactory performance or conduct.
- Working under the influence of alcohol or illegal drugs.
- Possession of dangerous or unauthorized material, such as explosive or firearms, in the workplace.
- Poor hygiene.
- Smoking on premises.

Attendance and Dependability

When an employee cannot avoid being late to work or unable to work as scheduled due to illness or emergency, they should notify management as soon as possible before the scheduled time to arrive at work. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment. An unauthorized (unapproved) absence from duty shall be treated as an absence without leave. Such absence shall be without pay and may be cause for disciplinary action. Where the conditions warrant and adequate reasons for failure to secure authorization prior to the absence are found by the appropriate authority, the absence may be authorized by a later grant of leave. Any employee who is absent without leave for three (3) consecutive work days without authorization from management or the MMACC Board Chair shall be deemed to have voluntarily resigned.

Performance Review Procedure

Performance reviews will be conducted on an annual basis for all employees by the Operations & Administration Director. The purpose of the review is to promote understanding between the director and the employee regarding the MMACC's requirements for performance in the assigned position and the employee's progress in fulfilling those requirements. Wage increases may or may not be included with an employee's performance review. All performance reviews will take place at the end of the calendar year.

Employee performance reviews will become a permanent record in the respective Consortium employee personnel files.

Funeral Leave

Immediate family for the purpose of this section shall consist of spouse/significant other, children, grandchildren and the employee's or their spouse's parents, step-parents, grandparents, brothers, sisters, step-brothers and step-sisters.

Each full-time employee and regular part-time employee shall receive three (3) days paid funeral leave in the case of a death in his/her immediate family. One (1) day of paid funeral leave shall be granted in the case of a death of aunts, uncles, nieces, nephews of the employee or his/her spouse, or his/her brothers or sisters-in-law. At the employer's discretion, an employee may be required to provide proof for any funeral leave use provided for in this section.

If the funeral and/or related activities take place more than three hundred (300) miles away the Employer shall, upon written request, grant an additional two (2) days of leave for the purpose of travel. The first day shall be paid funeral leave and the second may be taken as unpaid leave. At the employer's discretion, an employee may be required to provide written verification of the funeral location.

If the employee is the executor or personal representative of the estate of the deceased family member, they shall, upon written request, receive an additional two (2) days of funeral leave that may be taken at any time during the year following the funeral for the purpose of fulfilling their duties as executor. One day shall be paid funeral leave. The second day may be taken as unpaid leave. These days may be taken in half-day increments.

The payment for all funeral and executor leave will be for each day on which he/she is absent work due to the funeral or executor duties and on which he/she otherwise would have been scheduled to work for the Consortium and the payment will be for the regular scheduled hours of that employee.

Jury Duty and Subpoenaed Witness.

All full-time employees and regular part-time employees who are summoned and reports for jury duty, as prescribed by applicable law, shall be paid by the Consortium an amount equal the wages the employee would otherwise have earned by working straight time hours for the Consortium on that day. The payment will be for each day on which he/she

reports for or performs jury duty and on which he/she otherwise would have been scheduled to work for the Consortium.

The Consortium's obligation to pay an employee for jury duty is limited to a maximum of sixty (60) days in any calendar year.

In order to receive payment, an employee must give prior notice to management that he/she has been summoned and must furnish satisfactory evidence that he/she reported for duty on the days for which he/she claims such payment as well as sign all jury duty payment checks over to the Consortium.

A subpoenaed witness shall receive the same benefits as an employee summoned for jury duty provided he/she is subpoenaed as a witness in a case that directly involved the Consortium by a federal, state or local court of law.

Holidays

Except as provided below, all full-time employees and regular part-time employees shall receive eight (8) paid holidays in which they receive pay for their regular hours. These holidays are: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day before Christmas, and Christmas Day.

1. If a holiday falls on Saturday or Sunday, Employees shall not be entitled to a working day off.
2. The employee must have worked the last scheduled full work day prior to and the next full day after such holiday and the holiday must fall on a regularly scheduled day to receive holiday pay. EXCEPTION: Use of pre-approved paid time off.

Paid Time-Off (PTO) & Sick Leave

Paid time off will be credited on a prorated basis, weekly, bi-weekly or monthly in accordance with the schedule established by the Consortium

All full time active employees and regular part-time employees shall accrue paid time off/sick leave as follows based on their anniversary date:

1 year to 3 years	7 days
3 years to 5 years	10 days
8 +years	15 days

If accrued paid time off/sick leave based on anniversary date is less than 30 hours of work equaling 1 hour of paid time off/leave, then this system will be used up to 40 hours earned.

For any year that a full time employee reaches a service milestone for which the time accrual would increase, the time due that employee shall be prorated according to the

time remaining in the current fiscal year. Paid time off may not be carried over from one fiscal year to the next, accrued or otherwise accumulated. Employees are not eligible to receive paid time off buy back. Paid time off days are not payable in cash at retirement or under any circumstances to the employee. Paid time off will not accrue during any leave or absence from work.

In case of illness, every Employee shall cause the facts to be known to management no later than the start of his/her shift, if they cannot report to work because of illness. An Employee who fails to report in this manner shall not be entitled to paid time off benefits for that day. Mitigating circumstances will be considered.

Injury at another Employer. If an employee is unable to work because of an injury sustained while working for another employer or in self-employment, they will not be entitled to use paid time off days accumulated from the Consortium.

Any Employee absent three (3) consecutive work days due to claimed illness shall, upon the Employer's request, furnish a Medical Doctor's or Doctor of Osteopathy's verification of incapacity to work.

The Employer reserves the right to have any Employee absent due to claimed illness examined by the Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) of the Employer's choice, at the Employer's expense.

An Employee who has reported to work and who leaves work because of disability due to illness or injury arising outside the scope of employment shall be paid at his/her hourly rate rounded to the nearest quarter hour.

Payroll Deductions

Deductions from the pay of employees shall be made only when required by law or when authorized by law and requested by the employee. Federal, State and Consortium laws require certain deductions such as income tax withholding and social security. Other deductions may be ordered from time to time by the courts or by agreement of the employee, and these requirements will be honored routinely.

Statutory Benefits

Workers' Compensation, Unemployment Compensation benefits, and any other required benefits by law will be provided in accordance with the appropriate laws.

The Consortium may provide orientation activities for new employees that familiarize them with their obligations, rights and benefits as Consortium employees. A general overview of the MMACC and a job-related orientation shall also be provided.

Training Programs

The Consortium is committed to the principle of training for all its employees. Training for employees may be provided by the Consortium through either special on-the-job training programs or approved off-the-job educational courses and training seminars. Training compensation shall be in accordance with administrative regulations and/or state or federal laws.

The Consortium recognizes and encourages attendance at and participation in conferences, meetings and training seminars conducted by professional organizations and associations. Employees should gain personal and professional development from training programs designed to improve the employee's effectiveness in their position and their qualifications for advancement.

Professional Memberships

The Consortium recognizes that membership in recognized professional organizations and associations benefit both Consortium employees as well as the Consortium. Employees benefit in terms of their personal and professional development, especially as related to an increase in their knowledge and the improvement of their current job-related skills. Employees are encouraged to become involved and participate in their respective professional organizations and associations.

Credit Card & Purchase Policy

To allow MMACC employees access to efficient and alternative means of payment for approved expenses that are related to enhancing the Consortium's ability to serve the public occasional use of MMACC Credit Cards is allowed. All credit card purchases must be first approved by the Administration and Operations Director. Credit cards will only be used for business purposes, personal purchases of any type are not allowed.

The following purchases are require MMACC Board Approval:

- Capital equipment and upgrades over \$5000

- Construction, renovation/installation

- Items or services on term contracts

- Maintenance agreements

The following purchases are not allowed:

- Alcoholic beverages/tobacco products

Controlled substances

Personal items or loans

Any item deemed inconsistent with the values of MMACC

Sexual, Racial Ethnic and Religious Harassment Policy Statement

Mid Michigan Area Cable Consortium prohibits harassment of its associates, vendors and customers in any form. Such conduct by an associate may result in disciplinary action up to and including discharge. Mid Michigan Area Cable Consortium is committed to providing a work environment that is free of harassment and unduly offensive behavior. Sexual, racial, ethnic or religious harassment is in conflict with that type of environment and will not be tolerated.

Racial, ethnic and religious harassment is defined to include, among other conduct, threats, insinuations, innuendo, racial, ethnic, or religious slurs, or other offensive statements or conduct based on race ethnicity or religion directed at an associate, a customer, volunteer or a racial, ethnic or religious class or group.

Sexual Harassment Policy and Procedures Policy

The MMACC recognizes the rights guaranteed to all individuals and reaffirms that sexual harassment and gender discrimination is an unlawful employment practice under Title VII of the Civil Rights Act of 1964 and under the Michigan Elliot-Larsen Civil Rights Act. Therefore, the Consortium has an affirmative duty to maintain a work place free of sexual harassment or other gender discrimination. The Consortium also acknowledges that all employees have a legal right to work in an environment free from unsolicited and unwelcome sexual overtures.

Prevention is the best tool for elimination of sexual harassment. The Consortium will take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject at staff meetings, expressing strong disapproval by management of such behavior, developing appropriate sanctions, informing employees of their rights, and developing methods to sensitize all concerned. The Consortium expects management to establish lines of communication with all employees, and be fully informed about practices which interfere with work and efficiency in their department or jurisdiction.

The MMACC will not tolerate behavior which constitutes sexual harassment. The Consortium will take immediate and appropriate corrective action when sexual harassment complaints are filed.

Scope/awareness

This policy is applicable to all Consortium employees.

Awareness - The MMACC will educate its workforce about sexual harassment by including the subject in the orientation of all new employees.

Definitions

Harassment is an unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for an employment decision.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive work environment.
4. Gender Discrimination is discriminatory, intimidation, ridicule and insults that maliciously demeans an employee based solely or primarily because of an employee's gender but without verbal or physical conduct of a sexual nature.

Complaint/investigation process

1. Any employee of the Consortium who believes that behavior which constitutes sexual harassment or gender discrimination is occurring has an obligation to report such behavior to assist the employer in eradicating the problem.
 2. Employees may, at their discretion, make complaints of sexual harassment or gender discrimination to management or directly to a member of the Board of Directors.
- The individual receiving the complaint is expected to listen objectively and document all information. All complaints must be documented in writing, and management or the Board of Directors will determine if an investigation and/or disciplinary action are warranted.

Violence in the Workplace Policy

The MMACC affirms its commitment to a worker-supportive environment that ensures the safety and well-being of its employees. Workplace safety is the responsibility of all employees and entails not only equipment and procedural safety but the matter of workplace violence. To that end, all employees are required to review and understand the provisions of this policy.

Definitions

Reportable Workplace Violence Incident - Any threatening remark or overt act of physical aggression by an individual against persons or property, whether reported or observed, that occurs at the work site. The individual may be a fellow employee, a citizen, or any non-employee with whom employees may come in contact while in the course of their job requirements. The following list of behaviors, while not all inclusive, provides examples of prohibited conduct:

- Causing physical injury to another person
- Making threatening remarks or gestures.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another employee or person or subjects another person to emotional distress
- Intentionally damaging employer property or the property of another employee or any substantial threat to destroy property.
- Possession of a weapon while on MMACC property or while on MMACC business.
- Committing acts motivated by or related to racial intimidation, sexual harassment or domestic violence.

Weapon: Any object defined as a weapon by State of Michigan statutes. This includes but is not limited to pistols, rifles, shotguns, bombs, blackjacks, billy clubs, knives, brass knuckles or gas-ejecting weapons. A weapon is also any object used with the intent of threatening or inflicting injury or bodily harm upon another person.

Zero Tolerance - MMACC shall have zero tolerance for threats, threatening conduct, or any acts of aggression or violence in the workplace, even those made in jest. Any employee determined to have committed such acts will be disciplined up to and including discharge. Non-employees engaged in violent acts or threats on MMACC premises will be reported to the proper authorities and prosecuted to the fullest extent of the law.

Drug-Free Workplace Environment Policy

Consistent with the Drug-Free Workplace Act of 1988, MMACC is committed to providing a drug-free workplace. The unlawful manufacture, dispensing, possession or use of a controlled substance is prohibited in all MMACC work sites and on all job locations. Possession, carrying, use, consumption or distribution of function impairing drugs, including marijuana or alcohol on Consortium premises or during employment hours. This includes reporting to work under the influence or suspicion of working under the influence of alcohol or intoxicating beverages, drugs, heavy medication or any controlled substances.

Definitions

Substance abuse is defined in terms of alcohol abuse, controlled substance (United States of America [USA] dispersed or prescribed medication) abuse, or the use of illegal drugs.

Alcohol Abuse : Use or being under the influence of alcohol by any employee during a work shift.

Controlled Substance Abuse : Unlawful manufacture, distribution, dispensing, possession or use, or being under the influence of any controlled substance by any employee while performing work.

Illegal Drugs : Those substances (drugs) which are not dispersed or prescribed for medication in the USA.

Work Rules

All employees will be required to abide by the following work rules:

Shall not report for work under the influence of alcohol, **marijuana**, controlled substances, or illegal drugs (as defined in Section II above), or use alcohol, abuse controlled substances, or use illegal drugs during a work shift. Violation of this rule may be grounds for discipline up to and including discharge;

Shall not manufacture, distribute, dispense, possess, use, or bring to their work site any alcoholic beverage or **marijuana product**. Violation of this rule may be grounds for discipline up to and including discharge;

Shall not manufacture, distribute, dispense, possess, use, or bring to their work area any illegal drug or controlled substance except in the case of a controlled substance when it is prescribed in the treatment of an employee by an individual licensed in the USA to prescribe such medication. Violation of this rule may be grounds for discipline up to and including discharge;

Should inform their supervisors when taking prescribed medication that may impair their job performance, to include possible side effects, as well as the duration of that impairment, and how long the use of medication will be. Violation of this rule may be grounds for discipline;

Felony conviction of the manufacture, distribution, dispensation, use, or possession of a non-prescribed controlled substance or illegal drug while on or off duty may be grounds for discharge. If an employee is convicted of any criminal drug statute violation occurring outside the workplace, the employee shall notify his/her supervisor within five (5) days following the conviction;

Upon notification of a criminal drug statute conviction, management or the Board of Directors will take one of the following actions:

- Appropriate personnel action up to and including termination.
- Requiring the employee to participate satisfactorily in a drug/alcohol abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

A drug/alcohol test may be used under reasonable suspicion if an employee is involved in a workplace accident that caused one or more of the following: fatality, physical or bodily injury to one or more persons, significant property damage, issuance of a traffic citation, or if the individual's possible contribution to the accident cannot be ruled out.

Refusal to submit to drug or alcohol testing when there is reasonable suspicion is cause for immediate dismissal.

An employee with a positive alcohol test (a level of 0.02 or greater) and/or drug screen (as specified by the non-NIDA drug testing limits) taken for reasonable suspicion will be relieved from all job duties immediately.

It shall be the responsibility of all employees to understand and be familiar with this policy. Further, employees are encouraged to abide by the intent of this policy to insure that the workplace of the Consortium is drug-free.

MMACC supports programs aimed at the prevention of substance abuse by its employees and encourages staff with alcohol and other drug dependency problems to seek assistance at community counseling centers.

Safety Policy

It is MMACC policy to conduct all operations in a safe and healthful manner. The health and safety of every employee is a fundamental consideration in every business decision and plan.

The company is equally committed to protect the public, company property, and customers from events that could cause harm due to company operations. Safety is a shared responsibility between the company and its employees. The employer is responsible for establishing and enforcing necessary safety practices and for maintaining a safe, healthy workplace. All employees shall follow safety procedures; acting in a safe, responsible manner; and reporting hazards when observed. The safety program shall be administered by management.

MMACC's goal is to prevent the occurrence of all work- related injuries, illness, and property losses and to achieve 100% compliance with all applicable health and safety regulations that apply to MMACC's operations. By continuously striving to identify and eliminate unsafe conditions and actions, this goal can be achieved.

Background Investigation

As part of the application process all individuals who are interested in employment with MMACC will have a background investigation and a criminal history record check performed prior to employment.

Professional Conduct

MMACC requires that all employees conduct themselves in a professional manner. This means that all contact with others on behalf of the company whether by phone, written correspondence, email, or in person, be done in a businesslike and professional manner. Each employee must realize that he or she represents the company when they have contact with customers and others in the business community. Abusive or profane language will not be tolerated. Courtesy, tact and consideration should guide each employee in his or her relationships with fellow workers at all levels of the company and the public.

Disciplinary Records

Records of all disciplinary actions shall be maintained as follows:

1. Warnings shall be issued in writing and shall contain the date, brief description of the violation, and the signature of the individual issuing the warning.

All reprimands, suspensions, demotions, and discharges shall be issued in writing.

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image of MMACC presents to customers and visitors.

Employees are expected to present a clean, neat, and modest appearance and to dress according to the requirements of their position. Avoid excessive use of shaving lotion, perfume, cologne, makeup or jewelry. Please use common sense and consideration for

others in your personal hygiene. Employees who appear for work inappropriately or immodestly dressed may be sent home and directed to return to work in proper attire.

Electronic Mail Retention

A. POLICY

- The MMACC requires its employees to retain and destroy e-mail messages that are sent and received in the course of conducting official business in accordance with an approved records Retention and Disposal Schedule. Retention and Disposal Schedules are developed by the Department of History, Arts and Libraries, Records Management Services, through consultation with an agency about its records. These schedules are then approved by the Michigan Historical Center, the Attorney General [state government only], the Auditor General [state government only] and the State Administrative Board.

B. PROCEDURES

Employee Responsibilities:

- Senders and recipients of e-mail messages shall evaluate each message to determine if they need to keep it as documentation of their role in a business process.
- Senders are generally considered to be the person of record for an e-mail message. However, if recipients of the message take action as a result of the message, they should also retain it as a record.
- It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
- Shall evaluate the content and purpose of each e-mail message to determine which Retention and Disposal Schedule defines the message's approved retention period.
- Employees shall retain e-mail that has not fulfilled its legally-mandated retention period by: Saving the email in the E-mail System's Archive.
 - Shall retain transactional information (see definition of e-mail above) with the e-mail message if there is a substantial likelihood of relevancy to litigation.
 - Shall organize their e-mail messages so they can be located and used.
 - Shall dispose of transitory, non-record and personal e-mail messages from the e-mail system.
 - Shall dispose of e-mail messages that document the official functions of the agency in accordance with an approved Retention and Disposal Schedule. Note: Records, including e-mail, shall not be destroyed if they have been requested under FOIA, or if they

are part of on-going litigation, even if their retention period has expired.

- Shall provide access to their e-mail to management or the Board of Directors upon request.
- Shall retain all work-related appointments, tasks and notes stored in the e-mail system for 2 years.
- Recognizing that e-mail messages that are sent and received using the MMACC's e-mail system are not private, employees are encouraged to manually delete personal appointments (such as sick leave or annual leave) from the e-mail system after the event takes place.

Management Responsibilities:

- Shall ensure that its records are listed on an approved records Retention and Disposal Schedule.
- Shall ensure that all employees with e-mail accounts are aware of and implement this policy.
- Shall ensure former employee's email accounts are closed.
- Shall ensure that the e-mail messages (and other records) of former employees are retained in accordance with approved Retention and Disposal Schedules.
- Shall notify Board of Directors when an agency becomes involved in litigation or receives a FOIA request.

Mid Michigan Area Cable Consortium
2024 Goals Recap

Goal #1	Maintain Financial Stability	Status	Notes
Continue to pursue intern and co-op opportunities			
Increase the amount of interns to provide support for the staff and to create productions, looking into Clare Tech Center, Mid, Ferris, Other Departments @ CMU		Ongoing	Had good interns in Summer and Fall of 2024. Ongoing process as still not getting the interest we did prior to Covid. It's fine to reach out to other departments but also want broadcast knowledgeable people.
Grants – Plan for future equipment needs			
Develop a plan of needs for the next 2 years and investigate local grant options which may be able to help cover these expenses.		Ongoing	We have not had any major equipment needs in the last year. 2 year plan has been made and is attached. Through MACC grant awarded funds for new camera, applying to Community Foundation grants in early 2025 for computer needs.
Goal #2	MAC TV “Value” Campaign	Status	Notes
Visit Local Boards & Commissions			
Use promos from campaign to promote MAC TV and present annually to member communities		Complete by July 2025	Videos are complete. Ready to be scheduled at board meetings in early 2025.
Goal #3	Expand Social Media Presence	Status	Notes
Expand into new Social Media Outlets – Instagram Reels			
Increase followers and content, cross share content across Instagram & Facebook		Complete/Ongoing	Instagram page has been made and utilized for certain videos. Will continue to grow following.

2024-2025 MAC TV Network Equipment Needs

Equipment Need

Sony ZV-E1 Mirrorless Camera

DJI RS 4 Gimbal Stabilizer

Apple iMac

Apple MacBook Pro

Apple MacBook Pro(Gratiot)

Purchase Plan

Awarded 2024 MACC Grant

Awarded 2024 MACC Grant

MPACF May Grant Submission

MPACF May Grant Submission

GCCF February Submission

At this time purchasing 1 new camera that is designed for shooting more cinematic shots would be helpful for the type of productions we are doing on Art Review. Our current broadcast cameras are all still functioning and we have enough of them. Additional computers for editing will be a need in the next year as most of our computers are 6 years old or older.

Mid Michigan Area Cable Consortium

2024 Budget Draft Proposal

			2023 Approve	2023	2024 Approved	2024 Actual	2024 Year End	2024 Proposed
			Budget	Actual	Budget	As of Nov 8	Estimate	Budget
453	Franchise Fees							
453.1	City of Mt Pleasant	73,000.00	68,205.42	71,000.00	31,272.29	62,544.58	63,000.00	
453.10	Pine River Township	8,200.00	8,741.73	9,000.00	3,983.56	7,967.12	8,000.00	
453.12	Arcada Township	5,000.00	4,857.10	5,000.00	2,280.40	4,560.80	5,000.00	
453.2	City of Clare	19,000.00	18,324.09	19,000.00	9,786.11	19,572.22	19,500.00	
453.4	City of Harrison	12,500.00	12,054.04	12,000.00	5,651.33	11,302.66	11,000.00	
453.6	Union Township	46,000.00	38,761.92	40,000.00	17,078.42	34,156.84	34,000.00	
453.8	City of St Louis	17,500.00	16,085.71	16,500.00	7,118.84	14,237.68	14,500.00	
453.9								
453	Franchise Fees Other							
	Total Franchise Fees	181,200.00	167,030.01	172,500.00	77,170.95	154,341.90	155,000.00	
454	DVD Copies	-	-	-	-			
455	Video Production Services	14,000.00	12,692.50	14,000.00	8,092.50	14,000.00	14,000.00	
456	Interest Income	500.00	5,721.01	500.00	1,240.02	5,000.00	5,000.00	
New	Grant	2,500.00	2,465.00	2,500.00	190.00	7,500.00	6,000.00	
457	Contributions Local Units							
459	Charter Advertising Revenue	-		-			-	
460	Sale of Assets	-		-			-	
465	Charter Grant (Peg Support)	7,000.00	6,150.87	7,000.00	2,745.09	5,490.18	5,500.00	
466	Clare – In Kind Service	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	
497	Other Income	-		-			-	
498	Transfer from Fund Balance	-		-			-	
499	Uncategorized Income	-		-			-	
	Total Income and Fees	207,450.00	196,309.39	198,750.00	91,688.56	188,582.08	187,750.00	
600	Employee Payroll Expense							
601	Bonuses	-		-			-	
603	Administrative and Operations Director	52,758.94	49,378.94	49,379.04	43,681.37	49,379.04	49,379.04	
604	Operations Coordinator	-		-			-	
605	Intern	10,000.00	1,300.00	7,000.00	2,875.00	3,200.00	5,000.00	
606	Payroll Tax Expense	-		-			-	
606.5	Payroll Tax Penalty and Fees	-		-			-	
606	Payroll Tax Expense - Other	11,000.00	9,966.44	11,000.00	9,681.71	11,442.02	11,000.00	
607	Salary Reimbursements Alma	-		-			-	
608	Video Productions Assistant	38,000.00	27,305.04	35,000.00	29,983.63	35,435.20	35,000.00	
609	Public Access Assistant	-		-			-	
610	Fringe Benefits - Alma	-		-			-	
611	Administrative Assistant	27,500.00	25,541.25	29,640.00	24,205.25	28,606.20	29,640.00	
613	Playback Operations	27,500.00	24,241.88	29,640.00	22,875.00	27,034.09	29,640.00	
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	4,000.00	3,750.00	4,000.00	6,725.00	7,000.00	7,000.00	
710.2	Charter Audit	-		-			-	
710	Accounting Services - Other	2,525.00	2,400.00	2,525.00	1,800.00	2,525.00	2,525.00	
711	Communications (phone) Gratiot	-		-			-	
712	Office/Bldg. supplies - Gratiot	-		-			-	
713	Printing/Publications - Gratiot	-		-			-	
714	Donations	-		-			-	
715	Training	100.00		100.00	-	-	100.00	
716	Mileage Reimbursement	1,300.00	857.42	1,000.00	740.31	900.00	900.00	
718	Memberships & Publications	800.00	1,020.00	800.00	495.00	700.00	800.00	
725	Rent - Gratiot	5,820.00	5,820.00	5,820.00	6,050.00	6,600.00	6,600.00	
726	Rent - Mt. Pleasant	18,000.00	1,800.00	18,000.00	16,500.00	18,000.00	18,000.00	
727	Office Supplies	1,400.00	1,455.23	1,500.00	1,324.77	1,400.00	1,200.00	
728	Rent - Clare	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	
730	Print/Publish	50.00		50.00	-	-	50.00	
731	Advertising	900.00	814.20	900.00	835.00	835.00	600.00	
732	Tape Supplies	-		-			-	
733	Computer Software	4,200.00	4,057.95	3,800.00	5,169.29	5,169.29	3,800.00	
744	Postage	300.00	252.00	300.00	169.75	200.00	300.00	
746	Tool/Equipment	-		-			-	
750	Conference Expense	-		-			-	
779	Equipment/Parts - Gratiot	-		-			-	
780	Equipment/Parts (<\$500)	500.00	400.49	300.00	300.00	300.00	300.00	
781	Contract Services		-		-		-	
781.1	computer Support	2,500.00	2,388.00	2,500.00	199.00	2,500.00	2,500.00	
781.2	Technical Support	-		-			-	
781.3	Executive Director/Contractual	-		-			-	
781	Contract Services - Other	-		-			-	

Mid Michigan Area Cable Consortium

2024 Budget Draft Proposal

		2023 Approve	2023	2024 Approved	2024 Actual	2024 Year End	2024 Proposed
		Budget	Actual	Budget	As of Nov 8	Estimate	Budget
782	Production Expense	100.00	47.36	100.00		-	100.00
783	Professional Development	100.00	350.00	100.00	-	-	100.00
784	Uniforms/Logo Clothing	150.00		100.00	-	-	100.00
785	Computer R & R Account	500.00	1,146.93	1,000.00	564.00	564.00	600.00
786	Equipment R & R	200.00	8,516.08	200.00	69.94	69.94	200.00
787	Maintenance Supplies	100.00		100.00	-	-	100.00
788	Building Repair and Maintenance	600.00	1,026.00	650.00	336.00	500.00	650.00
789	Small Hand Tools	-		-			-
790	Cleaning						
802	Legal Fees	-		-	.	.	-
803	Fees	-	2.50	-			-
804	Studio Cable (Mt. Pleasant and Alma)	9,500.00	10,826.64	9,500.00	8,210.31	9,703.09	9,500.00
805	Mt. Pleasant City Hall Reimbursement (Cable)						
806	City of Alma Reimbursable						
807	City of Clare Reimbursable						
923	Fiber Contract Gratiot (\$122/Month)	9,400.00	9,405.44	9,400.00	7,885.16	9,347.52	9,400.00
924	Cable	-		-			-
925	Internet Access	1,700.00	1,502.34	1,600.00	2,388.21	2,822.43	1,600.00
926	Telephone						
927	Water/Sewer Charges	400.00	416.78	400.00	358.42	423.59	400.00
928	Gas	3,000.00	2,178.22	2,500.00	1,887.28	2,230.42	2,500.00
929	Electric	5,800.00	5,473.51	5,200.00	3,296.40	3,895.75	4,200.00
930	Electric and Gas Gratiot	1,500.00	1,266.29	1,500.00	659.14	778.98	1,000.00
931	Water/Sewer Alma					-	
941	Rental Charges	-		-			-
944	Capital Improvement	-		-		-	-
945	Major Equipment Purchase	-		-			-
950	Insurance	3,000.00	644.56	3,000.00	2,968.00	1,200.00	1,500.00
970	Capital Outlay	-		-			-
999	Uncategorized Expense						
	Total Expense	<u>247,453.94</u>	<u>207,801.49</u>	<u>240,854.04</u>	<u>204,482.94</u>	<u>235,011.57</u>	<u>238,534.04</u>
	Net Ordinary Income	(40,003.94)	(11,492.10)	(42,104.04)	(112,794.38)	(46,429.49)	(50,784.04)