

TOWNSHIP OFFICES
(248) 625-5111
FAX: (248) 625-2585

GERALD A. FISHER
Supervisor

CARI J. NEUBECK
Clerk

PAUL A. BROWN
Treasurer

TOWNSHIP TRUSTEES
JOSE ALIAGA
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CHARTER TOWNSHIP OF INDEPENDENCE

6483 WALDON CENTER DRIVE CLARKSTON, MICHIGAN 48346
www.indtp.com

CHARTER TOWNSHIP OF INDEPENDENCE & CLARKSTON COMMUNITY SCHOOLS VIDEO CENTER ADMINISTRATIVE BOARD REGULAR MEETING AGENDA

DATE AND TIME: November 16, 2022 at 7:00 p.m.

LOCATION: Clarkston Community Schools Boardroom
6389 Clarkston Road, Clarkston, MI 48346

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

C. ROLL CALL

D. APPROVAL OF AGENDA: *Agenda additions or deletions require a majority vote of Board Members present*

E. CARRYOVER / POSTPONED AGENDA ITEMS:

F. REGULAR BUSINESS:

1. **Video Board Membership** – (Steve Hyer, Chairperson)
2. **Request to Approve Minutes – 09/21/22** (Steve Hyer, Chairperson)
3. **Request to Approve Video Center Board 2023 Meeting Dates** (Steve Hyer, Chairperson)
4. **Review 2022-2023 Video Center Budget Report Ending November 3, 2022** (John Ehlke, ITV Station Manager)
5. **Request to Approve Purchase and Installation of School Board Room Equipment Upgrade** (John Ehlke, ITV Station Manager)
6. **Update – ITV Production Status** (John Ehlke, ITV Station Manager & Matt Bleau, CCS Video Manager)

G. PUBLIC COMMENT: *Members of the Public may address the Video Center Administrative Board, limiting their comments to not more than five (5) minutes regarding items that do not appear on the agenda.*

H. BOARD MEMBER COMMENTS:

I. ADJOURNMENT:



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>November 16, 2022</u>	SUBMITTED BY: <u>Steve Hyer</u>
	TITLE: <u>Chairperson</u>
AGENDA ITEM: <u>Update - Video Center Board Membership</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE: CLICK HERE TO ENTER CONSULTANT NAME	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
Video Board Membership: 1. New Member – John Barry – CCS Rep 2. New Member – David Hayward – Twp Rep	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>None</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Not Applicable</u>	VOTE: <u>Not Applicable</u>



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>November 16, 2022</u>	SUBMITTED BY: <u>Steve Hyer</u>
	TITLE: <u>Chairperson</u>
AGENDA ITEM: <u>Request to Approve the Video Center Administrative Board Minutes of September 21, 2022</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE:	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
<u>Video Center Administrative Board Minutes of September 21, 2022</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Recommended Motion Below</u>	VOTE: <u>Simple Majority</u>
<u>Move to APPROVE the Video Center Administrative Board regular meeting minutes of September 21, 2022 as presented.</u>	

A regular meeting of the Video Center Administrative Board of the Charter Township of Independence and Clarkston Community Schools was held Wednesday, September 21, 2022. This meeting was held at Clarkston Community Schools Boardroom. Steve Hyer called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

ROLL CALL:

Clarkston Community Schools Resident Members Present: Leanna Haun

Independence Township Resident Members Present: Phillip Reid, Rob Namowicz

Clarkston Community Schools Representative Member: Steve Hyer

Independence Township Representative Member: Gerald Fisher

Non-Voting Members Present: Matt Bleau, Clarkston Community Schools Video Manager; John Ehlke, Independence Township Station Manager

Members Absent: Chandler Fleming

Others Present:

APPROVAL OF AGENDA:

Motion VCAB-2022-09-11: Member Fisher moved to **APPROVE** the Agenda as presented. Seconded by member Namowicz. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

CARRYOVER / POSTPONED AGENDA ITEMS:

None

REGULAR BUSINESS:

1. Video Board Membership

Chair Hyer welcomed John Ehlke, ITV Station Manager to the Board.

Chair Hyer stated that School member Mr. Fleming is not seeking reappointment and Township member Mr. Doolen is also not seeking reappointment. So, the School has an appointment, and the Township has an appointment. The plan is to try to coordinate both appointments and have an orientation with both new members. Chandler Fleming was the Video Board Secretary, so a volunteer or nomination for Secretary is needed. Phillip Reid volunteered to be Secretary.

Motion VCAB-2022-09-12: Member Namowicz moved to **APPROVE** Phillip Reid as Secretary. Seconded by member Fisher. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

2. Request to Approve Meeting Minutes – 2/9/2022

Motion VCAB-2022-09-13: Member Haun moved to **APPROVE** meeting minutes for April 13, 2022. Seconded by member Fisher. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

3. Review 2020-2021 Video Center Budget Report Ending August 31, 2022

Member Ehlke provided an overview of the budget. There are a few larger projects, most notably the school set up of cameras and operating systems for the School Boardroom. They have received quotes and will review with staff members. There is an option to turn in the school board equipment for a credit, however that credit offer ends December 31st of this year. It is estimated to be an \$800 credit.

Member Bleau noted that the cameras to be replaced in the School Boardroom will be high-definition cameras to bring them up to date with the Township camera system. All government meeting would be broadcast in HD. Meetings go Live to YouTube TV and also the cable channel.

Member Fisher asked about the line item in the budget listed as Media Club. Member Bleau indicated that they currently do not have an active Media Club at this time.

Member Namowicz asked about the telephone charge because it was less than in previous reports. Member Ehlke noted that it is a shorter length of time covering July 1st – August 31st.

Chair Hyer stated that money was remaining in the budget from last year, which is important to build fund equity, as PEG fees continue to decline with less people using traditional wired cable. Member Fisher noted there is a loss of \$14,000 this year from less PEG fees compared to last year.

4. ITV Production Status Update

Member Ehlke presented to the Board a Quarterly Update PowerPoint from May events to current. ITV now broadcasts 24 hours on all three channels beginning in June, allowing viewers to watch meetings, events and sports at any time of day. Meetings and sports are broadcast online and on cable at the same time beginning in July. ITV has surpassed 1,000 subscribers. Subscribers receive notifications of Live events and new uploads.

Member Bleau stated that ITV operates three YouTube channels; Clarkston Community Schools, Independence Television and Independence Township Government. Subscribers can select which channels or subscribe to all three. Mr. Bleau noted that the Live events drive people to the YouTube channels and they're doing a much better job promoting those live events.

Member Ehlke also promoted the two summer interns that assisted with studio productions in front of and behind the camera, social media content and community events. Both summer interns are current students at Clarkston High School. Member Ehlke also gave credit to staff member Mat Legato for covering various community events. All community events can be viewed on the ITV YouTube channel. Mr. Ehlke spoke about the sports coverage and the football promotional video featuring the schedule and highlighting which games would be covered by ITV.

Next, Mr. Ehlke touted Hannah Gray who has done a fantastic job to improve ITV social media. He shared with the Board ITV is up 43% on Face Book page views and 91.9% on page visits since May. On Instagram Hannah had 41,000+ views on a graduation video she put together. They have recently reactivated the ITV Twitter account which was used back

Video Center Administrative Board – Regular Meeting **September 21, 2022**

in July to post a picture for City Hall Selfie Day which received recognition from Pure Michigan. Hannah deserves the credit for the rise in views on social media platforms. Her expertise is invaluable for our staff.

PUBLIC COMMENT:

None

BOARD MEMBER COMMENTS:

Member Bleau stated John got started in the summer and they didn't start working together day to day until the school year started. Both John and Mat hit the ground running and are doing things bigger and better than they've been done before. He gave kudos to both John and Mat.

Member Namowicz thanked the Township Board for reappointing him to the Video Center Administrative Board. He hopes that he can be of assistance and value to the ITV effort.

ADJOURNMENT:

Motion VCAB-2022-09-014: Member Fisher motioned to adjourn at 7:47 pm. Seconded by member Haun. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

Leanna Cole, Recording Secretary

Steve Hyer, Chairperson



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>November 16, 2022</u>	SUBMITTED BY: <u>Steve Hyer</u>
	TITLE: <u>Chairperson</u>
AGENDA ITEM: <u>Request to Approve the Video Center Administrative Board 2023 Meeting Dates</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE:	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
The following dates are proposed for the 2022 Video Center Board Meetings:	
<ul style="list-style-type: none">• February 15, 2023• April 19, 2023• September 20, 2023• November 15, 2023	
Meetings will be held at Clarkston Community Schools Administrative Building located at 6389 Clarkston Road, Clarkston, Michigan, 48346.	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
<u>Notice of Video Center Administrative Board 2023 Meeting Schedule</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Not Applicable</u> VOTE: <u>Not Applicable</u>	
<u>Move to APPROVE the Video Center Administrative Board 2023 meeting dates as presented.</u>	

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**CHARTER TOWNSHIP OF INDEPENDENCE
&
CLARKSTON COMMUNITY SCHOOLS
VIDEO CENTER ADMINISTRATIVE BOARD**

**2023 REGULAR MEETING SCHEDULE
6:00 PM
CCS ADMINISTRATION BUILDING
BOARD/COMMUNITY ROOM**

All Independence Township & Clarkston Community Schools Video Center Administrative Board Meetings will be held at Clarkston Community Schools Administration Building, 6389 Clarkston Road, Clarkston, Michigan, 48346 at 6:00 p.m. in the Board/Community Room as indicated below:

**February 15, 2023
April 19, 2023
September 20, 2023
November 15, 2023**

Cari J. Neubeck, Clerk

Any change in the above schedule, additions and/or exclusions shall be posted as prescribed in the Open Meetings Act, P.A. 267, 1976, State of Michigan.

Notice: Persons with disabilities needing accommodations for effective participation for these meetings should contact the Supervisor's Office at 248-625-5111 at least two working days in advance of the meeting. An attempt shall be made to provide reasonable accommodations.



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>November 16, 2022</u>	SUBMITTED BY: <u>John Ehlke</u>
	TITLE: <u>ITV Station Manager</u>
AGENDA ITEM: <u>Review 2022-2023 Video Center Budget Report Ending November 3, 2022</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE:	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
<u>A review of our current budget to inform the Board where we are at as of November 3, 2022</u>	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
<u>N/A</u>	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
<u>Ind TV Op Stmt Thru November 3, 2022</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
<u>N/A</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Not Applicable</u>	
VOTE: <u>Not Applicable</u>	

2022-23 VIDEO CENTER BUDGET
Operating results Through November 3, 2022

Description	Ending	Ending	Ending	2022-2023 Budget		Actual	Available	% Budget	Projection	
	Balance	Balance	Balance	Original	Amended	YTD Thru			Balance	Remaining
	6/30/2020	6/30/2021	6/30/2022	Budget	Budget	11/3/2022				
REVENUES										
Lease Payments	216,500.00	218,000.00	222,500.00	218,000.00	218,000.00	0.00	218,000.00	100.0%	218,000.00	100.0%
Fund Raising	3,622.41	1,016.65	2,888.55	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Total Revenues	220,122.41	219,016.65	225,388.55	218,000.00	218,000.00	0.00	218,000.00	100.0%	218,000.00	100.0%
EXPENDITURES										
LABOR COSTS										
Salaries	46,421.40	9,935.00	1,006.48	3,500.00	3,500.00	621.81	2,878.19	82.2%	3,500.00	100.0%
Group Life	30.60	5.06	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Group Disability	113.64	17.04	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Health Insurance	4,722.12	799.37	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Dental	682.08	102.19	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Vision	0.00	6.11	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Retirement	19,597.56	4,382.70	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
FICA	3,545.38	760.91	77.00	300.00	300.00	44.54	255.46	85.2%	300.00	100.0%
Edustaff (Purchased Services) + Health \$8300 yearly	10,775.02	48,238.22	74,253.46	96,276.00	96,276.00	21,674.42	74,601.58	77.5%	96,276.00	100.0%
Special Payout	0.00	47.99	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Total Labor	85,887.80	64,294.59	75,336.94	100,076.00	100,076.00	22,340.77	77,735.23	77.7%	100,076.00	100.0%
OPERATING COSTS										
Media Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Conference/Registration (Travel)	2,004.84	636.25	8,651.05	6,000.00	6,000.00	0.00	6,000.00	100.0%	6,000.00	100.0%
Other Purchased Services (Contracted Maint/Rep)	10,819.93	13,149.00	11,719.29	13,000.00	13,000.00	1,320.13	11,679.87	89.8%	13,000.00	100.0%
Leasing Charages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Telephone	8,915.11	9,735.50	9,687.03	12,735.00	12,735.00	2,405.70	10,329.30	81.1%	12,735.00	100.0%
Supplies/Materials	3,762.30	1,633.97	3,675.91	7,000.00	7,000.00	666.82	6,333.18	90.5%	7,000.00	100.0%
Equipment > \$5,000	52,370.00	25,723.00	30,500.00	32,000.00	32,000.00	0.00	32,000.00	100.0%	32,000.00	100.0%
Equipment < \$5,000	4,935.35	10,047.21	17,846.48	25,000.00	25,000.00	0.00	25,000.00	100.0%	25,000.00	100.0%
Total Operating Costs	82,807.53	60,924.93	82,079.76	95,735.00	95,735.00	4,392.65	91,342.35	95.4%	95,735.00	100.0%
Total Expenditures	168,695.33	125,219.52	157,416.70	195,811.00	195,811.00	26,733.42	169,077.58	86.3%	195,811.00	100.0%
Net of Revenues and Expenditures	51,427.08	93,797.13	67,971.85	22,189.00	22,189.00	(26,733.42)	48,922.42		22,189.00	
FUND BALANCE										
Beginning Fund Balance	217,803.45	269,230.53	363,027.66	430,999.51	430,999.51	453,187			430,999.51	
Ending Fund Balance	269,230.53	363,027.66	430,999.51	453,188.51	453,188.51				453,188.51	



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: November 16, 2022 **SUBMITTED BY:** John Ehlke
TITLE: ITV Station Manager

AGENDA ITEM: Request to Approve the Purchase and Installation of School Board Room Equipment

AGENDA ITEM PLACEMENT: F. Regular Business

REQUEST FOR CONSULTANT TO ATTEND MEETING: None Requested

INSERT CONSULTANT NOT NAMED ABOVE:

AGENDA ITEM DESCRIPTION: See Below Description

Looking for Board approval to move forward with KeyCode Media quote to upgrade the Clarkston Community Schools board room not to exceed \$30,000.00.

The board room upgrade was included in the five-year capital improvement plan for 2023-2024 but moved up a year after a camera failed. The upgrade will allow us to broadcast in a higher definition than what we are now for not only board meetings but other community events that we broadcast from the board room.

The quote does include a project engineer to be on-sight for two days to help with the installation. If the Board approves and we move forward in 2022, we will be receiving a \$800 trade-in discount for our old Tricaster unit and switcher. This trade-in offer expires for this model at the end of the year.

LATE SUBMITTAL: **SUBMITTED AFTER AGENDA PACKET DISTRIBUTED**

SUPPORT DOCUMENTS: Attached: See below list of documents

Keycode Media – School Boardroom Upgrade Quote V2

LEGAL REVIEW: Not Applicable

SUPERVISOR REVIEW: Not Applicable

BUDGET REVIEW: **COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!**

RECOMMENDED MOTION: Recommended Motion Below **VOTE:** Simple Majority

Move to **APPROVE** the purchase and installation of the Clarkston Community School District Boardroom equipment upgrade from Keycode Media with an amount not to exceed \$30,000.00 from the budget line Equipment over \$5,000.

Key Code Media, Inc. - Michigan

26075 Woodward Avenue
Suite 100
Huntington Woods, MI 48070
866-KEY-CODE
www.keycodemedia.com



Independence Television - Board Room Upgrade

Quote # 219771 Version 2

Prepared for:
Independence Television

Prepared by:
Lisa Jackson

Statement of Services

Overview:

Replace existing PTZ's in Board Room and trade-in old Tricaster (switcher) for new 410Plus. Trade-in Model TCXD460 and Control Surface. KCM to implement Cat6 cabling as needed.

Client Responsibilities:

Provide Access during installation. Will need to provide serial numbers for Tricaster and Control Surface being traded in. Client responsible for shipping back to Newtek.

Timeline:

After cameras and equipment arrive onsite, an install date will be determined with the client

Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
Cameras						
1	FG-003248-R001		NDI HX – PTZ3 Camera - Black H2 2022 Promotion through 12/31/2022	3	\$2,395.00	\$7,185.00
Switcher						
2	TC410P	NEWTEK	TriCaster TC410 Plus	1	\$8,995.00	\$8,995.00
3	PTPTC410P		ProTek Prime for TriCaster 410 Plus	1	\$450.00	\$450.00
4	TC1SP	NEWTEK	TriCaster TC1SP (14-Button Control Panel)	1	\$6,296.50	\$6,296.50
5	PTPTC1SP		ProTek Prime for TC1 Small Panel Control Surface	1	\$325.00	\$325.00
6	TIC-000000019	NEWTEK	Trade IN TIC40	1	(\$500.00)	(\$500.00)
7	TIC-000000035	NEWTEK	Trade IN TIC40CS	1	(\$300.00)	(\$300.00)
Infrastructure						
8	GS308PP		NetGear 8-Port Gigabit Ethernet Unmanaged PoE+ Switch - with 8xPoE+ @ 83W, Desktop/Rackmount.Wallmount, Sturdy Metal	1	\$119.00	\$119.00
Labor						

Equipment

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
9	TSPRO-15	Key Code Media Professional Services	Project Engineer, Per Day Engineering Technician. System commissioning services. Includes installation, standard configuration, and testing.	2	\$1,320.00	\$2,640.00
10	KCM-INT-MAT	Key Code Media Professional Services	Integration Materials	1	\$300.00	\$300.00
					Subtotal:	\$25,510.50

Key Code Total Care

30 Day Key Code Total Care Bronze

Thank you for choosing Key Code Media, this quote is covered under a 30-day remote support plan. The equipment is covered under manufacturing warranty and the labor is covered by Key Code Support.

Key Code support hosts its own secure remote access support system. This system is much like a TeamViewer remote access, with the exception that it's hosted by Key Code Media and sits behind our firewall. As part of Change Me and Key Code Media support agreement, we can install this lightweight utility on all purchased computers at the discretion of facility staff. This will allow a support engineer to log in and see what the operator is seeing in real time.

Service Expectations

This support proposal includes the following Service Level agreements:

1. Provide normal business hours support
 - a. Access to M-F 9am EST - 6pm PST support line
 - b. Includes emergency and non-emergency call for:
 - i. Software Issues and Version Upgrades
 - ii. Hardware support for purchased equipment
 - iii. Remote support
 - c. Major Holidays are not included in coverage
 - i. Christmas Day
 - ii. July 4th
 - iii. Thanksgiving +1
 - iv. New Year's Day
 - v. Memorial Day
 - vi. Labor Day
2. Contract Includes Costs for Mileage Associated with support visits
 - a. Does not include for Airfare, Hotel, Rental Car, or Per-Diem
 - b. Does not include Travel Costs associated with other quotes
 - c. All Non-Covered T&E will be invoiced at actual cost

Warranty Terms

The warranty begins upon completion of install and lasts for 30 days.

Support Contract Information

Service Hotline: 818-303-3980

Email Support: Support@keycodemedia.com (Email is monitored from 9a – 6p)

Call Back Response Time

9am – 6pm response time 5 – 30 minutes

Independence Television - Board Room Upgrade

Prepared by:

Bill To:

Ship To:

Quote Information:



Key Code Media, Inc. - Michigan
 Lisa Jackson
 (248)703-9870
 ljackson@keycodemedia.com

Independence Television
 6483 Waldon Center Dr
 Clarkston, MI 48346-4807
 John Ehlke
 2484595536
 JEhlke@indtwp.com

Independence Television
 6483 Waldon Center Dr
 Clarkston, MI 48346-4807
 John Ehlke
 2484595536
 JEhlke@indtwp.com

Quote #: 219771
 Version: 2
 Delivery Date: 11/02/2022
 Expiration Date: 11/25/2022
 Terms: Net 30 Days, PO Required


Quote Summary

Description	Amount
Equipment	\$25,510.50
Subtotal:	\$25,510.50
Shipping:	\$165.00
Total:	\$25,675.50

This Sales Quote ("SO") incorporates the Terms and Conditions found at <http://www.keycodemedia.com/terms/salesorder> ("T&C") and constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications ("Seller"). This SO, including the T&C incorporated therein, shall become binding on the buyer listed herein ("Buyer") on the earliest of Buyer's: (i) acknowledgement hereof; or (ii) receipt of any goods and/or services ordered hereunder. No Buyer acknowledgement form, purchase order, or other document shall modify the SO or the T&C.

Key Code Media, Inc. - Michigan

Independence Television

Signature: 
 Name: Lisa Jackson
 Title: Regional Account Manager
 Date: 11/02/2022

Signature: _____
 Name: John Ehlke
 Date: _____



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>November 16, 2022</u>	SUBMITTED BY: <u>John Ehlke</u>
	TITLE: <u>ITV Station Manager</u>
AGENDA ITEM: <u>Update- ITV Production Status</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE:	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
<u>Showing the Board what we have been up to from September to now and what we have on the calendar moving forward for the rest of the year.</u>	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
<u>PowerPoint Presentation - Quarterly Report November 2022</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Not Applicable</u>	VOTE: <u>Not Applicable</u>



Quarterly Update

Presentation by John Ehлке

independencetelevision.com





- Since our last meeting, Independence Television has created over 47 programs in 57 days. Programs consisted of: meetings, promotional videos, township videos, high school sports, candidate forums, educational seminars, election discussions and coverage of community events.

Broadcasts



Cable

On Halloween, we broadcasted, "Night of the Living Dead," at midnight. The movie is a public domain movie. This was put together by Mat Legato and Hannah Gray.

Live

Independence Television and the 6th Hour PM TV Production class, executed a live broadcast of school board candidate forum. This was live online and cable.

Online

We gained 38 subscribers to ITV's YouTube page from September until Nov. 3. 68% of our viewers are from the United States. Canada, the United Kingdom and Australia round out our top audience regions.

Production Assistant

In September, we hired Hunter Valenzuela to fill our Production Assistant position. Hunter graduated from Central Michigan University and is starting his career in broadcasting. Hunter went through the media program at Clarkston High School and interned for ITV in 2021.



Hunter Valenzuela



Productions



CMD

COMMUNITY MEDIA DAY



On October 20, our staff created six videos for National Community Media Day. National Community Media Day celebrates community media stations across the nation. We interviewed six organizations about why Independence Television is important to them and how ITV has impacted them or their organization. The videos were published across our social media and YouTube throughout the day. The organizations spanned across government, school, nonprofits and a former student.

VIEWS: 138 VIEWS ON YOUTUBE WITH AN ADDITIONAL 996 VIEWS ON FACEBOOK.

Community Events

In October, we were able to assist with the CIDL's Trunk or Treat event. Not only did we create a wonderful video of the event, done by Mat Legato, but Mat served as a judge for the event and we decorated our van and passed out candy.



EVENTS: TASTE OF CLARKSTON, GAME FOR A CURE PROMO, HOMECOMING PEP RALLY, MOM 2 MOM SALE, THE FRIENDLY FOREST, BUCKS FOR BUSES, CACC RIBBON CUTTING, IT FIRE DEPARTMENT OPEN HOUSE AND MORE

Community Events Continued

In addition to our community events, our staff broadcasted live multiple community events. The events ranged from candidate forums, educational seminars and a town hall event related to the election.



EVENTS: PUBLIC TRANSIT TOWN HALL MEETING, CLARKSTON AREA YOUTH ASSOCIATION EDUCATIONAL SEMINARS RELATING TO SCREEN USE IN CHILDREN AND A SCHOOL BOARD CANDIDATE FORUM.

Government Videos

Beginning in September, ITV partnered with multiple departments of Independence Township to help create videos for their needs. Videos ranged from a studio discussion, PSA, event coverages and a promotional video. Doing videos such as these for Independence Township is our job but it helps demonstrate our worth to government officials and helps the government save money by keeping projects like these done in house.

PFAS Notification to



DEPARTMENTS: FIRE DEPARTMENT, BUILDING, PLANNING AND ZONING, PUBLIC WORKS AND PARKS, RECREATION AND SENIORS.

Sports

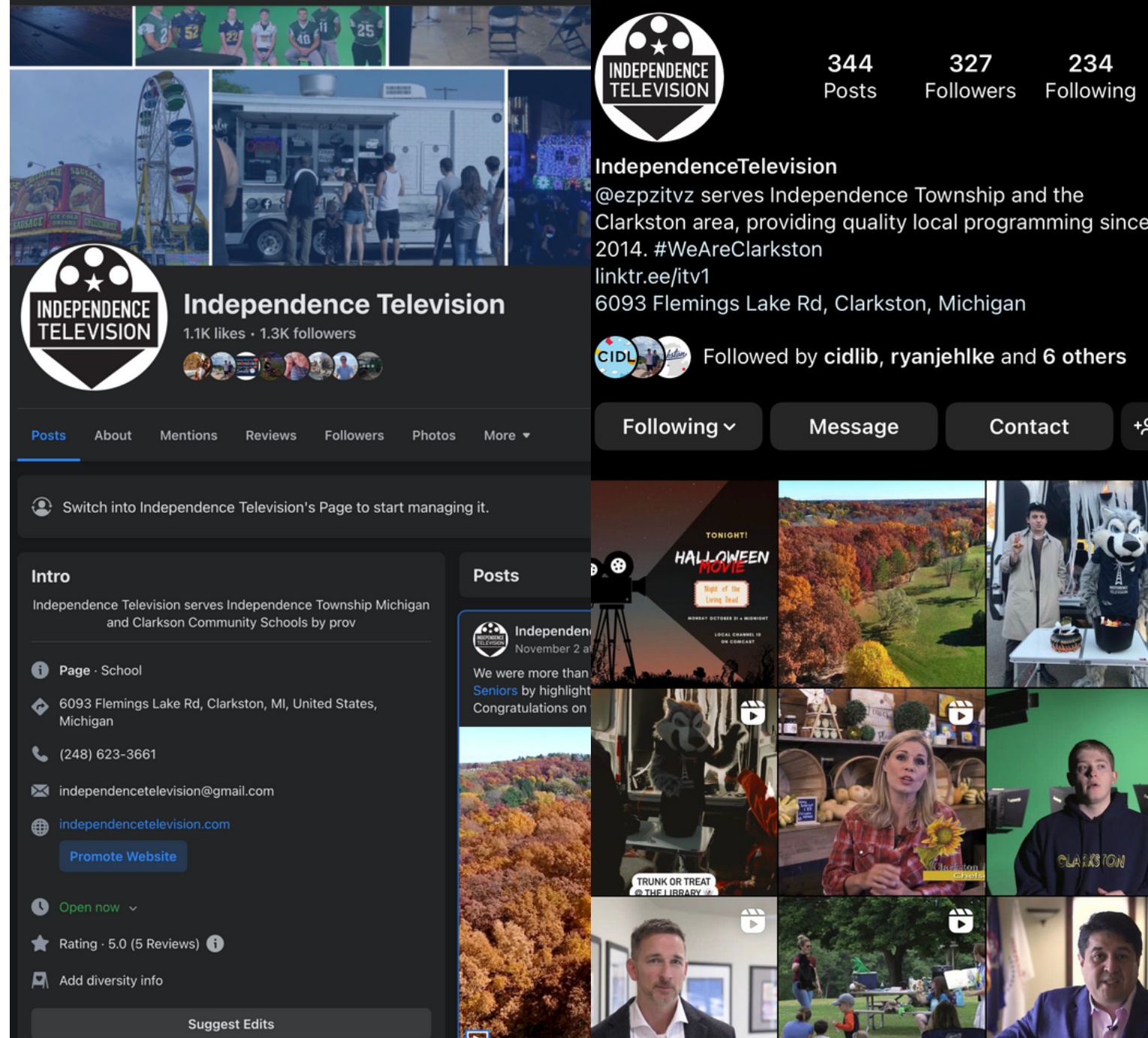
In September and October, we broadcasted live six sporting events for Clarkston Community Schools, one event a week. Sports ranged from powderpuff football, boys soccer, volleyball and football. Along with sports, our 6th Hour PM Television Production class broadcasted out live our homecoming pep rally. The pep rally had more views than our powderpuff game on YouTube.

VIEWS: OXFORD VS CLARKSTON FOOTBALL WAS OUR HIGHEST VIEWED PROGRAM WITH OVER 1,000 VIEWS.



Social Media

Our social media has been steadily growing the last few months. Our Facebook post reach is up 96% and engagement is up 119% in the last 90 days. Instagram saw a 30% post engagement increase in the last 90 days.




Facebook

Our page views are up 159% since our last meeting.


Instagram

Our page views are up 32% since our last meeting.


Twitter

Engagement rate is up 2.5% since our last meeting.



Any Questions



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