

VILLAGE OF VILLA PARK

20 South Ardmore Avenue, Villa Park, Illinois 60181

02/05/18	Regular Meeting - Villa Park Cable Commission	06:00:00 PM
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Chairperson - Al Stasch
Staff Technical Director - Pat McAndrews

Commissioner - Dennis Keating
Commissioner - Lou Ciancio
Commissioner - Sid Bergh
Volunteer - Matthew Adamczyk

Commissioner - Jean Hockensmith
Commissioner - Matt Kissane
Commissioner - Kevin Patrick
Volunteer - TBA

1. **Call to Order - Roll Call**
2. **Approve minutes from previous meetings**
3. **Streaming Media – VPFlix.com**

The web site is still under development and will be distributed to the Cable Commissioners upon completion on or about February 15, 2018.

The viewing options and preferences of a growing majority of residents and others interested in our media have changed to include personal computers and portable devices including smart phones, tablets and smart TV services. In order to continue to provide alternative viewing options a new streaming media web site is under development to gather archived and future video into a single web site capable of streaming more than 600 videos to all types of devices on demand. It is recommended that the streaming channel be a top priority in 2018.

4. **Commissioner & Volunteer Production and Equipment Projects**

A number of projects have been offered for completion in 2018. It is requested that each Commissioner, Volunteer and Staff take part in at least one project in order to complete the projects in a timely manner.

Status of Current Projects

- Installation of CG System – Pending correction of HDMI port on laptop
- Inventory of all control room equipment
 - Started 1/23/2018
- Design of boardroom audience microphones -
 - Adamczyk & Stasch identifying the hardware options for a microphone array
- Installation of studio set microphone “snake” box
 - No action taken
- Redesign of all audio and video connections in control room
 - Pending completion of control room inventory and report by Al Stasch at March regular Commission meeting
- Production of “*Big Wheel Game Show*” series
 - Synopsis and Production Plan Presentation
- Ongoing community faith based programming
 - No Action taken
- Willowbrook High School Sports Coverage
 - Review of sport events for March 2018
- Weekly News Updates Program
 - First program scheduled for February 16, 2018
- Commission Meetings Quarterly Recordings
 - Review of letter to Commissions eligible for a twice a year broadcast of their meetings.
- Village Business Features and Public Service Announcements
 - List of potential business features and PSA will start with the following:
 - Restaurants within Villa Park
 - Family entertainment venues
 - Health Facilities within Villa Park

5. **New Program and New Episode Time Slot Documentation System**

The following documents have been submitted:

Submission Title	Action Taken
Regular Village Board Meeting - 01/22/2018	Placed in schedule – uploaded to YouTube Village Page
Special Board Meeting 01/22/2018	Placed in schedule – uploaded to YouTube Village Page
Planning and Zoning Meeting – 1/11/2018	Placed in schedule – uploaded to YouTube TV VP Style Page
PIO Interview with Vydas Juskelis Director of Public Works	Pending new recording session. Sound error.

Manager's Agenda Report 01/22/2018	Placed in schedule – uploaded to YouTube Village Page
District 88 Board Meeting January 2018	Pending addition to schedule.
DuPage Mayors/Managers <i>Issues At Hand</i>	Placed in schedule – uploaded to YouTube Village Page

6. Next 60 Days Production Schedule

Each month the Cable Commission will prepare a forward looking production schedule for the next 60 days. Included in the production schedule will be all official Villa Park Government programming, special events, ongoing series, sporting events and business events. The schedule will include assignment of a Producer (from the Cable Commissioners and Volunteers) who will manage the scheduling and implementation of any recordings or full production for each scheduled event. The first Forward Production Schedule is listed below.

Production Name	Producer(s)	Date(s)	Location
Village Board Meeting	Pat McAndrews	02/12, 02/26, 03/12, 03/26.	Board Room
Manager's Agenda Report	Ted Penesis, Al Stasch	02/09, 02/23, 03/09, 03/23	Studio
Interview Training Video	Kevin Patrick	TBA	Studio Green Set
Big Wheel Game Show Pilot	Matt Kissane	TBA	COW Room
PIO Interview – Vydas Juskelis	Ted Penesis	TBA	Studio
Producer Training Class	Al Stasch, TBA	03/06, 03/13, 03/20, 03/27, 4/3, 4/10	Studio
Promotional Video - "28-8" Program	Al Stasch	TBA	Remote Locations
Village Business Features	TBA	TBA	Remote Locations
Faith Based Programming	Dennis Keating	TBA	TBA

7. Producer Certification and Training Class

A six week classroom training for Video Production will be offered beginning Tuesday March 6, 2018. The class will be conducted each Tuesday in March and two weeks in April starting at 7:00 PM and will include hands on training for the following topics. Students who complete the class including the final production will be presented with a Certified Producer award and be eligible to submit programming and operate production equipment with a Commissioner during 2018. Classes will last two hours on each night.

Camera Operation – studio cameras, remote control boardroom cameras, remote camera operation, smart phone cameras and action camera systems.

Sound Production – microphone types, audio boards, setting levels, sound mixing, wireless sound systems, broadcast sound management.

Event Production / Interviewing – single camera production, multi-camera production, announcers, live streaming options, recording on location. Interviewing techniques.

Studio Production – single camera production, multi-camera production, lighting, green screen, microphone setup.

Video Editing – video formats, video management, non-linear editing, sound editing, text and credits, filters and overlays, green screen, uploading video formats.

Class Production – The class will produce a studio program for a Villa Park News Segment that will be included in the broadcast schedule and featured on the VPFLix web site.

8. Treasurer's Report.

9. New Business.

10. Confirm date and time of next meeting: 3/05/2018 6:00 pm.

In the event that a quorum can not be assembled for any Cable Commission meeting in 2018, the meeting will be rescheduled for the following Monday until a quorum is present.

11. Adjourn