

VILLAGE OF VILLA PARK

20 South Ardmore Avenue, Villa Park, Illinois 60181

07/09/18	Regular Meeting - Villa Park Cable Commission	06:00:00 PM
----------	---	-------------

Chairperson - Al Stasch

Staff Technical Director - Pat McAndrews

Commissioner - Dennis Keating

Commissioner - Jean Hockensmith

Commissioner - Lou Ciancio

Commissioner - Matt Kissane

Commissioner - Sid Bergh

Commissioner - Kevin Patrick

1. Call to Order - Roll Call

2. Approve minutes from previous meetings – June 2018

3. Streaming Media – VPFlix.com

The web site is online with additional categories and media being added.

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 –
 - **Request made to Villa Park IT for support on HDMI interface from laptop or PC.**
- Inventory of all control room equipment
 - **Completed – Initial diagrams distributed for review**
- Design of boardroom audience microphones -
 - **Ceiling Array Microphone received – Request made for installation by staff.**
- Installation of studio set microphone “snake” box
 - **Proposal to purchase the pre-connected amphenol disconnect snake box wiring.**
- Commission Meetings Quarterly Recordings
 - **Parks & Recreation Commission, Planning & Zoning and Cable Commission completed.**
 - **Sent request to all chairpersons to participate in interview about their commission activities.**
- Village Business Features and Public Service Announcements
 - **List of potential business features and PSA will start with the following:**
 - **Montecasino Grill completed. Mike's Meat Market, Veteran's Towing and D.O.A. Escape experience in progress. Sent notice for Chamber of Commerce members.**

5. New Program and New Episode Time Slot Documentation System

The following documents have been submitted:

Submission Title	Action Taken
Regular Village Board Meetings	Placed in schedule – uploaded to YouTube Village Page
Manager's Agenda Report	Placed in schedule – uploaded to YouTube Village Page
Villa Park Parade 2018	Placed in schedule – added to YouTube Page and to VPFlix
Summerfest 2018	Placed in schedule – will upload to YouTube and VPFlix
Governer Rauner Summerfest Visit	Placed in schedule – will upload to YouTube and VPFlix
District 88 Board Meeting	Placed in schedule – will not include on YouTube or VPFlix
Montecasino Cafe Grill 30 second spot	Placed in schedule – uploaded to YouTube and VPFlix
VFW Memorial Day Ceremony	Placed in schedule – uploaded to YouTube and VPFlix

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	7/9, 7/23	Board Room
Manager's Agenda Report	Al Stasch	7/5, 7/19	Studio
Roy Strom Recycle Video	Al Stasch	TBA	Roy Strom
Planning & Zoning Commission	Al Stasch	07-12	Board Room

7. Treasurer's Report. Stub Year - \$2,667.00 as of June 29, 2018

8. New Business.

9. Confirm date and time of next meeting: 08/13/2018 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.

10. Adjourn