

Minutes of September 8, 2016 PEGAOB meeting
Approved at November 10, 2016 PEGAOB Meeting

Present: Mark Barth, Mario Chiarello, Marc Gronich, Cathy Taylor, Ocasio Willson.
Keith Irish videotaped.
Trey Kingston, Assistant Corporation Counsel, was available to respond to legal questions.

Meeting called to order at 6:05 PM **without a quorum.**

Meeting Agenda emailed in advance and distributed at meeting. Without a quorum topics can be discussed but no decisions can be taken. August Meeting Minutes will be voted on at next meeting.

In response to "Open Meeting Law" questions Trey explained that Board members may participate in meetings from a remote location when the location is open to the public and made public in advance of the meeting. The advisory opinion issued by the Department of State uses the term "video conference." Skype, facetime or any similar face to face communication qualifies, and cannot be done by standard telephone.¹

Public comment

Dennis Karius spoke about the inefficiency of uploading shows onto thumb drives, DVDs etc. and transporting them by car to the studio when they can be transferred via the Internet.

Chairperson's report

1. The Studio Coordinator's Log Sheets with the added category of "other" took up a lot of Jake's time. Excel allows adding comments when odd tasks are performed.
2. Studio hardware: We need another hard drive. Question to Trey: Does the PEGAOB need authorization to expend up to \$500? Trey replies that Corp. Counsel sees no problem in expending funds in that price range
3. Preparation for strategic planning: Dorcey Applrys is not able to be present to discuss the session due to the Common Council caucus meeting that coincides with this meeting.
4. Ocasio, Marc, Cathy and Keith Irish will review drafts of the Brochure, Procedures and By Laws. Three documents were emailed to members immediately following the PEG Board meeting. Members are asked to verify their contact info and review the neighborhood concerns survey, and the primer for by laws and strategic planning.
5. Rezoning meetings: Keith and Marc G. recorded the 1.5 hr. public meeting and the 1.5 hr. Common Council Caucus meeting where Rezoning was discussed. With an assist from Jake, Marc edited the videos and added speaker titles. Marc delivered DVD's to New School to be ingested /uploaded.

¹ "In order for a person not physically present to take action in a meeting their location must be made known prior to the meeting. The amount of notice is simply stated as "reasonable." The location where the "not present" person is becomes a satellite meeting where the interested public may congregate and participate in any way they would be allowed if they were actually present.

6. Scheduling of Rezoning Meetings Channel 18: The New School Center for Media made extra effort to upload the two programs over the weekend. Our Coordinator also worked over the weekend from home to help the process move forward. NSCM worked with Coordinator and Keith to revise the broadcast schedule for the times the Common Council President Pro Tem requested. We have a lot of "stuff" we are not showing." One recommendation is to create a standing committee.

7. Outreach:

- a) Citywide events are opportunities to distribute PEG brochures. Producers of PEG programs have expressed interest in distributing the brochure.
 - b) Two board members attended the Council of Albany Neighborhood Association meeting to encourage its assistance in PEG outreach.
- Ocasio suggested surveying the concerns and interests of individual neighborhood associations.
 - Mario emphasized the value of the website for communication and outreach.
 - Marc G. said members have access to the Web address, channelalbanycom.wordpress.com.

Old Business

- a) Apply changes decided at the August board meeting to the PEG Report to the Common Council.
- b) Next steps to secure funding needed by January 2017:

There is no indication of new money coming from Albany Community Development Agency in 2017 to pay for the coordinator's position. ACDA will work with us.

Soliciting donations is discussed.

- o Marc explained his experience and the difficulty of getting solid commitments.
- o Marc informed members that the Franchise Fee Time Warner collects from subscribers has declined from \$1.4 million to \$1.2 million within the last five years.
- o Lobbying the Mayor's office and the Common Council is mentioned as possible steps.

The Mayor's budget proposal is due October 1 and the Common Council votes on it by December 1st.

Mario asks if the PEGA OB can request \$15,000 for coordinator's position plus \$15,000 for additional management expenses.

To make a proposal before the Mayor's deadline would the PEGA OB need to schedule a special meeting?

New Business

Without a quorum the following agenda items could not be voted on:

- a) Resolution - to allocate up to \$500 for the purchase of (a cordless phone & answering machine for the studio, a computer hard drive to replace a bad one in our main recording computer, a backup hard drive data storage system, shelves for DVD's storage and organization & business cards)
- b) Coordinator activity and priorities, documenting procedures
- c) Broadcast Schedule priorities
- d) Government session recording and editing
- e) Getting existing content to Video on Demand
- f) Getting Web Site established, populated and maintained
- g) Outreach - Neighborhood Associations, Brochure
- h) Discussion of available Board member resource time commitment between board meetings
- i) Strategic Planning session - When? a Sat. Sun. weekday evening? - What is needed before hand in order to make it productive?