

**NORTH SUBURBAN ACCESS CORPORATION**  
**MINUTES**  
**August 2, 2007**

**I. Call to Order**

Board President Steve Larson called the meeting to order at 7:59 pm at the CTV North Suburbs Roseville facility.

**II. Roll Call**

The following Board Members were in attendance:

Craig Wilson, Arden Hills  
Rick Talbot, Falcon Heights  
Rick Montour, Little Canada  
Jeff Dains, Lauderdale  
Barb Haake, Mounds View  
Steve Larson, New Brighton  
Dan Roe, Alternate, Roseville  
Hal Gray, St. Anthony  
Ady Wickstrom, Shoreview

Others Present:

Coralie A. Wilson, Executive Director  
Tim Domke, Operations Manager  
Pat Cook, Senior Project Manager  
Pat Doocy, Administration and Human Resource Manager

**III. Approval of Agenda**

Ms. Wickstrom moved, seconded by Mr. Gray, to approve the agenda. The motion was approved unanimously.

**IV. Approval of Minutes**

Ms. Wickstrom requested to correct the minutes to omit Mr. Bryan Olson from those present list as he was not at the June meeting. She also requested to correct the spelling of Mr. Al Franken's name. Ms. Wickstrom moved, seconded by Mr. Talbot, to approve the minutes of the June 7, 2007, meeting as amended. The motion was approved unanimously.

**V. Public Forum**

No one was present to speak at the public forum.

**VI. Reports**

**A. Executive Director**

Ms. Wilson reported the Alliance Community Media had a very successful conference and attendees were impressed with the tour of CTV facilities and production trucks.

Ms. Wilson announced that with the departure of Comcast from the building, the CTV Tech shop was able to expand into a larger space with much needed added storage. While Comcast is not charging additional rent, CTV will pay to have the additional space cleaned.

Ms. Wilson also announced that CTV has made an effort to inform graduates and their parents of the possibility of purchasing dubs of the ceremony and as of August 1, staff had burned 64 graduation dubs.

Ms. Wilson sadly announced that Maureen Anderson has turned in her resignation effective August 13.

**B. Operations Manager**

Adding to Ms. Wilson's report, Mr. Domke said Maureen Anderson will continue to work with the City of Falcon Heights in their productions and plans to do some free lance work with CTV.

Mr. Domke announced an increase in participants in the Final Cut Pro editing classes.

Mr. Domke also reported that Dave Schulte has been taking news stories from CTV's "North Suburban Beat" past shows, has categorized them by city and placed them on our web site with a link to that city

**C Senior Project Manager**

In answer to Ms. Wickstrom's question, Mr. Cook explained that the staff upgraded the DV drop system and have worked hard to design a process to submit programming, not only for the channel, but for the web site as well. He will check with Terri to see about adding parades to the web and providing a link.

Mr. Cook reported, that CTV is continuing the search for a new playback system and currently has a demonstration system installed for channel 21 at this time. He said the staff is exploring possibility of getting another system in to try out in the near future.

Mr. Cook also reported work is continuing on the Interconnect network and is improving the system in order to share files with other internet users. He added that this will be extremely helpful during the fall sports season by other centers being able to share files and watch a sporting event the following day.

Mr. Cook announced the production trucks are in the process of undergoing maintenance and minor cosmetic repair gearing up for the busy fall sports schedule.

**VII. General Business**

**A. Treasurer's Report**

Mr. Montour moved, seconded by Mr. Dains, to approve the May 2007 Treasurer's report. The motion was approved unanimously.

Ms. Haake moved, seconded by Mr. Dains, to approve the June 2007 Treasurer's report. The motion was approved unanimously.

**B. Re-schedule October Meeting**

Mr. Montour moved, seconded by Mr. Gray, to re-schedule the October meeting from October 4 to October 11. The motion was approved unanimously.

**VII. Announcements**

Ms. Wickstrom thanked the staff and volunteers for their work on the Slice of Shoreview parade.

After discussion of the public forum and supporting staff in the decision to play the Saints Games, Mr. Montour moved, seconded by Ms. Wickstrom, to advise the staff to make an announcement at the beginning of the Saints Games that the program is being preempted and scheduled to play at another time. The motion was approved unanimously.

Mr. Larson again thanked this evening's crew.

**IX. Adjournment**

Mr. Montour moved, seconded by Mr. Dains, to adjourn the meeting. The motion was approved and the meeting adjourned at 8:30pm.

Respectfully submitted:

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Pat Doocy, Administration/HR Manager

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Craig Wilson, Secretary Treasurer

