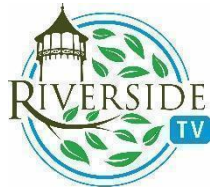


MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING
RIVERSIDE TV COMMISSION
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
Monday, January 9, 2022
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:
 - A. December 12, 2022 Regular Meeting
4. Old Business
 - A. Technical Director Report
 - B. Production Supervisor Update
 - C. Hauser Jr. High Communications Project Update
 - D. Memories of Riverside Update
 - E. VHS Archiving update
5. New Business
 - A. Olmsted Society Filming

- B. Cross-Community Climate Collaborative (C4) filming
- C. Programming
 - 1. Saturday Morning Programming — Update
 - 2. RTV Weekend Movies

Riverside TV Commission 2023 Meeting Dates

(7:00 p.m., 2nd Monday, Township Hall Room 4 or Zoom)

January 9	April 10	July 10	October 9
February 13	May 8	August 14	November 13
March 13	June 12	September 11	December 11

6. Next Meeting: Monday, February 13, 2023 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova

Riverside TV Commission
Regular Meeting
December 12, 2022
7:00 PM
Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546

1. Call to Order

Chair Hughes called the meeting to order at 7:01 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Thomas Orgler, Mark Yurkiw, Commissioner Koncius and Commissioner Sundstrom.

Commissioners Absent: None.

Also Present: Production Supervisor Joe Doria and Technical Director Lorenzo P Cordova.

3. Approval of the following Minutes:

A. November 14, 2022 Regular Meeting

Motion made by Commissioner Orgler to approve minutes and seconded by Commissioner Sundstrom. Motion Approved 5-0.

4. Old Business

Chairperson Hughes moved New Business A. to the first item before returning to Old Business.

- **Technical Director Report** — Technical Director Cordova noted filming of Village Board, Township, and School District 96 meetings. In early December they had a lack of crew available. The Township held one meeting. The School District has returned to rotating schools and planning for filming in the space has been a learning curve. Planning and Zoning Commission did not have a meeting in November but will hold the December meeting. Produced and released a short recap of the 2022 Holiday Stroll. The Mental Health Board caregiving presentation was filmed. They said there will be a part four held in April. Chairperson Hughes asked about progress on the ROKU progress installation. Director Cordova said that work in November was not possible because of a staff vehicle breakdown but work is scheduled in December and they hope to keep on schedule. Commissioner Orgler noted the quality of the video and Supervisor Doria

- **Production Supervisor Update** — Supervisor Doria explained that RTV is moving to a regular schedule for crew members to ensure each project is staffed adequately. He said that staff was receptive to the change and had about equal availability for the days filming meetings. Doria also said that Riverside's IT service helped connect RTV to the Village's network. Cordova said that the consistency of the feed is helping and an improvement over fluctuation between high and low speeds and they can hold full HD. Chair Hughes asked if they could do a speed test. Supervisor Doria also said that the Village is asking all staff to complete a self-evaluation for

Commissioner Koncius asked what happens if someone is sick when scheduled for their scheduled days. Doria explained that certain crew are only available on particular days but if needed they would either see if they can make do or send a message out to the other crew to see if someone else can fill in. Koncius also asked about special event staffing and whether it would be first-come, first-served or something else. Supervisor Doria said that the reviews from the high school students all said they want to learn more about the equipment and share responsibilities and will try to distribute their hours based on getting them more experience. He noted that they clock in and out as they arrive at the jobsite. Chair Hughes asked Doria about student work permits. Supervisor Doria said that he was speaking with Assistant Manager Monroe this week and would find out. Commissioner Koncius noted a few students she would recommend for training students earlier in their high school career. Cordova said that it would be an excellent opportunity to introduce students to RTV and have them help with some of the shorter meetings at the Township and Village. Commissioner Koncius talked about her class and experiences that she wants to provide to introduce students to film production. There was discussion about the possibility of students from Hauser observing the productions but they would need to determine who would be supervising the students. One idea was to hold an afterschool club to edit the archived VHS footage, when that is complete. Administration is open to the idea of exploring the work permit option. Supervisor Doria said that Michael DeLeonardis, crew member since 2019, resigned the previous week due to student commitments and minimal worked hours over the past year.

- ***Hauser Jr. High Communications Project Update*** — Commissioner Koncius said that some of the videos came out very well. She noted a feature on LaBarra and a feature on the Museum's history with interviews with Constance Guardi and Richard Julian. Director Cordova will forward the video files to the Commission to determine how and which pieces should be broadcast on RTV. Commissioner Koncius said she plans to have students attend or view another Board Meeting and is planning for the next year.
- ***Memories of Riverside Update*** — Commissioner Orgler talked to Director of Public Safety Matt Buckley to participate and speak on current operations and the history of public safety in Riverside. Doria said that the hard schedule begins in January and will let Commissioner Orgler know when dates to film will be available and see if the Director will be available over the holidays. The episode would cover the Director's role, as it is the first for the Village. Director Cordova noted that the Village Manager mentioned a video series introducing departments and officials of the Village, as an education tool, and that more people like the Public Works or Parks and Recreation Director could be featured in the future.
- ***Work Plan for 2023*** – Chair Hughes reviewed the draft work plan. The proposed work plan includes bi-monthly Board of Trustees meetings, monthly Planning and Zoning Commission meetings, monthly Riverside Township meetings, bi-monthly School District meetings, along with filming of Memorial Day, 3rd and 4th of July celebrations, RAW. Commissioner Orgler asked about the items with asterisks and strike-through. Chair Hughes recommended removing the edits and leaving the "special" items on the list, leaving to staff and administration to determine what RTV should shoot.

Chair Hughes said that in January, a special meeting of the administrators of the WCCA membership will convene and conduct some strategic planning about how to best use Cable Agency funds going forward. Chair Hughes did not know the date for the meeting. Director Cordova said that there may be occasions when RTV could use the old TV truck but not using it is actually a bit easier for the method of production and organization used by RTV. Chair Hughes would love to see a point where RTV is serving multiple communities because they are working for and filming meetings for other places and could be full-time employees, invite students from additional school districts to work at Riverside. Supervisor Doria noted that there is an on-going conversation about RTV hours going beyond the budget and although some of it is because of the ROKU installation, they have been busier than in past years.

The Commission reviewed the Work Plan month by month to ensure agreement on each. The Riverside Arts Week (RAW) will be moved to June. Lantern Night and Riv-inia were removed. Although the kayaking event was deliberated for removal, they reconsidered and kept the concept of “kayaking in Riverside” because it may be presented as an activity in Riverside, or create an opportunity to film a “how-to” video. Commissioner Sundstrom talked about a duck derby done by the Juniors but has considered an event with an inflatable swan race for charity. Chair Hughes said that he would only add certain items from outside organizations and note that it would be a paid request. Chair Hughes said that the WCCA video on lead service line replacement is approved and the script is being written by Director Tabb. The recruitment video is still on hold. Chair Hughes hoped he would hear from the Township soon about the VHS archiving grant. Commissioner Orgler made a motion to approve the 2023 Work Plan and Commissioner Yurkiw seconded the motion. Motion approved 5-0. Chair Hughes will revise the work plan and provide to administration to share with the Village Board.

Director Cordova mentioned a conversation with Assistant Manager Monroe about the increase in work hours from 2021 and that RTV has been busy in the last year. Chair Hughes thought it would be interesting to see a comparison of year over year expenditures.

Programming

- Commissioner Yurkiw is still having some technical issues. He asked whether RTV could do much with a DVD of Cab Calloway’s Heidi-Ho. Director Cordova said he would see what RTV might be able to with the materials.

5. Next Meeting: Monday, January 9, 2023 at 7:00 PM — Township Hall Room 4

6. Adjournment

Motion to adjourn made by Orgler, second by Yurkiw. Meeting adjourned at 8:28 PM.

Minutes respectfully submitted by:
Ashley Monroe