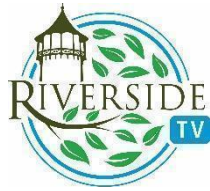


MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in 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, March 13, 2023
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Eric Sundstrom, Mark Yurkiw, Gary Zeleny
3. Approval of the following Minutes:
 - A. February 13, 2023 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. Discuss Meeting Frequency
5. New Business
 - A. Hauser Junior High student presentations

B. 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, April 10, 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, Communications Specialist Amy Downing

Riverside TV Commission

Regular Meeting

February 13, 2023

7:00 PM

Room 4, Riverside Township Hall

27 Riverside Road, Riverside, IL 60546

1. Call to Order

Commissioner Koncius called the meeting to order at 7:00 PM. Orgler made a motion to appoint Commissioner Koncius as acting chair person. Yurkiw seconded the motion. 3-0 (Koncius abstained)

2. Roll Call

Commissioners Present: Commissioners Yurkiw, Koncius, Orgler and Sundstrom.

Commissioners Absent: Chair Hughes.

Also Present: Production Supervisor Joe Doria, Technical Director Lorenzo P Cordova, Assistant Village Manager Monroe and Communications Specialist Amy Downing.

3. Approval of the following Minutes:

A. January 9, 2023 Regular Meeting

Motion made by Commissioner Yurkiw to approve minutes and seconded by Commissioner Koncius. Motion Approved 4-0.

4. Old Business

- **Technical Director Report** — Technical Director Cordova said that the month of January was relatively typical for a filming schedule and listed the recent meetings for the Village Board, Township, and School District 96 meetings. He explained that the Planning and Zoning Commission may cancel an upcoming meeting and they are awaiting a cancellation notice. He said that the C4 Road to 2050 community conversation events was filmed instead of the cancelled Village Board meeting on 1/19. He noted that the Township Mental Health Board presentation is being reviewed and they're waiting for approval from the Board to finalize. Cordova noted the Olmsted Society plans three community lectures coming up that they plan to film. Staff is excited to film the lecture series.
- **Production Supervisor Update** — Supervisor Doria explained that the Olmsted Society cancelled the January 20th presentation when staff was in place and ready to film. The agenda item is included for discussion later in the meeting. He said Village has hired a new crew member Jorey, who has some theatre experience and interest in production. He noted that two of the current crew will be leaving in fall for college. Doria noted that they purchased a teleprompter for use with the C4 introductions and some equipment for the Roku setup including a pullout monitor and switcher. The crew has its first training workshop scheduled for March 7 on the broadcast equipment. Filmed Director of Public Safety Matt Buckley, who did a great job.

They hope to use the content and also plan to use some information and photos for a history of Riverside Fire Department video.

- **Hauser Jr. High Communications Project Update** — Commissioner Koncius said plans to invite students from her classroom to attend an RTV meeting. Cordova said he did send video links to the Commissioners via bcc. Members confirmed they received the information.
- **Memories of Riverside Update** — Commissioner Orgler said that Coach Tom McCloskey would be thrilled to do the Memories of Riverside. Commissioner Orgler said that this will be his last meeting and is moving to the Economic Development Commission. He said that he did say in the meeting minutes that Mr. Paret was suggested by Trustee Gallegos. Cordova said that Village Manager Frances recommended backups Terri Tabor, Sue Sherman, and Pat Leone. Commissioners and staff thanked Commissioner Orgler for his service.

5. **New Business**

A. **Village of Riverside RTV Website Pages Update**

Amy Downing provided the Commission an overview of the website format. She said that she trained Supervisor Doria and Director Cordova on webpage management. Commissioner Koncius asked whether the Village forms that are on the website go right to staff. Monroe confirmed that they do. Koncius asked about how to search for a particular video. Downing demonstrated that the video is accessible on YouTube. Director Cordova Yurkiw asked about whether there is a schedule for the day on the website. Cordova said that staff is working with Matt Wolze in IT to try to link the cablecast scheduling. Downing said that she had followed up with Greg Gorski about transferring the URL for Riverside TV for the. Commissioner Koncius asked where recruitment information is posted and whether a job ad is currently posted. Downing said that she and Supervisor Doria can agree on an appropriate time to send out social media posting for recruitment.

B. **Filming Policy Discussion on cancellations**

Supervisor Doria said Dan Murphy of the Olmsted Society and he spoke after the event, equipment was rented and a single equipment fee was charged with a vote from the Commission. Commission should discuss whether there should be anything different about how to handle a cancellation. Supervisor Doria said that crew was on site but only worked an hour and a half when they gave up a full night to work a shift for about four hours. Commissioner Orgler made a motion to pay the crew for the scheduled hours of their shoot and Sundstrom seconded the motion. Approved 4-0 in favor. Commissioner Orgler asked about what happens to the deposit provided to RTV. Doria suggested that next event that they get a waiver from the presenter to reduce concern.

Monroe will return with information confirming

C. **Meeting Frequency**

Commissioner Yurkiw noted that the Director still sends a report. Commissioner Koncius said she would be in favor of every two months. When Commissioner Orgler asked, Doria responded that he doesn't think it's always necessary but sometimes things come up and

when they do. Commissioner Sundstrom said that if something pops up they can decide. Commissioners want to table the discussion until March when Chair Hughes returns.

D. Programming

Commissioner Yurkiw has no updates.

6. Next Meeting: Monday, March 13, 2023 at 7:00 PM — Township Hall Room 4

7. Adjournment

Commissioner Sundstrom asked if anyone has reached out to RTV about Riverside Arts Weekend. Director Cordova said that it is a possibility to film the return of RAW. Sundstrom asked about the possibility of advertising the event on Channel 6. Commissioner Koncius asked about the process for promoting events on Channel 6. Doria responded that he checks with the Village Manager's Office before posting things.

Motion to adjourn made by Sundstrom, second by Yurkiw. Meeting adjourned at 7:55 PM.

Minutes respectfully submitted by:
Ashley Monroe