

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, October 10, 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. July 11, 2022 Regular Meeting
 - B. August 8, 2022 Regular Meeting
 - C. September 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
5. New Business

- A. 2023 Work Plan (*Nov. 8 2021 Minutes attached for reference to 2022 Plan*)
- B. Programming
 - 1. Saturday Morning Programming — Update
 - 2. RTV Weekend Movies

Riverside TV Commission 2022 Meeting Dates

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

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

- 6. Next Meeting: Monday, November 14, 2022 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**

July 11, 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 7:02 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Karina Turner Koncius and Thomas Orgler

Commissioners Absent: Commissioner Eric Sundstrom and Mark Yurkiw

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

3. Approval of the following Minutes:

A. June 13, 2022 Regular Meeting

Commissioner Koncius reminded the Commission that she was not present at the TV Commission meeting in June, and as a result, she did not feel that she could cast a vote to approve the minutes from that meeting. As only two other members of the Commission were present, Chair Hughes opted to table the motion to approve the minutes of the June meeting until the Commission's next meeting.

4. Old Business

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed and videos published since the June 13 TV Commission meeting.

Cordova highlighted the production of the Village of Riverside's Independence Day parade. He stated that crew member and de facto broadcast engineer Zach Cameron took the lead role in planning the production, which proceeded without involvement of the Lyons Township Television (LTTV) production truck. Cordova also informed the Commission of equipment purchased for the video coverage, and he stated that the production went forward without any major technical issues. He concluded by stating that he feels confident that Riverside TV can handle video coverage of the parade without the LTTV truck in future years.

Cordova also informed the Commission of two projects that are in the editing stage — the video recap of the 2022 Riverside Concert in the Park as well as the Riverside Township Mental Health Board's *The Mental Health Implications of Caregiving, Part II*. New crew member Zaria Townes is taking the lead on the edit of Riverside Concert in the Park, and the first draft of *The Mental Health Implications of Caregiving, Part II* is pending approval from

representatives of the Riverside Township Mental Health Board and the Riverside Community Resource Center.

Cordova also mentioned previously recorded videos that have been shelved — a video recap of 2019's Riverside Township Lions Club Hot Air Balloon Affair, footage from 2017 of homes in Riverside Lawn, and a video recording of 2018's "The Mafia in the Western Suburbs" lecture, which was sponsored by the Frederick Law Olmsted Society of Riverside. He stated that, unless any Commissioners or Supervisor Doria objected, he would be considering these items permanently shelved and would no longer include them in his typed report to the Commission.

Commissioner Koncius asked why the LTTV truck was not present at the Independence Day parade. Doria replied by stating that Lyons Township High School Supervisor of Television Services Bill Allan informed him of several mechanical issues with the truck as well as of several issues with the truck's onboard video production hardware. Allan informed Doria that these issues would be exacerbated by a warm day, which is typical for Riverside's Independence Day parade.

Koncius followed up by asking if LTTV no longer wishes to associate with Riverside TV in future years. Doria responded by stating that Allan's decision to not offer the LTTV truck for the parade came down to Allan not trusting that the truck would work well given its aforementioned issues.

Chair Hughes stated that a possible replacement for the current LTTV truck will be a topic of discussion at an upcoming meeting of the West Central Cable Agency (WCCA). Hughes and Doria stated that a replacement for the current truck would cost between \$300,000 to 350,000 and that LTTV is seeking to have the costs offset by the WCCA.

Doria followed up by stating that Riverside TV only uses the truck once a year and that booking the truck must be done far in advance. He concluded by saying that he and the crew were satisfied with how the Independence Day parade production proceeded without the truck.

Cordova informed the Commission that Riverside TV has amassed enough production equipment to be able to take on different types of productions, including offsite productions which may have previously necessitated the use of a production truck. He also stated a preference for having to only work around the schedule of only Riverside TV's crew. Requesting the LTTV truck would also require Riverside TV to work around the schedule of LTTV's crew.

Hughes stated other WCCA member communities, such as La Grange and La Grange Park, have intergovernmental agreements with LTTV to have their village board meetings and other events recorded by the LTTV truck. Hughes continued by saying that he would be happy to offer Riverside TV's services to those communities if the LTTV truck was no longer operational

and if the meeting schedules of those communities allowed for Riverside TV to record those meetings.

Cordova reminded the Commission that the audiovisual and media company known as Key Code Media was hired by the WCCA to work with the WCCA's member communities to assess their production equipment needs. One of Key Code Media's directives from the WCCA was to establish a list of equipment that all WCCA member communities could use and possibly share. Cordova continued by stating that Riverside TV's production equipment was reasonably affordable and that other communities might benefit from purchasing the same equipment to record their meetings.

Hughes informed the Commission that Key Code Media would be issuing a follow-up report to the WCCA at their upcoming meeting.

- ***Production Supervisor Update*** — Supervisor Doria began his report by mentioning the scaled-down 2022 Riverside Arts Weekend event, which Riverside TV recorded. He stated that he was happy to have an event recorded for this year and that he hopes next year's Riverside Arts Weekend will feature the return of more artists.

Doria continued by informing the Commission that he sent only two crew members to record the 2022 Riverside Concert in the Park. His reasoning behind only sending two crew members, as opposed to a larger number, was to conserve funds in the labor budget.

Doria also informed the Commission about Riverside TV's rental of a wireless camera system from Magnanimous Media for the video coverage of the Independence Day parade.

In addition, Doria informed the Commission about Riverside TV's purchase of a video hi-hat, which was affixed to one of his own ten-foot ladders, for the purpose of capturing a high-angle wide shot during the parade. Doria complimented crew member Delilah Luna del Castillo for monitoring and operating the camera atop the hi-hat.

Doria also complimented Chair Hughes for being present at the parade, assisting the crew, and wrangling people for the parade's on-camera announcers, Jacob Palka and JoAnne Kosey, to interview.

Doria informed the Commission that the parade featured less participants than usual and was only about thirty minutes in length, which is shorter than typical for the parade.

Lastly, on the topic of the parade, Doria once again complimented crew member Zach Cameron for being the person who took the lead on organizing the production equipment for and directing the production. Doria also expressed his thanks to the Parks and Recreation Department for allowing Riverside TV to use an office in the Riverside Water Tower as a production control room.

Doria continued by giving the Commission a recap of the production of the Memories of Riverside video featuring longtime resident Judy Jisa. The video was recorded just prior to the TV Commission's meeting. Crew members Jason Valley and Michael DeLeonardis served as the production crew for the video.

Doria concluded his report by informing the Commission about equipment he purchased for Riverside TV since the Commission's previous meeting. Some of the purchased equipment included: cables and other supplies for the Independence Day parade production, three Canon XF605 cameras for meeting productions, and accessories for those cameras. Accessories for the cameras included: storage bags, zoom and focus controllers, adapters, batteries, and battery chargers.

- **RTV Billing Structure — Draft Update** — Chair Hughes asked if the Commission's latest revised draft of the RTV Billing Structure went before Village Board of Trustees. Doria replied that the draft went before the Board and was approved.
- **Hauser Jr. High Communications Project Update** — Commissioner Koncius stated that the videos will be forthcoming. She informed the Commission that she is verifying that all students who appeared on camera have their parents' approval to indeed appear.

Karina asked Director Cordova if the use of music from the royalty-free music service known as Bensound would be an issue. Cordova responded that he had heard of Bensound in the past and that he did not believe the use of this service's music would be an issue. Koncius stated that she would include the links to the music tracks used by the students.

Koncius followed up by asking Supervisor Doria and Cordova where they would prefer her students procure music for this project if it is to continue in the future. Chair Hughes asked if the students could use tracks from Artlist, which is the royalty-free music service used by Riverside TV. Doria replied by saying that he did not see a problem with this. Cordova replied by saying that the students could use the service by picking music tracks for their projects and then sending the links to tracks they wish to use to him or someone with access to the Artlist account. The person with access to the account would then download the tracks for the students.

Koncius stated that, with the Commission's approval, she would like for the students in her third trimester class in 2023 to produce more videos for Riverside TV.

Koncius asked Cordova for a delivery method for the videos. Cordova replied that Koncius could send all the videos to Riverside TV's Google account, which is riversidenet6@gmail.com. After the videos are received, Cordova stated that he and Doria will screen the videos one more time prior to publishing them on Riverside TV's platforms.

Koncius gave the Commission a brief rundown of some of the content that her students produced as part of this project. One of the projects is titled "A Riversider You Should Know," and for this project, her students interviewed noteworthy Riversiders, such as Pat Leone from La Barra, Village Trustee Cristin Evans, and Village Forester Mike Collins. Another project is titled "My Riverside," and this project consists of video collages highlighting aspects of Riverside that are special to the student producer(s).

Chair Hughes asked if these videos would be published on Riverside TV's YouTube channel. Doria and Cordova replied affirmatively to this. Cordova suggested that these videos be packaged as a reel or program for Riverside TV's television platforms. He reminded the Commission of *My Riverside TV*, a program consisting of content submitted to Riverside TV by residents of the Village of Riverside. For that program, crew member and de facto creative director Jason Valley created an opening sequence and a closing sequence so that the resident-submitted videos could air on Riverside TV as a content block rather than as random standalone videos.

- ***Continue Memories of Riverside Season 2 Subject Discussion*** — Chair Hughes informed the Commission that the first episode of the upcoming season was recorded earlier that day.

Hughes further informed the Commission that he is working on getting in contact with Riverside resident Dana Rettke, who was previously discussed as a possible interview subject for the series.

Commissioner Orgler debriefed the Commission about the process of organizing the interview with Riverside resident Judy Jisa. At the beginning of July, Orgler had a meeting with Jisa to discuss interview topics and to go over family heirlooms which she would like to feature on video. Orgler elaborated on some of the noteworthy artifacts in Jisa's possession. Some of these included original correspondence regarding and blueprints for the clock sitting atop Riverside Township Hall. Jisa's family donated the aforementioned clock.

Among other topics Orgler and Jisa discussed were her family history, what it was like growing up in Riverside, and owning a business.

Orgler complimented crew members Michael DeLeonards and Jason Valley for their professionalism during the recording of the interview.

Hughes mentioned to the Commission that Riverside TV has footage of the inside of the clock on top of Riverside Township Hall and that this footage was previously used in an episode of the *Riverside Minutes* series.

Supervisor Doria thanked Orgler for this work in arranging the interview with Jisa.

Orgler asked if the Commission was still considering featuring Riverside resident Tom McCloskey on a future episode. Hughes stated that, while working as an election judge, he saw McCloskey and briefly presented the idea of appearing on *Memories of Riverside* to him. McCloskey told Hughes that he would think about it. Commissioner Koncius stated that she could provide Hughes with contact information for McCloskey.

5. New Business:

- **Programming**
 - *Saturday Morning Programming — Update* — Commissioner Yurkiw was not present at the meeting, so this item was not discussed.
 - *RTV Weekend Movies* — Commissioner Yurkiw was not present at the meeting, so this item was not discussed.
- **Future West Central Cable Agency Update** — Before the meeting concluded, Chair Hughes stated that he plans to have updates regarding the WCCA at the Commission's next meeting.

6. Next Meeting: Monday, August 08, 2022 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion: Orgler
Second: Koncius
All were in favor.
The motion carried.

The meeting adjourned at 7:41 PM.

Minutes recorded and respectfully submitted by:
Lorenzo P Cordova

**Riverside TV Commission
Regular Meeting**

August 08, 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 7:00 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Thomas Orgler and Mark Yurkiw

Commissioners Absent: Commissioner Karina Turner Koncius and Eric Sundstrom

Also Present: Assistant Village Manager Ashley Monroe and Technical Director Lorenzo P Cordova

3. Approval of the following Minutes:

A. June 13, 2022 Regular Meeting

Motion: Orgler

Second: Yurkiw

All were in favor.

The motion carried.

B. July 11, 2022 Regular Meeting

Chair Hughes stated that not enough members of the Commission, who were present at the July meeting, were present to approve the minutes from that meeting. Hence, he did not call for a motion to approve the minutes from that meeting.

4. Old Business

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed and videos published since the July 11 TV Commission meeting.

Cordova also informed the Commission that a video recap of the 2022 Riverside Concert in the Park would be released by the end of the week. In addition to that, a video promotion for the final 2022 Concert in the Park, which was slated for August 19, would be released.

Cordova gave kudos to Production Assistant Zaria Townes, who served as the primary editor for those videos, and Creative Director Jason Valley, who finalized the edits of the videos.

Cordova also informed the Commission that the video *The Mental Implications of Caregiving, Part II*, which was sponsored by the Riverside Township Mental Health Board, was still in the

approval process by representatives of the Mental Health Board and the Riverside Community Resource Center. UCP Seguin of Greater Chicago, one of the organizations which participated in the video, submitted an additional pre-recorded caregiver testimonial to be added to the main video.

Cordova concluded his report by stating that, although he did not have any shortly upcoming special events on his calendar, he received a text notification from Production Supervisor Joe Doria, prior to the start of the meeting, which indicated that Riverside TV had been asked to record footage of the upcoming Hop Stop event, which is sponsored by the Frederick Law Olmsted Society of Riverside.

Commissioner Orgler asked if there was a request to use footage from prior Hop Stop events to create a promotional video for this event. Cordova replied that he did not know but that it would be possible to create a promotional video from footage of previous Hop Stop events. He further stated that, if Riverside TV did end up recording footage of the 2022 Hop Stop, the video could be used in the future to create a promotional video.

- **Production Supervisor Update** — Supervisor Doria was not present at the meeting, so Chair Hughes moved past this agenda item.
- **Hauser Jr. High Communications Project Update** — Commissioner Koncius was not present at the meeting, so Chair Hughes moved past this agenda item.
- **Memories of Riverside (Agenda Item Added)** — Commissioner Orgler stated that he spoke to Creative Director Jason Valley at the Riverside Cruise Nights event on July 21, 2022, and he learned that Riverside TV's plan was to release the latest season of *Memories of Riverside* after all the episodes for the season were recorded. Director Cordova replied that, indeed, the plan is to release new episodes of *Memories of Riverside* after all the episodes are recorded. This would allow for Valley to create an opening title sequence to tie all the episodes together.

Orgler expressed concern that resident Judy Jisa, who was interviewed for the first episode, would be made to wait a significant amount of time to see the episode in which she was featured. Cordova replied that Jisa could be given a courtesy preview of the episode in which she is featured.

Chair Hughes stated that he would make it a priority to ensure that Tom McCloskey and Dana Rettke, the residents previously identified by the Commission as interview candidates for the second and third episodes, were contacted and scheduled for their on-camera interviews.

- **Riverside Cruise Nights (Agenda Item Added)** — Director Cordova explained to the Commission that he made a request to Supervisor Doria asking that he designate Riverside TV crew members to record the latest Riverside Cruise Night event. Cordova further explained that, at a previous Commission meeting, it was made apparent by Commissioner Sundstrom that a Riverside Car Show may not take place in 2022. Given this and the fact that the Cruise

Night event in July was scheduled on the night of a previously canceled Village of Riverside Board of Trustees meeting, Cordova felt it prudent to record the event. He noted that the Riverside Car Show was on the TV Commission's 2022 work plan. Cordova stated that the footage recorded by Creative Director Jason Valley and Production Assistant Michael DeLeonardis could be used to promote a future Cruise Nights event or a future Riverside Car Show. Cordova also noted that this was the first time that Riverside TV had recorded such an event since 2018.

5. New Business:

Hop Stop Filming Request — Chair Hughes began the discussion by asking Assistant Village Manager (AVM) Ashley Monroe about the specific nature of the request for filming of this event. AVM Monroe responded by stating that the individual requesting the filming merely wondered if Riverside TV filming this event would be a good idea.

AVM Monroe then furthered the discussion by asking the Commission if they would like to divert from their established work plan and add the Hop Stop event to their production calendar. If the Commission wished to proceed with filming the event, the event organizer would be presented with an option to have filming fees waived. If the organizer wished to have those fees waived, such a waiver would have to be approved by the Village Board.

Hughes suggested examining the Commission's work plan and determining whether or not another event sponsored by the Olmsted Society and typically filmed by Riverside TV earlier in the year did not occur. If this is the case, Hughes suggested that the Hop Stop could be filmed in place of the event that did not occur. He concluded by stating that he would prefer to abide by the existing work plan and to have the recently revised Riverside TV filming request form used as opposed to circumventing it.

Director Cordova asked if the Olmsted Society was still the sponsor for the event. Monroe replied by saying that she was unsure if they were the sponsor. Cordova continued by explaining that he asked this question because, in the years prior to 2020, Riverside TV had a formal arrangement with the Olmsted Society to record their educational lecture series as well as other events sponsored by the organization. Cordova concluded by stating that he was unable to recall whether Hop Stop events were included as part of this arrangement, and this is because Hop Stop appears to be sponsored by multiple organizations.

Monroe asked if the Olmsted Society's events offer free attendance. Cordova replied that he believed certain events, such as the organization's annual meeting, were open to only paying members. However, other events, such as lectures sponsored by the Olmsted Society, were free of charge to attendees. Monroe continued by stating that the Hop Stop event was open to the public but required the purchase of a ticket to attend.

Hughes asked if Riverside TV had a previously scheduled filming, which would conflict with the Hop Stop event on September 24, and to this, Cordova replied that Riverside TV had no schedule conflicts for that date.

Hughes informed the Commission that Riverside TV's annual work plan included the Olmsted Society's House Walk event, and he asked if the Olmsted Society had paid to have this event filmed in the past. Cordova replied that the House Walk video, which Riverside TV produced in 2019, was part of an arrangement separate from the aforementioned arrangement that covered Riverside TV's filming of lectures sponsored by the Olmsted Society.

Hughes further informed the Commission that the Commission's work plan also includes one discretionary production for the first half of the year and one discretionary production for the second half of the year.

Commissioner Orgler asked Monroe if she knew whether the 2022 Tour de Proviso would be an event Riverside TV might be asked to film. Monroe replied that she did not know if the route had been finalized. Orgler anticipated a discretionary production being used to film the Tour de Proviso.

Hughes asked Monroe and Cordova for the number of hours required by Riverside TV to cut a promotional video for an event. He pondered the possibility of offering the organizers of the Hop Stop event the option of an edited promotional video from existing footage of previous Hop Stop events. Cordova replied that, while he did not want to speak for Creative Director Jason Valley, he would roughly estimate a promotional video created from existing footage taking between three and six hours to complete. The number of hours would factor in revisions and additions after the completion of the first cut of the video.

Monroe reminded the Commission that a formal application for filming had not been submitted by the Hop Stop event organizers, and so there was no clear indication of whether the organizers were seeking the filming of the event, a promotional video for the event, or even any fee waivers for Riverside TV's services.

Hughes suggested responding to the person who submitted the inquiry — Riverside Foods Owner Peter Boutsikakis — and asking the person what they were specifically seeking from Riverside TV. Orgler suggested informing Boutsikakis that Riverside TV would not be inclined to provide any services for free.

Cordova recalled working with former Olmsted Society President Rob Dixon when organizing the filming of previous Hop Stop events, and he pondered if perhaps new people, who are unfamiliar with Riverside TV's filming policy, were involved in the organizing of the 2022 Hop Stop event.

Cordova informed the Commission that, upon his examination of Riverside TV's YouTube channel, Riverside TV has only ever produced promotional videos for the Hop Stop event. The

videos were produced in 2016, 2017, and 2018. Cordova estimated that perhaps the Olmsted Society sought assistance from another organization to produce a promotional video for the 2019 Hop Stop event, and he also estimated that the Hop Stop event did not take place in 2020 or 2021 due to the COVID-19 pandemic.

Hughes suggested that Riverside TV use this open line of communication regarding the 2022 Hop Stop event to re-engage with the Olmsted Society in an effort to possibly arrange filming events for the organization once again.

Hughes asked for consensus from the Commission on reaching out to the Olmsted Society for re-engage, and the Commission gave consensus by voice vote.

Hughes asked for Supervisor Doria to be informed of the Commission's decision to re-engage the Olmsted Society. Cordova stated that he or Monroe would inform Doria of the Commission's decision. From there, Doria could begin reaching out to the leadership of the organization.

- **Programming**

- *Saturday Morning Programming — Update* — Commissioner Yurkiw had no updates for this programming block.
- *RTV Weekend Movies* — Commissioner Yurkiw stated that he had prepared a double feature for this programming block. One of the movies is titled *Jazz Ball* and stars Duke Ellington and Cab Calloway, and the other movie is titled *It's a Joke Son* and is from the year 1947. Yurkiw also plans to create a programming block featuring the movie *Hi-De-Ho* as soon as he procures a broadcast-quality copy of the movie.

6. Next Meeting: Monday, September 12, 2022 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion: Orgler
Second: Yurkiw
All were in favor.
The motion carried.

The meeting adjourned at 7:30 PM.

Minutes recorded and respectfully submitted by:
Lorenzo P Cordova

Riverside TV Commission
Regular Meeting
September 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 7:13 PM.

2. Roll Call

Commissioners Present: Chair Colin Hughes; Commissioners Thomas Orgler, Eric Sundstrom, and Mark Yurkiw

Commissioners Absent: Commissioner Karina Turner Koncius

Also Present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, and Technical Director Lorenzo P Cordova

3. Approval of the following Minutes:

A. July 11, 2022 Regular Meeting

Chair Hughes stated that a quorum of the Commission members present at the July 11 meeting were not present to approve the July 11 minutes. Chair Hughes did not call for a motion to approve the minutes from that meeting.

B. August 8, 2022 Regular Meeting

August 8, 2022 meeting minutes, despite being prepared and provided to Commissioners on September 12, were not provided with the September meeting agenda and will be included with the October 10 agenda to allow additional time for Commission and public review of the August minutes.

4. Old Business

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed and videos published since the July 11 TV Commission meeting.

Hughes mentioned the planned Tour De Proviso on October 1 and asked about the ability for RTV to film the event. Staff said that perhaps some filming could be done as the participants ride through Brookfield Zoo. Staff will need a map of the route to plan and will need an escort or permissions by the Riverside Police Department. Hughes mentioned the use of a GoPro on one of the bicyclists and Commissioner Sundstrom said that he planned to use a GoPro when he rides in the event.

- **Production Supervisor Update** — Supervisor Doria noted that due to the Tour de Proviso, RTV will not film Hop Stop this year. Supervisor Doria contacted the Olmsted Society twice to gauge their level of interest in engaging with RTV for planned events in the next year.

Staff is working together on material for recruitment. Doria said that getting commitment to film events was challenging. Two people didn't agree until the day prior. Some reliable staff are away at college and some others locally, are hard to track down. Staff would like to seek someone who would be available during the day, or at earlier times. Doria mentioned that at times, there is a lack of consistent hours that part time staff can rely on, which makes keeping some employees challenging.

Doria mentioned 9/11 and Garry McCarthy. Staff will use a two camera shoot, audio person, camera, and four RTV staff to produce the event.

The Touch a Truck event will also be filmed.

- **Hauser Jr. High Communications Project Update** — Commissioner Koncius was not present at the meeting, so Chair Hughes moved past this agenda item.
- **Memories of Riverside (Agenda Item Added)** — Commissioner Orgler could not get ahold of his contact for the project and will try again. Commissioners plan to give movie Judy a preview and whenever the video is ready, staff should let them know.
- **Roku Project/Broadcast Rack Update (Agenda Item Added)** — Doria mentioned all the equipment is here. The issue is now scheduling Zach when he will be back in time to install. Two hours of instruction offered by CableCast. The OMNI has the bulletin board system. The other members of the WCCA will be on their own for playout systems, but this might be consolidated in the future. Right now, Castr's Village Stream will be carrying content from all members of WCCA.

5. New Business:

VHS Archive Discussion — Chair Hughes mentioned a backlog of stored VHS tapes with old RTV content. Hughes logged all the tapes into a spreadsheet. Based on his preview of the tapes to catalog them, each tape contains between one to three hours of content. Hughes has been identifying several places in Chicago for digitizing. Cost estimates range from \$2000 and \$2500 to get tapes converted to digital files and the fee is \$10 to \$12 a tape. One standout included "Jen's Kids". Hughes said there is a need to determine which content would be worthy of staff time.

Hughes asked AVM Monroe what the village's appetite is on funding this. Monroe replied that it is a perfect time since this is the time at which the budget is developed. Hughes described the advantage of bulk digitization. Monroe said that if it is included in the operating budget, she will need justification to add it as a line item to the proposed budget. AVM Monroe would like the quotes and how long the project might take. Hughes would like to pursue a Township grant or funding from the WCCA.

AVM Monroe asked if the Village needs to prepare for captioning requirements. Orgler said captioning was previously discussed. Hughes said that captioning would be more economically feasible if it was handled by an outside company. The FCC made a rule change that would require local access stations to caption. AVM Monroe pondered including funds in the budget for captioning but no conclusion was reached. She also wondered about the possibility of grant funding. Hughes mentioned captioning would encompass previously produced content and content that is produced on an ongoing basis. Orgler asked if there is a tool that would caption. Mike Paulos, the Comcast representative could be a good resource. CableCast has the option to pay for a service for captioning. Hughes would lead to a discussion at a future meeting.

Hughes would like to explore having the village, Riverside Township, and WCCA split costs of the VHS project, perhaps one entity could fund the digitization, one fund captioning, and one fund the labor of organizing files after the digitization is completed.

Commissioners discussed VHS content. Orgler mentioned Jen's Kids being something to tie into Memories of Riverside. Yurkiw mentioned that he saw the footage of the rededication of the swinging bridge. Hughes indicated that this was footage recorded personally by late Commissioner Don Farnham. Cordova mentioned the school talent shows that Riverside TV recorded up until the first two years he worked at Net 6. Hughes asked Commissioners to highlight the programs that might be interesting to package into future programming.

- **Programming**

- *Saturday Morning Programming — Update* — Commissioner Yurkiw had no updates for this programming block.
- *RTV Weekend Movies* — Commissioner Yurkiw mentioned that he ran into a glitch but has interest in a Lloyd Bridges movie called Trapped. Staff will look at the playout system and issue a list to Commissioner Yurkiw of videos that have been played on RTV.

6. Next Meeting: Monday, October 10, 2022 at 7:00 PM — Township Hall Room 4

Commission had no issues with proposed meeting dates for 2023.

7. Adjournment

Motion to adjourn made by Orgler, second by Yurkiw. Meeting adjourned at 8:22 PM.

Minutes recorded and respectfully submitted by:
Lorenzo P Cordova & Ashley Monroe

MINUTES FOR RIVERSIDE TV COMMISSION NOVEMBER MEETING

November 8, 2021, 7:00 p.m.

RM 4 TOWNSHIP HALL

27 RIVERSIDE RD, RIVERSIDE, IL 60546

Minutes

Call to Order:

Meeting called to order at 7:04 PM

Present: Chair Colin Hughes, Commissioners, Tom Orgler, Mark Yurkiw, and Eric Sundstrom

Also present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, and Technical Director Lorenzo Cordova

Approval of the following minutes:

Approval of August Regular Meeting Minutes

Motion by Yurkiw, 2nd by Orgler

Approval of September Regular Meeting Minutes

Motion by Orgler, 2nd by Yurkiw

October Minutes could not be approved due to cancelled meeting

2021 Meeting Production Schedule

Last amended — 12-28-20

VILLAGE BOARD OF TRUSTEES MEETINGS – 2021

(7:00 PM, 1st and 3rd Thursday, except as noted*)

(Meetings are held in Room 4 or as noted)

Regular Meeting (1st Thursday)	Regular Meeting (3rd Thursday)
January 7	January 21
February 04	February 18
March 04	March 18
April 01	April 15
May 06	May 20
June 03	June 17
July 01	July 15
August 05	August 19
September 02	September 16
October 07	October 21
November 04	November 18
December 02	December 16

TOWNSHIP OF RIVERSIDE MEETINGS — 2021
(7:00 PM, except as noted; 2nd Tuesday, except as noted*)**
 (Meetings are held in Room 4 or as noted)

Regular Meeting (2nd Tuesday)
January 12
February 09
March 09
April 13
May 11
June 08
July 13
August 10
September 14
October 12
November 09
December 14

DISTRICT 96 BOARD OF EDUCATION MEETINGS – 2021
(7:00 PM, 1st and 3rd Wednesday, except as noted*)**
 (Meetings are held in the Hauser LRC or as noted)

Committee of the Whole Meeting (1st Wednesday)	Regular Meeting (3rd Wednesday)
January 06	January 20
February 03	February 17
March 03	March 17
April 07	April 21
May 05 — PENDING ORG. MTG.	May 19 — PENDING ORG. MTG.
June 02 — PENDING ORG. MTG.	June 16 — PENDING ORG. MTG.
July 07 — PENDING ORG. MTG.	July 21 — PENDING ORG. MTG.
August 04 — PENDING ORG. MTG.	August 18 — PENDING ORG. MTG.
September 01 — PENDING ORG. MTG.	September 15 — PENDING ORG. MTG.
October 06 — PENDING ORG. MTG.	October 20 — PENDING ORG. MTG.
November 03 — PENDING ORG. MTG.	November 17 — PENDING ORG. MTG.
December 01 — PENDING ORG. MTG.	December 15 — PENDING ORG. MTG.

RIVERSIDE TV COMMISSION MEETINGS – 2021

(7:00 PM, 2nd Monday, except as noted*)

(Note: These meetings are not recorded, but crew is welcome to attend)

(Meetings are held in the Riverside Library Quiet Reading Room or as noted)

Regular Meeting (2nd Monday)
January 11
February 08
March 08
April 12
May 10
June 14
July 12
August 09
September 13
October 11
November 08
December 13

VILLAGE OF RIVERSIDE PLANNING AND ZONING COMMISSION MEETINGS – 2021

(7:00 PM, 4th Wednesday, except as noted*)

(Meetings are held in Room 4 or as noted)

Regular Meeting (4th Wednesday)
January 27
February 24
March 24
April 28
May 26
June 23
July 28
August 25
September 22
October 27
November 22* — Fourth Monday

Old Business

EDC – RTV Joint Meeting - Chairman Hughes reported that RTV and the EDC had a joint meeting to discuss ways that RTV could aid the EDC. The EDC asked for a way to share files with RTV. Tech Director Cordova sent links to the EDC so they could assess the use of the programs to promote Riverside. The EDC also requested RTV to edit a monthly video showcasing life in the village. #THISISRIVERSIDEIL was created and a call for photos and videos was put out on social media.

Riverside Township Mental Health Video Tech Director Cordova reported that he has finished the Mental Health Board video. The Mental Health Board is planning a “Part 2” to be produced in January of 2022.

Tech Director Report – Lorenzo Cordova gave a report on the productions that were made since the September TV Commission meeting. He reported that the November 4 Village Board of Trustees Meeting had broadcast interruptions on FaceBook. The interruptions were caused by FaceBook and have since been corrected. Chairman Hughes asked Cordova if 3 crewmembers were the normal crew size for the D96 meetings. Cordova responded that since the Covid restrictions started, a third crewmember was necessary to run an efficient production. The Parks and Rec Department had RTV shoot a video for the Drive Thru Haunted House. It was well received by many village personnel. He reported that the LAC video was in the last weeks of edit. He reported that the LAC Chainman stated that she would bring the LAC video to the Village Office by early 2022. He also reported on the production of a video for the Touch a Truck Event, and that RTV shot footage of the Farmer’s Market that will be used to promote next year’s market. Cordova announced that the RTV would be filming the annual Holiday Stroll in early December.

Visit Oak Park Project – RTV has not heard anything from VOP regarding this project and assumes it will not participate at this time.

Annual Work Plan – Chairman Hughes shared the RTV Annual Work Plan with the commission. It lists the events and meetings that RTV will shoot for 2022. A motion to adopt the annual plan was brought by Yurkiw and 2nd by Sundstrom. All in favor. The plan allows for special programming of 3 episodes of Memories of Riverside, 2 episodes of Riverside Minutes, and the new RTV/EDC monthly project. All community events will have a promo created to run prior to the event.

New Business

Crewmembers - Update — Doria reported that a new hire had started with RTV, Delilah Luna Del Castillo. She is currently a junior at RBHS and also works with RBTv. Doria stated that she would hopefully be with RTV for a few years.

Cloud Storage – The cloud storage system, for RTV, has been installed by Matt Wolze. A NAS system is now in the RTV office and all RTV archives are being uploaded via Time Machine to the system. The upload started on October 11 and continues. Hopefully it will be finished by January 1, 2022.

New Vehicle - Supervisor Doria told the commission that the Village Board of Trustees voted to place a vehicle from the police department in service for RTV and Public Works, on a shared basis. RTV will use this vehicle to transport crew and equipment for outside productions.

Mission Statement - Chairman Hughes suggested the need to create a Mission Statement for RTV. Commissioner Orgler reminded the commission that Commissioner Koncius had suggested a workshop to create the mission statement. Dates were suggested for the workshop but need to be confirmed by Commissioner Koncius.

New Billing Structure – Assistant Village Manager Monroe, created some examples of a fee structure for the Riverside Filming Policy. She shared them with the commission. Supervisor Doria stated that he thought the best way to charge for production is by the hour and per person. AVM Monroe asked for assistance in contacting a few other municipal TV production departments to inquire about their fee structure. Doria offered to contact them. The commission decided to table the topic until the December meeting.

Saturday Morning Programming – No new videos at this time.

Next Meeting: Monday, December 13, 2021 at 7:00 PM at the Riverside Township Hall, Rm 4.

Adjournment: 8:12

Motion: Sundstrom

Second: Orgler

All in favor.

Approved