

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, November 14, 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. October 10, 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. Riverside Township Grant application (VHS archiving)
5. New Business
 - A. RTV and Village of Riverside Website Updates

- B. 2023 RTV Work Plan
- C. 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, December 12, 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
October 10, 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, Eric Sundstrom, and Mark Yurkiw

Commissioners Absent: Commissioner Karina Turner Koncius

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

3. Approval of the following Minutes:

A. July 11, 2022 Regular Meeting

Motion made by Commissioner Sundstrom to approve minutes and seconded by Commissioner Orgler. Motion Approved 4-0.

B. August 8, 2022 Regular Meeting

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

C. Sept. 12 Regular Meeting

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

4. Old Business

- **Technical Director Report** — Director Cordova started his report to the Commission by asking PA Cameron to provide an update on the ROKU project. Cameron explained that the project to setup ROKU is going well and he and Cordova set up a streaming example. Cordova said that they tested a variety of equipment, including web presenter and will do Castr Currently it's set for a standard nexus feed and is testing with what people currently see when they tune into a public meeting. They are running a test stream to see what it might be like when we go live. Staff hoping the stream is consistent, had to work backwards to get it converted and fed but it is working. There was forethought about keeping the current system functioning until the ROKU is fully setup and it should stay on without any blackout when the system is converted over.

Chair Hughes asked them to run through the schedule. This weekend they unboxed and inventoried. Working on carts and coder in November. May test tonight. In December will fine tune equipment in carts and office and software. In January will do cabling and final testing.

Cordova detailed filming of Village Board, Township, and School District 96 meetings. Staff released the Touch a Truck event promo on September 20. They will also promote the Halloween Drive through using last year's footage and release soon. Mental Health Board approved part two of the video series and recently gave approval for part three of the series to be filmed. RTV will do filming in mid-November. Video from Tour de Proviso was recorded by a variety of Village staff, Trustee Gallegos, and RTV crew, and is in the editing phase.

- **Production Supervisor Update** — Supervisor Doria worked the Tour de Proviso with the crew and provided guidance during the shoot. He's glad the ROKU setup is going so well. Chair Hughes asked how the recruitment for Production Assistants is going. Doria answered that the notices were posted but no responses yet.
- **Hauser Jr. High Communications Project Update** — Commissioner Koncius was not present at the meeting, so Chair Hughes moved past this agenda item.
- **VHS Archive Discussion** — Chair Hughes returned to discussion on the VHS archiving project. He walked through the two quotes and explained that the slightly higher cost quote from Chicago Scanning would add the file names to the files. Doria said that the additional cost would be worth spending because otherwise RTV would need to pay staff to review each digital file and label them.

Chair Hughes said it will be about a month, to a month and a half time frame for completion of the archival. Hughes explained the drafted grant application for Riverside Township for the archival project. He invited any feedback to make it a stronger application. Sundstrom asked who would be presenting the request and Chair Hughes said that he would present it. Cordova said that they will be issuing a check to the vendor, rather than passing a check to

Chair Hughes asked AVM Monroe if the Village would require the Commission to use the lowest bid, even though the services available are not the same. She replied that it would be good to have an additional quote, if the grant request is unsuccessful and the Village needs to pay for the archiving service. Since the two services are not identical, it would be easier to say that the higher pricing is necessary to receive desired services.

Chair Hughes asked Doria how much staff time would be necessary to label and identify programs that are on the VHS and how much time it would take RTV staff to package up the content and prepare it for programming. Doria was not sure at the time but planned to consider and get back to the Commission.

Chairperson Hughes will update the grant application and apply with Riverside Township. Director Cordova cautioned that due to property taxes at the County level being delayed, it is possible that the Township may not be providing grants at this time.

5. New Business:

Work Plan for 2023

Commission discussed possibilities for the work plan. Staff gave some examples of how RTV could introduce Riverside businesses or talk about the process of developing a business in town. Doria said that earlier this year, the Village had thought about a recruitment video for communities that are participants in WCCA and a video on lead service lines. Doria said that he needs greater staff support to help build a script and shots and that Amy Downing might have been planned to help with it. Chair Hughes said that labor costs for those coordinated projects could possibly be supported by WCCA which could help make those videos

Orgler noted the Commission had planned for at least two special events over the year, with Commission discretion. Commissioners agreed that a discussion on captioning requirements should be added to the plan. Hughes will draft a work plan based on these comments and the Commission can review it at the November meeting, with a goal to approve it in December at the latest.

Programming

- Commissioner Yurkiw had no updates.

6. Next Meeting: Monday, November 14, 2022 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion to adjourn made by Yurkiw, second by Sundstrom. Meeting adjourned at 8:05 PM.

Minutes respectfully submitted by:
Ashley Monroe