

**Riverside TV Commission**  
**Regular Meeting**  
*January 9, 2023*  
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 7:04 PM.

**2. Roll Call**

*Commissioners Present:* Chair Colin Hughes; Commissioners Mark Yurkiw and Commissioner Koncius.

*Commissioners Absent:* Commissioner Orgler and Commissioner Sundstrom.

*Also Present:* Production Supervisor Joe Doria, Technical Director Lorenzo P Cordova, Assistant Village Manager Monroe and Trustee Evans. RTV Crew member Zach Cameron attended on zoom to provide a ROKU installation update.

**3. Approval of the following Minutes:**

**A. December 12, 2022 Regular Meeting**

Motion made by Commissioner Yurkiw to approve minutes and seconded by Commissioner Koncius. Motion Approved 3-0.

**4. Old Business**

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

- **Technical Director Report** — Technical Director Cordova introduced Zach Cameron, who provided an update on the ROKU installation. He said that the cablecast was successfully connected and the physical installation is complete. Cameron noted that the cablecast app allows screening weather updates, social media posts and messages from the Village. It is streaming 24/7 to the website, which provides another platform to get programming out to viewers and for those that cannot connect to AT&T and Comcast or others. Cordova said they created a draft slideshow using photos and some general village information and may need social media access to connect it. He said they debated whether to connect directly or wait until the slideshow system that will run when programming is not scheduled. Chair Hughes noted that through the installation of this project, the Village has met a goal to get HD running before 2025 and made that goal two years early. Cordova thanked and gave credit to Zach. Commissioners said thank you to staff.

Cordova listed RTV filming of Village Board, Township, and School District 96 meetings. Staff hard scheduling worked well and they had a full crew for the first Board meeting of the year. He said that the usual second meeting of the Village Board is cancelled but RTV will be capturing the Cross-Community Climate Collaborative (C4) event in the auditorium on January 19<sup>th</sup>. The Township held one meeting and will be filmed again on Tuesday the 10<sup>th</sup>. Also on the 10<sup>th</sup>, RTV will film several team members for the Cross-Community Climate Collaborative speaking about

the project. The School District has returned to rotating schools and they have. Planning and Zoning Commission held a December meeting. The Mental Health Board is planning another series lecture in the future. Chairperson Hughes and Director Cordova briefly discussed

- ***Production Supervisor Update*** — Supervisor Doria said they put a call out for February scheduling. RTV is putting together a training and equipment training module for the crew. Jason Valley is helping with this effort and they hope to put together  
Supervisor Doria said that the Olmsted Society reached out to them about connecting to film. They asked about January 20<sup>th</sup> as the first opportunity. He said that he put together a pretty tight spreadsheet for labor costs.
- ***Hauser Jr. High Communications Project Update*** — Commissioner Koncius said she did not have any updates. Director Cordova will send the video links to the Commissioners individually and they can work with the Supervisor and himself.
- ***Memories of Riverside Update*** — Assistant Village Manager said that Director Buckley was looking forward to filming. Director Cordova said that he received a request from Trustee Gallegos that the Commission consider Michael Parratt who has lived in Riverside his whole life. Chair Hughes said perhaps Commissioners Orgler or Sundstrom are familiar with Mr. Parratt.
- ***VHS Archiving Update*** – Chair Hughes said that he received a call from the archiving service, Chicago Scanning, who said they received the check and asked when they will get delivery of the VHS tapes. Trustee Evans asked if the Commission has seen the complimentary letter to the editor about the project.

## **5. New Business**

### **A. Olmsted Society Filming**

Supervisor Doria said that the crew set up and filming, the estimate is expected at approximately \$1,135 to \$1,400, depending on event run-time. He said that three people on staff and the editor will be needed. Assistant Manager Monroe asked if they had completed an application and whether the policy recently approved by the Village Board is being followed. Commission discussed the parameters of the policy and Monroe read out the policy to explain the fees. Supervisor Doria said the policy makes it pretty clear. Chair Hughes suggested having them pay the \$100 rental fee once, rather than multiple times, if they are entering into the agreement to film multiple occasions. Director Cordova said that it is possible to broadcast live if the Library or where they film has a solid connection. Chair Hughes and Director Cordova discussed broadcast options and ways to reduce fees to Teradek. Supervisor Doria recommended policy is followed and that they use the application to outline the planned filming. If the Olmsted Society completes the application and it is complete, they agree to the requirements. Chair Hughes recommended that if staff receives an application to send it right away. Doria confirmed that they will make sure that it meets requirements. Commissioner made a motion for RTV to film the Olmsted Society request,

pending the application is complete and all requirements are met and agreed to by appropriate staff. Commissioner Yurkiw seconded. Approved by voice vote, 3-0.

**B. Cross-Community Climate Collaborative (C4) Filming**

Assistant Manager Monroe described the filming planned by the Village for January 10 and January 19. She invited the Commission to share about the meeting and attend if they have interest. Trustee Evans described her role in leading Place. Chair Hughes asked about the end outcomes or goal of C4. Trustee Evans and Assistant Manager Monroe described the project and the goals of the C4 initiative.

**C. Programming**

Commissioner Yurkiw is still having some technical issues with the machine he's been using and may need to fix it.

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

**7. Adjournment**

Motion to adjourn made by Yurkiw, second by Koncius. Meeting adjourned at 8:04 PM.

Minutes respectfully submitted by:  
Ashley Monroe