



CDA-TV COMMITTEE MINUTES
January 14, 2019 8:00 A.M.
City Conference Room #5
Currently airing on Channel 1301

Present: Jeff Crowe, Woody McEvers, Joseph Morrison, Chris Pfeiffer, Michael Drobnock, Katherine Hoyer, and Renata McLeod.

Absent: Bruce Hathaway, and Scott Maben

Guest: Jimmy McAndrews

1. **Meeting Minutes from October 8, 2018** – Motion by Chris, seconded by Michael. **Motion Carried.**
2. **Review of Policy Manual** – Renata noted that the policy hasn't had any updates since its 2006 approval. Based on some of the current requests, it is apparent that the policy should clarify that the channel is not for public access purposes. The committee agreed to add the definition of public access clarifying it will only air Government/Education programming; clarify it is not city's responsible to provide the taping venue or production of the programming, and add the technical requirements for production materials. Renata will send out a draft including those changes for review.
3. **Contractor's Report** - Jeff provided the channel activity report. He noted there are several upcoming opportunities for the Mayor's show. He is now working with a "Mondo" PC unit rather than a Mac, as recent OS upgrades to Mac rendered its graphics card unusable. There are some issues with archived footage going between the two computers and it is very slow to convert. Jeff wanted to alert City meeting/event schedulers that about three times a year he must travel for outside productions to the west coast during months with 5 Mondays. Staff needs to be notified that he is not available during those times. Renata suggested placing that on the monthly city-wide calendar.
4. **Roundtable:** Jimmy McAndrews, with the Coeur Group, noted that it was nice to see the Press Candidate Forum the week before the Coeur Group's forum so that they could compare questions. Woody thanked them for their background research. Jimmy said he would talk to the group about a forum for the City Council 2019 November race. Michael noted that Hayden is changing out their entire operating system (to BSandA) for finance, building permits, and other department management. Chris noted that he attended the committee chairs meeting last week and felt it was very interesting to see what the other committees are doing and appreciated how active their members are. Renata suggesting shooting some b-roll for a future PSA to use when committee spots are open. Woody noted some room for improvement regarding the School District 217 audio issues when they turn to talk to staff and very few graphics saying who is speaking. The City of Hayden might have a similar issue regarding the placement of the podium or staff table set up, as the Councilmembers pull away from the microphones when addressing those areas. Jeff noted that the room is small in

Hayden, so if you move staff, you must move the audience back and there is not enough room. Michael noted that he is going to try some new microphones that may help. Jeff noted that there is such a thing as the “voice level phenomenon” where in when one speaks they mirror the volume level of the person who just spoke. He encourages committee chairs to keep their volume up and not match the low speaking person. Woody noted that the County is now interested in filming their meetings. Jeff has met with them a couple times, noting that they plan to use two fixed cameras and look to build a room for televising at a later date.

5. **Next Meeting:** The next Meeting will be held February 11, 2019.

6. **Adjournment 9:10 a.m.**