

**Quad Cities Cable Communications Commission**  
Anoka City Hall – Council Chambers

May 15, 2014, 11:00 AM **Meeting Cancelled**

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
  - 4.1. Secretary
    - 4.1.1. Approval of April 17, 2014 commission meeting minutes.
  - 4.2. Treasurer
    - 4.2.1. March Financial Report
  - 4.3. Executive Director
- 5. General Business**
  - 5.1. Monthly Statistical Report
  - 5.2. Comcast/Time Warner Merger
- 6. Adjourn**

## MINUTES OF THE REGULAR MEETING OF APRIL 17, 2014

### CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:00 a.m. at the Anoka City Hall.

### ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; Jim Dickinson, Andover; Kurt Ulrich, Ramsey; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: John LeTourneau, Ramsey.

Others present included Karen George, Executive Director; Lucas Olson, Photojournalist/Government Coordinator; and Jim Reynolds, Master Control Operator.

### APPROVAL OF AGENDA – 3

Motion was made by Dickinson and seconded by Johnson to approve the agenda as presented.

**7 ayes – 0 nays. Motion carried.**

### ADMINISTRATIVE REPORTS – 4

#### 4.1 Secretary

##### 4.1.1. Approval of meeting minutes from March 17, 2014

Ms. George noted that following a conversation with Commissioner Trude she has suggested the following changes. On page two, the third paragraph, the seventh line, it should state, "...was at the ~~Capital~~ Capitol..." On page two, the fourth paragraph, the second line, it should state, "...television station ~~and do~~..." On page two, the fifth paragraph, it should state, "...LeTourneau to find that the ~~QCTV Board~~ Quad Cities Cable Communications Commission, which represents four local municipalities, ~~supports government efficiency and the Executive Director in her attempt to correspond with local legislators~~ have joined together in interest of government efficiency to support the Executive Director in her communications to obtain sales tax exemptions for the organization's purchases." On page two, the last paragraph, it should state, "...that even is if

passed the ~~item~~ legislation would not be retroactive and explained that the Budget Committee has recommended ~~that~~ the member cities purchase the necessary city capital equipment improvements to avoid paying using the cities' sales tax exemption." On page three, the first paragraph, it should state, "She Ms. George noted..."

Motion was made by Trude and seconded by Ulrich to approve the March 17, 2014 minutes as amended.

**7 ayes – 0 nays. Motion carried.**

## **4.2 Treasurer**

### **4.2.1. February Financial Report**

Commissioner Dickinson had nothing further to report.

Motion was made by Anderson and seconded by Johnson to accept the February Financial Report.

**7 ayes – 0 nays. Motion carried**

## **4.3 Executive Director**

Ms. George provided an update on the sales tax exemption activity at the Legislature. She advised that both the House and Senate bills have been approved and advised that the issue will go before a Conference Committee. She also highlighted changes between the two bills. She stated that staff will continue to monitor the issue and provide updates.

Commissioner Trude commended Ms. George for following up on this issue, along with her many other duties. She suggested that perhaps the Commission should write letters to those that will be on the Legislative Committee.

Ms. George stated that the high definition equipment purchases cannot wait and therefore the equipment for each member city will be purchased through the member city, with a transfer of funds to occur in coordination. She noted that the current playback system is in adequate condition to delay the purchase.

She referenced the organizational report and advised that things are moving ahead of schedule with new positions being filled. She introduced the new staff members including Lucas Olson who was hired as the Photojournalist/Government Coordinator and advised that he has worked with QCTV for the past eight years. She introduced Jim Reynolds who has been hired as the Master Control Operator, and who has also worked for QCTV for the

past several years. She advised that Taylor Johnson has also been hired as the Producer/Mobile Production Coordinator, noting that he is a previous QCTV employee. She noted that also attached to her Report are the operational and technical reports.

The Executive Director's report was accepted as presented.

## **GENERAL BUSINESS – 5**

### **5.1 Monthly Statistical Report**

No comments made.

## **ADJOURN – 6**

Time of adjournment 11:14 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of March 31, 2014

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	958,083.02
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 958,083.02</b>
Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>\$ 958,083.02</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	5,612.64
Other Current Liabilities	-1.05
<b>Total Current Liabilities</b>	<b>\$ 5,611.59</b>
Equity	952,471.43
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 958,083.02</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: 2014 Budget - FY14 P&L**  
 January - December 2014

	Mar 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	538.29	208.00	330.29	258.79%	1,669.48	2,500.00	(830.52)	66.78%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	50,618.00	(50,618.00)	0.00%
Franchise Fees		74,340.00	(74,340.00)	0.00%	0.00	892,090.00	(892,090.00)	0.00%
Interest Income	13.46	8.00	5.46	168.25%	37.86	100.00	(62.14)	37.86%
Miscellaneous Income		416.00	(416.00)	0.00%	4,000.00	5,000.00	(1,000.00)	80.00%
PEG Fee		37,170.00	(37,170.00)	0.00%	0.00	446,046.00	(446,046.00)	0.00%
<b>Total Income</b>	<b>551.75</b>	<b>116,360.00</b>	<b>(115,808.25)</b>	<b>0.47%</b>	<b>5,707.34</b>	<b>1,396,354.00</b>	<b>(1,390,646.66)</b>	<b>0.41%</b>
<b>Expenses</b>								
Accounting / HR Services	1,959.24	1,500.00	459.24	130.62%	3,868.35	18,000.00	(14,131.65)	21.49%
Ads/Promos/Sponsorships	100.00	570.00	(470.00)	17.54%	125.00	6,850.00	(6,725.00)	1.82%
Andover Capital Equipment	237.75	416.00	(178.25)	57.15%	432.57	5,000.00	(4,567.43)	8.65%
Announcers Fees	1,470.00	1,436.00	34.00	102.37%	3,610.00	17,240.00	(13,630.00)	20.94%
Anoka Capital Equipment	139.98	416.00	(276.02)	33.65%	139.98	5,000.00	(4,860.02)	2.80%
Audit		1,216.00	(1,216.00)	0.00%	0.00	14,600.00	(14,600.00)	0.00%
AV Equip / Repair / Supply / Software	126.94	4,157.00	(4,030.06)	3.05%	945.62	49,890.00	(48,944.38)	1.90%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	1,222.95	5,000.00	(3,777.05)	24.46%
Building - Insurance		241.00	(241.00)	0.00%	1,576.00	2,894.00	(1,318.00)	54.46%
Building - Maintenance	218.99	583.00	(364.01)	37.56%	2,001.69	7,000.00	(4,998.31)	28.60%
Building - Supplies	318.53	250.00	68.53	127.41%	421.76	3,000.00	(2,578.24)	14.06%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	210.00	241.00	(31.00)	87.14%	585.00	2,900.00	(2,315.00)	20.17%
Champlin Capital Equipment	348.90	416.00	(67.10)	83.87%	348.90	5,000.00	(4,651.10)	6.98%
City Sewer & Water		333.00	(333.00)	0.00%	209.08	4,000.00	(3,790.92)	5.23%
Commission Expense	9.85	291.00	(281.15)	3.38%	110.77	3,500.00	(3,389.23)	3.16%
Computer Equip / Repair / Supply / Software	1,030.12	2,385.00	(1,354.88)	43.19%	2,338.19	28,630.00	(26,291.81)	8.17%
Consulting Services		4,166.00	(4,166.00)	0.00%	0.00	50,000.00	(50,000.00)	0.00%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	26,000.00	(26,000.00)	0.00%
Duplication Expenses	198.06	300.00	(101.94)	66.02%	369.82	3,600.00	(3,230.18)	10.27%
Electric Service	1,269.23	1,458.00	(188.77)	87.05%	4,007.20	17,500.00	(13,492.80)	22.90%
Emp / Comm Appreciation	29.07	208.00	(178.93)	13.98%	29.07	2,500.00	(2,470.93)	1.16%
Federal Unempl Expense	158.77		158.77		658.08	0.00	658.08	
Health Insurance	2,687.58	2,733.00	(45.42)	98.34%	8,062.74	32,800.00	(24,737.26)	24.58%
Health Insurance - Opt Out	400.00	400.00	0.00	100.00%	1,200.00	4,800.00	(3,600.00)	25.00%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	4,643.00	6,964.00	(2,321.00)	66.67%
Lawn Service		291.00	(291.00)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Legal Fees	52.00	2,500.00	(2,448.00)	2.08%	2,897.05	30,000.00	(27,102.95)	9.66%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals	4.16	83.00	(78.84)	5.01%	69.03	1,000.00	(930.97)	6.90%
Memberships - NATOA / Others	670.00	456.00	214.00	146.93%	2,611.16	5,480.00	(2,868.84)	47.65%
Mileage	310.42	416.00	(105.58)	74.62%	801.36	5,000.00	(4,198.64)	16.03%
Miscellaneous Expenses	162.85	375.00	(212.15)	43.43%	215.29	4,500.00	(4,284.71)	4.78%
Natural Gas	448.99	191.00	257.99	235.07%	1,306.52	2,300.00	(993.48)	56.81%
Office Supplies / Equipment	94.45	708.00	(613.55)	13.34%	522.58	8,500.00	(7,977.42)	6.15%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: 2014 Budget - FY14 P&L**  
 January - December 2014

	Mar 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Payroll Expenses (ADP)	731.65	433.00	298.65	168.97%	1,845.30	5,200.00	(3,354.70)	35.49%
PERA	3,727.19	4,281.00	(553.81)	87.06%	9,288.05	51,383.00	(42,094.95)	18.08%
Postage	47.29	83.00	(35.71)	56.98%	195.04	1,000.00	(804.96)	19.50%
Printing / Copy Services		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Professional Development	35.00	1,425.00	(1,390.00)	2.46%	330.00	17,100.00	(16,770.00)	1.93%
Publications		59.00	(59.00)	0.00%	0.00	710.00	(710.00)	0.00%
Ramsey Capital Equipment	40.72	416.00	(375.28)	9.79%	81.44	5,000.00	(4,918.56)	1.63%
Sales Tax		166.00	(166.00)	0.00%	561.00	2,000.00	(1,439.00)	28.05%
Secretary Services	131.00	150.00	(19.00)	87.33%	373.00	1,800.00	(1,427.00)	20.72%
Snow Plowing Service	143.75	250.00	(106.25)	57.50%	2,725.00	3,000.00	(275.00)	90.83%
Sponsorship			0.00		1,050.00	0.00	1,050.00	
SS/Medicare Expense	3,857.42	4,518.00	(660.58)	85.38%	9,610.80	54,216.00	(44,605.20)	17.73%
STD / LTD / Life Insurance	363.20	387.00	(23.80)	93.85%	1,089.60	4,644.00	(3,554.40)	23.46%
Studio Sets	320.31	166.00	154.31	192.96%	529.50	2,000.00	(1,470.50)	26.48%
Subscription Services		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Vehicle - Equipment / Repair		1,577.00	(1,577.00)	0.00%	0.00	18,930.00	(18,930.00)	0.00%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,849.00	3,000.00	(1,151.00)	61.63%
Vehicle - Maintenance / Gas	325.55	525.00	(199.45)	62.01%	789.17	6,300.00	(5,510.83)	12.53%
Wages - Full-time	26,187.23	28,367.00	(2,179.77)	92.32%	68,581.68	340,412.00	(271,830.32)	20.15%
Wages - PT - Comm Prog	3,286.96	4,071.00	(784.04)	80.74%	9,905.74	48,858.00	(38,952.26)	20.27%
Wages - PT - Gov't Prog	6,276.49	8,203.00	(1,926.51)	76.51%	15,161.92	98,441.00	(83,279.08)	15.40%
Wages - PT - Office Support	2,890.84	2,504.00	386.84	115.45%	6,463.19	30,053.00	(23,589.81)	21.51%
Wages - PT - Sports Prog	8,287.82	6,880.00	1,407.82	120.46%	16,400.67	82,565.00	(66,164.33)	19.86%
Wages - PT - Tech Support	4,214.40	5,721.00	(1,506.60)	73.67%	10,999.20	68,656.00	(57,656.80)	16.02%
Waste Removal	113.48	108.00	5.48	105.07%	338.95	1,300.00	(961.05)	26.07%
Web / VOD / Int / CaTV / Phone	909.86	1,350.00	(440.14)	67.40%	3,682.12	16,210.00	(12,527.88)	22.72%
Work Comp Insurance		258.00	(258.00)	0.00%	2,039.00	3,100.00	(1,061.00)	65.77%
<b>Total Expenses</b>	<b>75,203.69</b>	<b>105,597.00</b>	<b>(30,393.31)</b>	<b>71.22%</b>	<b>209,968.13</b>	<b>1,267,486.00</b>	<b>(1,057,517.87)</b>	<b>16.57%</b>
<b>Net Operating Income</b>	<b>(74,651.94)</b>	<b>10,763.00</b>	<b>(85,414.94)</b>	<b>-693.60%</b>	<b>(204,260.79)</b>	<b>128,868.00</b>	<b>(333,128.79)</b>	<b>-158.50%</b>
<b>Net Income</b>	<b>(74,651.94)</b>	<b>10,763.00</b>	<b>(85,414.94)</b>	<b>-693.60%</b>	<b>(204,260.79)</b>	<b>128,868.00</b>	<b>(333,128.79)</b>	<b>-158.50%</b>
<b>Capital Improvement Plan</b>								
<b>ZCIP - Network Servers</b>	<b>419.85</b>	<b>0.00</b>	<b>419.85</b>		<b>4,408.69</b>	<b>0.00</b>	<b>4,408.69</b>	

Monday, Apr 21, 2014 02:21:13 PM PDT GMT-5 - Accrual Basis

**QCTV Bank Reconciliation**  
**March 2014**

Beginning Balance - 4M Statement	1,037,641.10
Less: Cleared Checks/Withdrawals	(81,033.51)
Plus: 4M Fund Interest	13.46
Plus: Bank Deposits	997.62
Bank Balance	<b>\$957,618.67</b>
Book Balance	957,618.67
Adjusted Book Balance	<b>957,618.67</b>
Difference:	<b>\$0.00</b>

Completed by:     MK



## Quad Cities Communications Commission Reconcile Report for

*This is a static report. Any changes to transactions since the reconcile date are not reflected here.  
Report created on 04/15/2014.*

Account: Quad Cities Commission  
Statement Date: 03/31/2014  
Reconcile Date: 04/15/2014

### Summary

Opening Balance	1,037,641.10
Cleared Transactions	-80,022.43
Ending Balance of Statement	957,618.67
Uncleared Transactions as of Statement Date	-4,953.84
Register Balance as of Statement Date	952,664.83
Uncleared Transactions after Statement Date	-10,913.07
Register Balance as of Reconcile Date	941,751.76

### Cleared Transactions

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Cleared Checks and Payments				
02/04/2014	Bill Payment	10252	Anoka Area Chamber of Commerce	850.00
02/04/2014	Bill Payment	10259	Laura E. Houle	80.00
02/21/2014	Bill Payment	10273	Anoka Area Chamber of Commerce	200.00
03/06/2014	Bill Payment	10291	Michael J. Steel	200.00
03/06/2014	Bill Payment	10293	Youth First Community of Promise	25.00
03/06/2014	Bill Payment	10289	Kennedy & Graven, Chartered	666.25
03/06/2014	Bill Payment	10285	Bill Kron	80.00
03/06/2014	Bill Payment	10292	Mid-City Mechanical Corp	413.12
03/06/2014	Bill Payment	10286	CWC Inc.	1,300.00
03/06/2014	Bill Payment	10288	Image Lawncare Services, Inc.	1,027.50
03/06/2014	Bill Payment	10290	Market Place Plus, LLC	424.90
03/06/2014	Bill Payment	10287	Glen Semanko	480.00
03/07/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
03/07/2014	Bill Payment	W/D	PERA	3,363.48
03/07/2014	Journal	03A - 2014MK		5,943.37
03/07/2014	Journal	03A - 2014MK		189.65
03/07/2014	Journal	03A - 2014MK		19,103.71
03/14/2014	Journal	03B - 2014MK		350.00
03/17/2014	Bill Payment	10312	Timesavers	131.00
03/17/2014	Bill Payment	10303	Comcast 2	342.49
03/17/2014	Bill Payment	10314	Xcel Energy	1,390.62
03/17/2014	Bill Payment	10297	B&H Photo-Video	3,214.38
03/17/2014	Bill Payment	10309	Newegg Inc.	1,194.31
03/17/2014	Bill Payment	10311	Thad Goff	300.00
03/17/2014	Bill Payment	10305	Dane Johnson	53.00
03/17/2014	Bill Payment	10301	City of Andover	1,944.03
03/17/2014	Bill Payment	10306	Fastsigns	320.31
03/17/2014	Bill Payment	10299	CenterPoint Energy	448.99
03/17/2014	Bill Payment	10307	Great Lakes Multimedia Supply, Inc.	198.06
03/17/2014	Bill Payment	10296	Anoka Area Chamber of Commerce	15.00

Reconcile Session Report

03/17/2014	Bill Payment	10295	ACE Solid Waste, Inc.	113.48
03/17/2014	Bill Payment	10304	Comcast Cable	295.31
03/17/2014	Bill Payment	10308	Holiday Station	149.62
03/17/2014	Bill Payment	10300	Century Link	15.53
03/17/2014	Bill Payment	10313	U.S. Bank Corporate	2,100.69
03/17/2014	Bill Payment	10298	Barna, Guzy & Steffen, LTD	856.20
03/17/2014	Bill Payment	10302	City of Champlin	69.45
03/17/2014	Bill Payment	10310	Rike -Lee Electric, Inc.	772.12
03/17/2014	Bill Payment	10294	A+ Cleaning Service, Inc.	407.65
03/21/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
03/21/2014	Bill Payment	W/D	PERA	3,576.90
03/21/2014	Journal	03C - 2014MK		6,313.70
03/21/2014	Journal	03C - 2014MK		19,687.69
03/21/2014	Journal	03C - 2014MK		192.00
<b>Subtotal:</b>				<b>81,033.51</b>

Cleared Deposits and Other Credits

03/14/2014	Deposit		Cary Parks	26.82
03/14/2014	Deposit		Comcast	87.80
03/14/2014	Deposit		Jayne Rooney	15.00
03/19/2014	Deposit		MSHSL	240.00
03/27/2014	Deposit		MSHSL	75.00
03/31/2014	Journal	03F - 2014MK		500.00
03/31/2014	Journal	03D - 2014MK		13.46
03/31/2014	Journal	03E - 2014MK		53.00
<b>Subtotal:</b>				<b>1,011.08</b>

**Total Cleared Transactions -80,022.43**

Uncleared Transactions as of 03/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
<b>Uncleared Checks and Payments</b>				
07/16/2013	Bill Payment	10010	City of Anoka	125.00
03/28/2014	Bill Payment	10322	The Lincoln National Life Ins. Co.	526.60
03/28/2014	Bill Payment	10321	Thad Goff	450.00
03/28/2014	Bill Payment	10318	Glen Semanko	320.00
03/28/2014	Bill Payment	10319	Huebsch	55.60
03/28/2014	Bill Payment	10325	Youth First Community of Promise	25.00
03/28/2014	Bill Payment	10317	G & B Environmental, Inc	116.49
03/28/2014	Bill Payment	10320	Preferred One Insurance Co.	2,687.58
03/28/2014	Bill Payment	10323	Trans Alarm	102.50
03/28/2014	Bill Payment	10324	Verizon Wireless	50.08
03/28/2014	Bill Payment	10315	Amazon	225.09
03/28/2014	Bill Payment	10316	B&H Photo-Video	269.90
<b>Subtotal:</b>				<b>4,953.84</b>

Uncleared Deposits and Other Credits

Subtotal: 0.00

**Total Uncleared Transactions as of 03/31/2014 -4,953.84**

Uncleared Transactions from 03/31/2014 to 04/15/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
<a href="https://qbo.intuit.com/c36/v72.190/423677541/reconcile_account/printreport">https://qbo.intuit.com/c36/v72.190/423677541/reconcile_account/printreport</a>				4/15/2014

## Uncleared Checks and Payments

04/04/2014	Bill Payment	W/D	CitiStreetMN	1,217.00
04/04/2014	Bill Payment	W/D	PERA	3,404.28
04/11/2014	Bill Payment	10334	Holiday Station	325.55
04/11/2014	Bill Payment	10327	ACE Solid Waste, Inc.	113.76
04/11/2014	Bill Payment	10340	Laura E. Houle	160.00
04/11/2014	Bill Payment	10335	Image Lawncare Services, Inc.	143.75
04/11/2014	Bill Payment	10342	U.S. Bank Corporate	861.82
04/11/2014	Bill Payment	10332	Coop's Locksmith Service	162.85
04/11/2014	Bill Payment	10341	Timesavers	131.00
04/11/2014	Bill Payment	10343	Xcel Energy	1,269.23
04/11/2014	Bill Payment	10326	A+ Cleaning Service, Inc.	407.65
04/11/2014	Bill Payment	10330	CenterPoint Energy	511.50
04/11/2014	Bill Payment	10328	Bret Heitkamp	100.00
04/11/2014	Bill Payment	10329	Carl E. Anderson	140.00
04/11/2014	Bill Payment	10331	City of Andover	1,349.68
04/11/2014	Bill Payment	10333	Eric Johnson	140.00
04/11/2014	Bill Payment	10336	James Dickinson	100.00
04/11/2014	Bill Payment	10337	John Letourneau	140.00
04/11/2014	Bill Payment	10338	Julie Trude	140.00
04/11/2014	Bill Payment	10339	Kurtis G. Ulrich	140.00
				Subtotal: 10,958.07

## Uncleared Deposits and Other Credits

04/09/2014	Deposit		Sara Narr	15.00
04/09/2014	Deposit		Corinne Holasek	15.00
04/09/2014	Deposit		Ben Hopper	15.00
				Subtotal: 45.00

Subtotal: 03/31/2014

-10,913.07

**QCCCC Agenda Item**

**4.3 Executive Director's Report**

**May 12, 2014**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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**Organizational Assessment project**

Implementation of the organizational restructuring is on track. Hiring for the full time positions and the part-time associate producer positions are complete. We continue to post and hire for the production assistant positions. I continue to provide email updates to the commission and current employees as we move into the final stage of implementation.

**Personnel changes**

A number of employees have transitioned out of the organization due to the restructuring. New employees have reported including Photojournalist/Government Coordinator Lucas Olson, Producer/Mobile Production Coordinator Taylor Johnson, Associate Producer FT Cory Laing, Associate Producer PT Chris Carpenter, Associate Producer PT Matt Overstreet, and Associate Producer PT Leslie Sauer.

**Audit**

The audit work will finish up in mid-May and the final report is expected for the June meeting.

**Operations and Technology monthly reports**

Attached to this agenda item are the monthly reports for operations and technology. The monthly statistical report is later in the agenda.

**Action Requested:** None.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**May 9, 2014**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV has several new employees and much of my time over the past month has been spent on interviewing, hiring, on-boarding, and training them. We have continued to focus on our core services- ensuring meeting coverage is happening successfully and our regular shows are being produced. We are taking a fresh look at our regular programs and updating them as we see fit. For example, a new “open” was produced for “The District Court Show” and was received by Judge Elizabeth Strand with her comments: “It is absolutely top notch! Great work!”, and Judge Stephen Halsey “Excellent! Go with it!” We have plans to do this with all our current programs as well as new ones in the development stage.

Other regular programs produced include two episodes of “QCMR” and “The Chamber Report” which also has a new open. Programs in production include “Suburban Mix”, “The Sheriff Show”, and “The Public Safety Show”. Upcoming mobile van projects include: several high school baseball and softball games, live coverage of “The Saint Paul Saints vs. The Metro Minny All Star Baseball” game, and live coverage of The Minnesota Supreme Court hearing at Champlin Park High School. (The Justices heard arguments in an actual case to educate students about the Judicial branch of government.) There were two tours of QCTV given to local Cub Scout troops. They had the opportunity to see how local TV is produced and were given an opportunity to “be on TV!”

QCTV won three awards this past month. A Telly Award for “QC News” under the news program category, produced by James Reynolds. A Telly award and a Minnesota Association of Government Communicators Award was given in the PSA category for “Not Too Late: It Can Wait” on texting, produced by Matt Perkins.

Upcoming projects include four graduation productions as well as sectional games for high school baseball and softball teams as well as pre-planning for Legion baseball this summer. Community events and parades are also in the planning stages.

**Action:** None.

4.3.2 Technology Report

**May 5, 2014**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** April 2014 Technology Report

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**Equipment Issues:**

**City Hall Equipment:**

- One of the Bi-Amps (digital microphone mixer) at the Anoka City Hall failed. It was sent in for repair and is still under warranty. In the meantime we reconfigured the audio so that 10 microphones are functional.
- The dais monitors did not display an important presentation at Andover City Hall. We found this to be due to an incorrect resolution setting on an Andover PC which was being used. Instructions were given to staff should the problem occur in the future.

**Studio Equipment:**

- The Anoka Edit Suite Mac computer is experiencing hard drive controller issues which will require the replacement of the motherboard to resolve. Since this computer is several years old it should be replaced rather than repaired.

**April Projects:**

- Repair camera cables for van and assist with setup as needed.
- Run cabling to new rack in Playback Room. Remove redundant wiring from main rack
- Move 3 servers and 4 NAS units into new rack.
- Re-provision two PCs for new employees.
- Begin migration to Active Directory.
- Switch e-mail to Microsoft Exchange (cloud). Install associated software.
- Physical inventory of all available checkout equipment.
- Recycle old/defective equipment.

### **May Projects:**

- Continue Active Directory migration.
- Document QCTV.org web site. This will be an ongoing project.
- Migrate DropBox to new server. Current server running XP.
- Free up additional space in main rack.
- Set up group calendars and associated sharing.
- Replacement PC for Anoka Edit Suite.
- Remove unneeded files from the NAS units.

### **Ongoing Projects:**

- Video Server Upgrades: This upgrade may be on hold due to recent tax legislation. In the meantime we are completing the product comparisons.
- City Hall Video Control Upgrades: Met with Vaddio and reviewed their line of switchers. The Rushworks Vdesk product so far appears to be the best suited for our purposes.
- Master Backup Plan: Presently looking at what files should be backed up off site.
- Improve purchase tracking and reconciliation.

**Action:** None.



**QCCCC Agenda Item**  
**5.1 Monthly Stats Report**

**May 12, 2014**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Statistical Report

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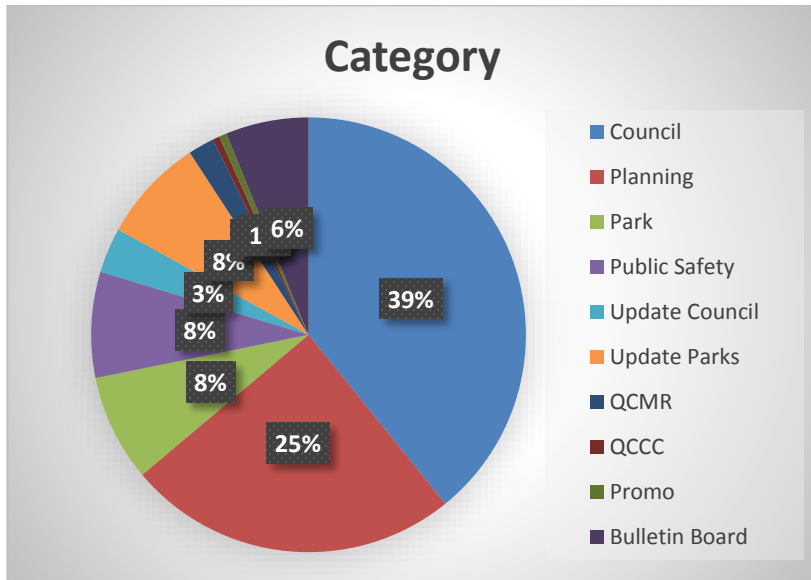
Attached you will find the April program statistical reports.

**Action Requested:** None.

# Andover Channel & Web Statistics

## April 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1329	New Shows: 13	Total Hours: 44:26	Total Hits: 293
Total Time: 675:34:06	New Time: 9:44	Saturation: 6.2%	
Saturation: 93.8%	All Shows: 26	<b>New Andover: 21</b>	
	All Time: 16:47	<b>New All Cities: 38</b>	

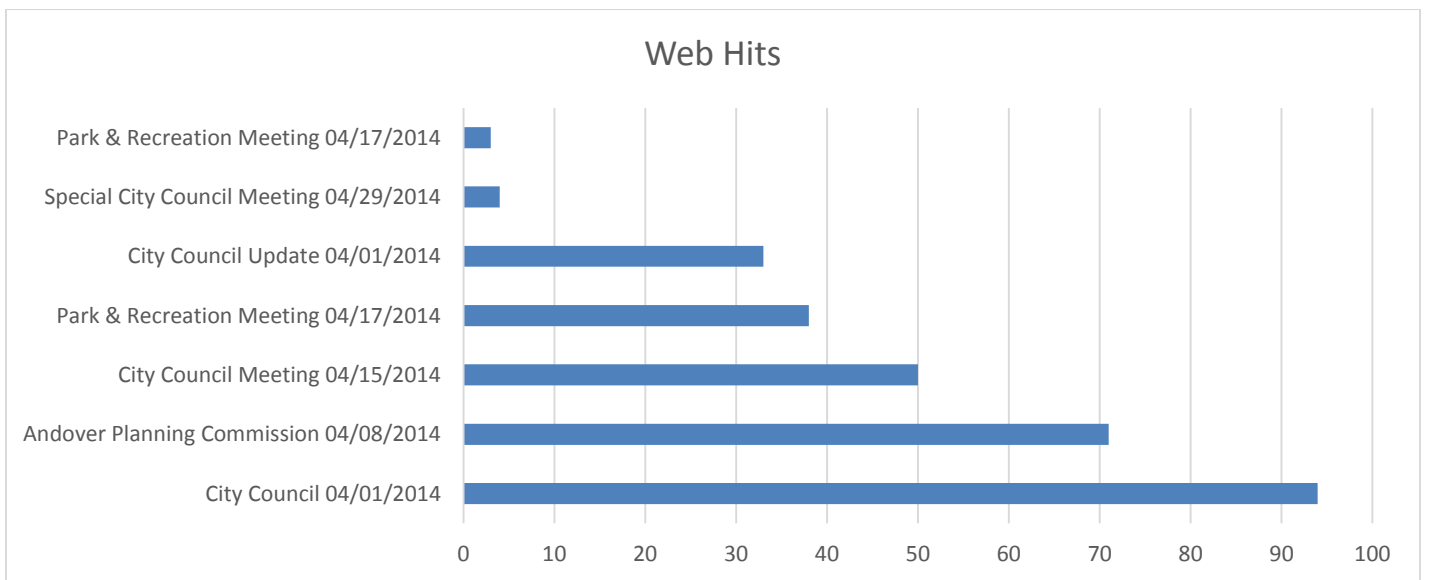


### Channel Up Time 100%

Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0%	0
Power Out:	0	0

### Shared With Multiple Cities

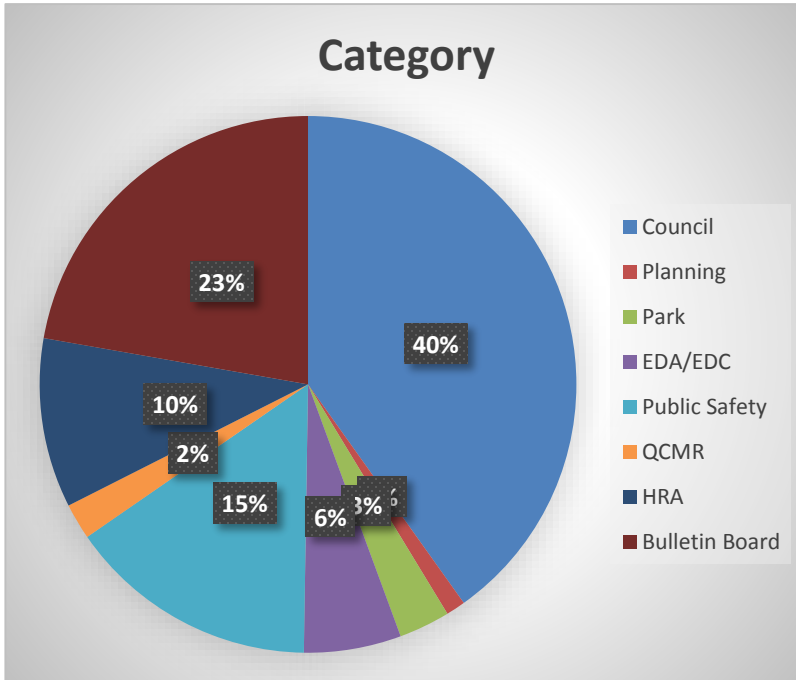
Date	Event	Duration
3/27/2014	Public Safety Talk	0:45:59
2/27/2014	Sheriff Awards Cer	0:36:39
4/28/2014	QCMR	0:13:08
4/11/2014	QCMR	0:12:45
3/27/2014	QCMR	0:12:13
3/14/2014	QCMR	0:10:57
4/17/2014	QCCC	0:12:00
3/20/2014	QCCC	0:15:03



# Anoka Channel & Web Statistics

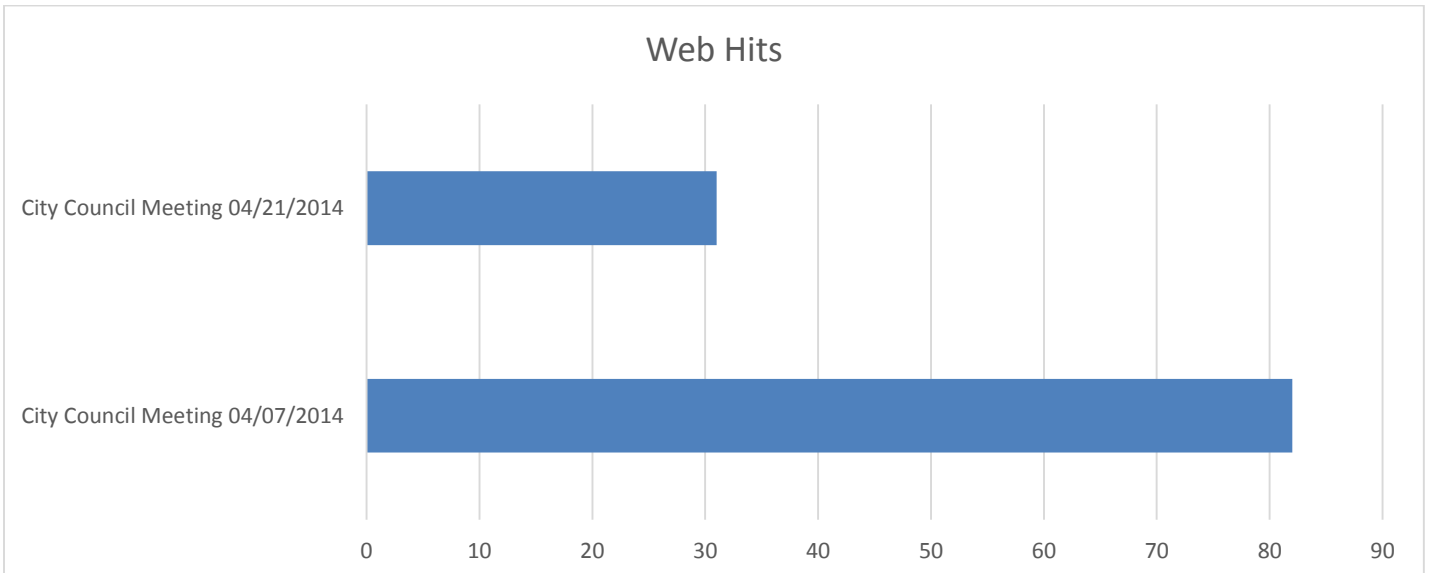
## April 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 968	New Shows: 5	Total Hours: 159:19	Total Hits: 113
Total Time: 560:41	New Time: 4:40	Saturation: 22.1%	
Saturation: 77.87%	All Shows: 14	<b>New Anoka: 22</b>	
	All Time: 10:26	<b>New All Cities: 38</b>	



Channel Up Time: 99.94%		
Issues	Percentage	Hours
Scheduling:	0	0
File:	0	0
Server:	.06%	00:30
Power Out:	0	0

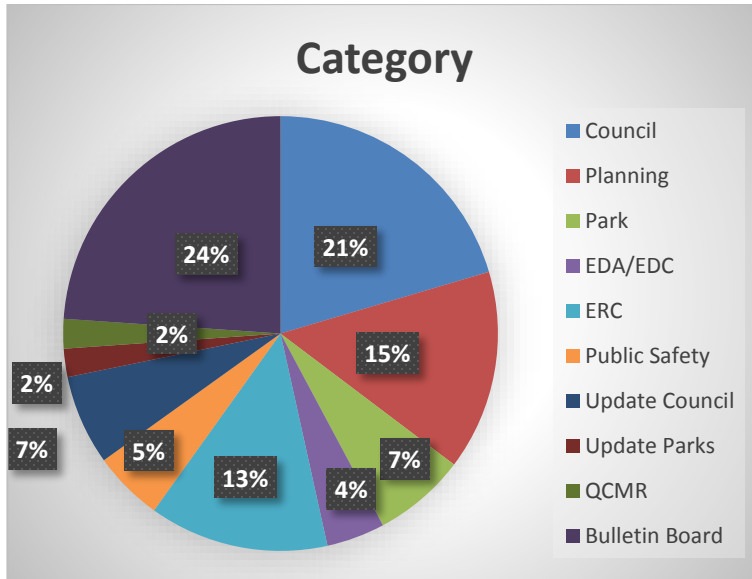
Shared with multiple cities		
3/27/2014	Public Safety Talk	0:45:59
2/26/2014	Sheriff Show	0:12:42
4/28/2014	QCMR	0:13:08
4/11/2014	QCMR	0:12:45
3/27/2014	QCMR	0:12:13
4/17/2014	QCCC	0:12:00
3/20/2014	QCCC	0:15:03



# Champlin Channel & Web Statistics

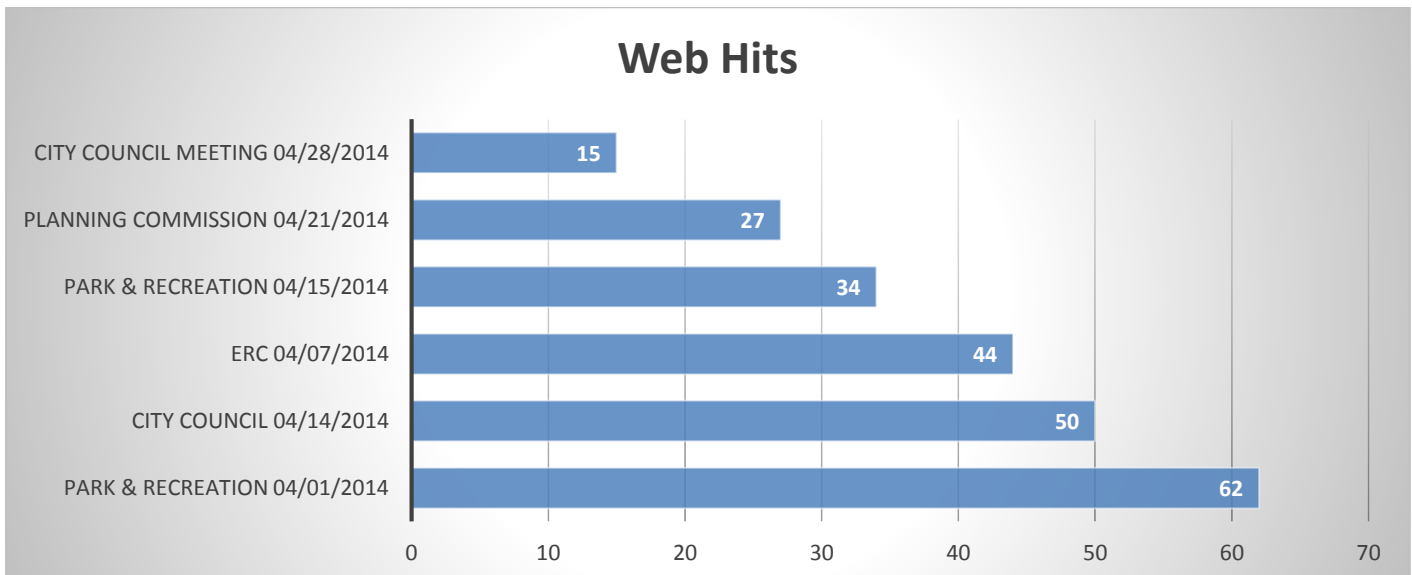
## April 2014

<b>Playback:</b>	<b>Shows:</b>	<b>Bulletin Board:</b>	<b>Web Hits:</b>
Total Runs: 996	New Shows: 12	Total Hours: 168:48	Total Hits: 232
Total Time: 551:12	New Time: 5:53	Saturation: 23.4%	
Saturation: 76.6%	All Shows: 24	<b>New Champlin: 36</b>	
	All Time: 11:40	<b>New All Cities: 38</b>	



<b>Channel Uptime 99.94%</b>		
Issues	Percentage	Hours
Scheduling	0	0
File:	0%	0
Server:	.06%	00:30
Other::	0%	0

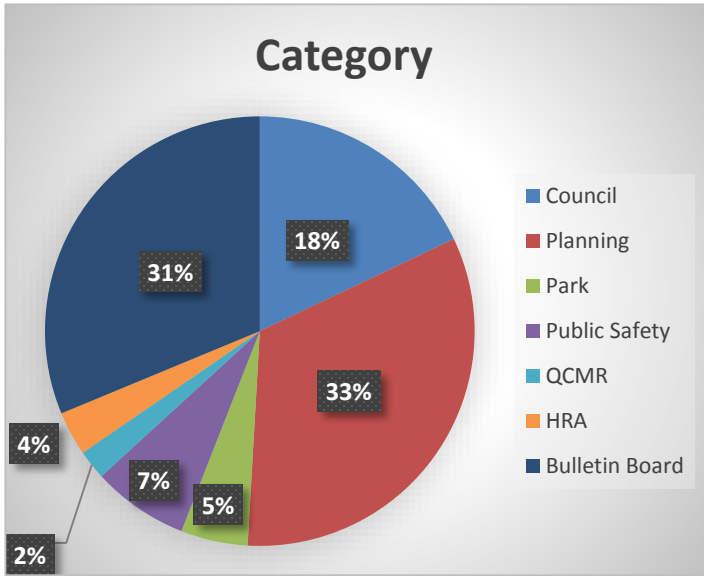
Shared With Multiple Cities		
3/27/2014	Public Safety Talk	0:45:59
4/28/2014	QCMR	0:13:08
4/11/2014	QCMR	0:12:45
3/27/2014	QCMR	0:12:13
4/17/2014	QCCC	0:12:00
3/20/2014	QCCC	0:15:03



# Ramsey Channel & Web Statistics

## April 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 957	New Shows: 10	Total Hours: 212:29	Total Hits: 213
Total Time: 509:31	New Time: 4:58	Saturation: 29.2%	
Saturation: 70.8%	All Shows: 20	<b>New Ramsey: 31</b>	
	All Time: 9:28	<b>New All Cities: 38</b>	

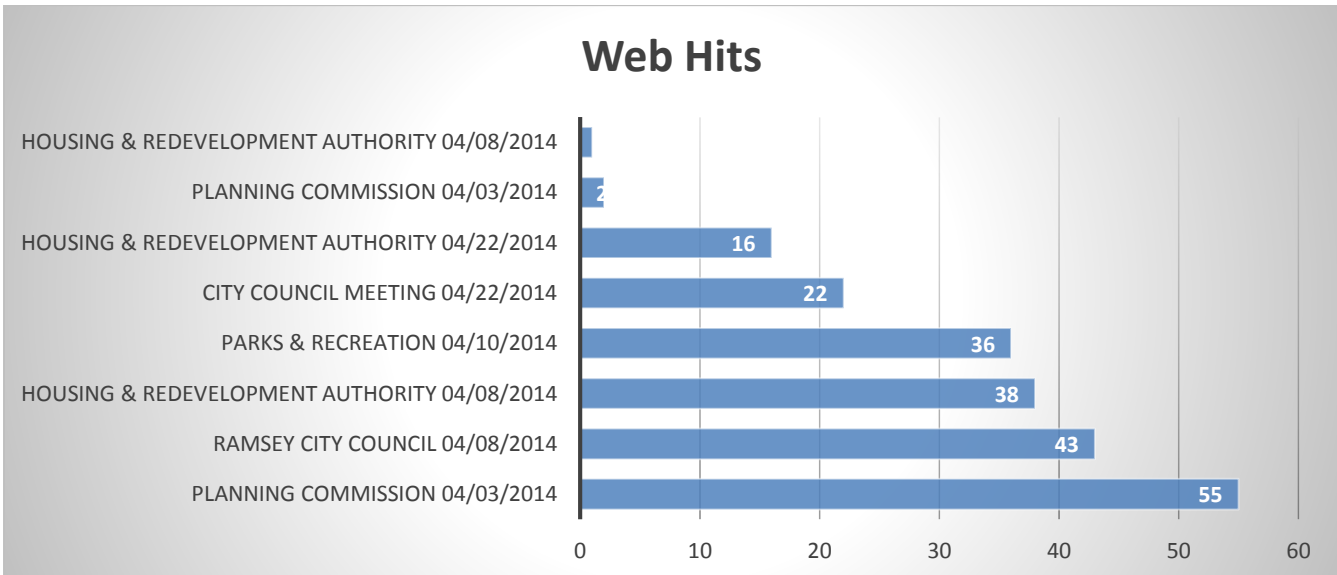


### Channel Uptime 99.97 %

Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.03 %	00:15
Other:	0%	0

### Shared with Multiple Cities

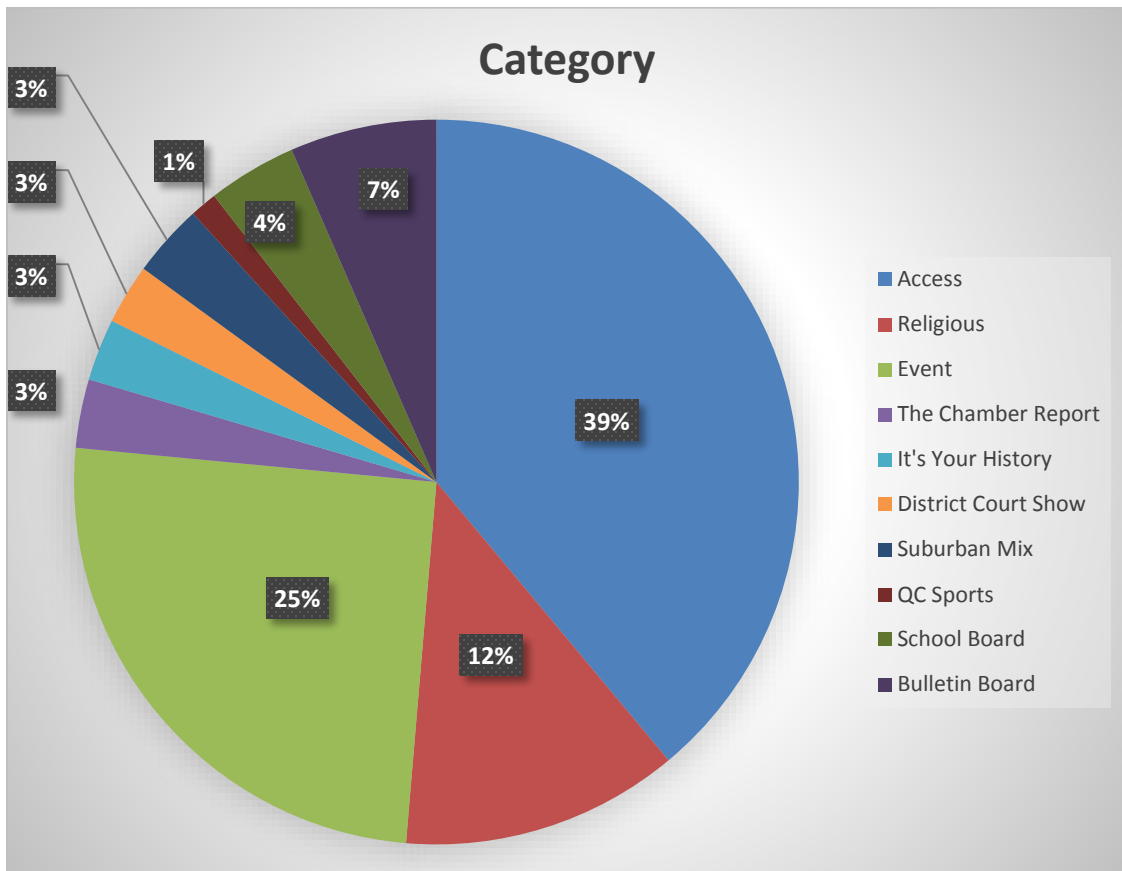
3/27/2014	Public Safety Talk	0:45:59
2/26/2014	Sheriff Show	0:12:42
4/28/2014	QCMR	0:13:08
4/11/2014	QCMR	0:12:45
3/27/2014	QCMR	0:12:13
4/17/2014	QCCC	0:12:00
3/20/2014	QCCC	0:15:03



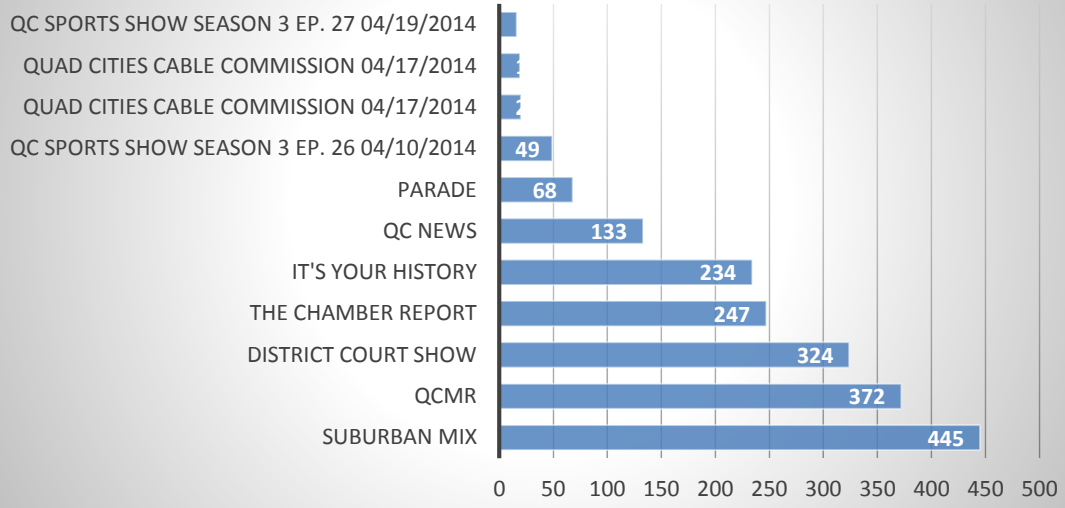
# Community Channel 15 April 2014

<b>Playback:</b>		<b>Shows:</b>		<b>Bulletin Board:</b>		<b>Web Hits:</b>	
Total Runs:	1621	New Shows	57	Total Hours:	48:06	Total VOD Hits:	1927
Total Time:	673:54	New Time:	38:44	Saturation:	6.4%		
Saturation:	92.6%	All Shows:	146	<b>New Bulletins</b>	<b>38</b>		
		All Time:	86:12				

<b>Channel Uptime 99.93%</b>		
<b>Issues</b>	<b>Percentage</b>	<b>Hours</b>
Scheduling	0.0%	0
File:	0.0069%	00:03
Server:	0.06%	00:30
Power Out:	0	0



## Web Hits



# Community Channel 19

## April 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	107	New Shows:	4	Total Hours:	651:26
Total Time:	68:34	New Time:	1:33	Saturation:	90.5 %
Saturation:	9.5%	All Shows:	7	<b>New Bulletins:</b>	<b>38</b>
		All Time:	3:40		

Channel Uptime 100%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0	0
Power Out:	0	0

