



*The mission of [MCTV 15](#) is to encourage and support the use of media for sharing thoughts, opinions and events by and for the people of Siskiyou County*

Minutes of SPECIAL BOARD MEETING, Wednesday, April 19, 2006

6:30 PM at Studio COS Learning Resource Center 2  
College of the Siskiyous, 800 College Avenue Weed, CA

Call to Order at 6:30 PM

Roll Call Neva Barnett, Audra Gibson, Penn Martin, Judith Conrad, Rick Satchell, Todd Cory. Steve Crow absent.  
Kathy Blevins, Operations Manager, John Cumming.

Public Comment none

New Business

\*Discussion and possible action in setting policy for Public Affairs Programming by MCTV15

MCTV15 continues to receive requests to produce programming for non-profit, educational and government organizations. The board will discuss opportunities and challenges to filling such requests and consider setting rates and policies for fulfilling these requests.

The following concerns were expressed and requested to be included

in a policy:

Process involves a producer for each project submitting a request to board for approval which includes all assigned and committed participants and budget.

Public Affairs Programming is for any non-profit organization in Siskiyou County only.

Airing of any productions follow MCTV15 procedures for program submittal.

Payment up front should be at least 50% of estimated total  
Final product is non-refundable, sign off with definite "end" to project

"Change orders," add 20% to fees

Wording for a liability clause is needed

PEG should have right of refusal

Check on tax implications for volunteer stipend

Client owns the product, MCTV handles production only, and the client then needs to submit for programming.

Define the product that they receive

What are our limits to taking on these productions? Concerns for lack of editors, or other capable volunteers for specific jobs needed for complete production.

The board reviewed a draft cost basis for production service contract which suggests the following rates:

People @ \$20 per hour

Remote Camera Kit @ \$50/day (+ 2 people)

Studio Productions \$50/hour (+8 people)

Computer Editing System \$20 per hour (+1 person)

Media as required @ \$10 per DVD or TAPE

A sub committee of Audra, John and Rick will bring back the above in policy form for consideration by the board at their next meeting.

Adjourn at 8:15 PM to next regular meeting: May 1, 2006 COS Board

Room