



CHARTER TOWNSHIP OF MERIDIAN
COMMUNICATIONS COMMISSION REGULAR MEETING MINUTES
5151 Marsh Road, Okemos, MI 48864
Administrative Conference Room
Wednesday, December 6, 2017

PRESENT: Commissioner, Tunga Kiyak; Commissioner, Kevin Thatcher; Alternate
Commissioner, Leslie Charles; Alternate Commissioner, Eric Langdon
ABSENT: Vice Chair, Patrick Crowley; Commissioner, Andrew Lathrop
STAFF: Deborah Guthrie, Communications Director
TOWNSHIP: Kathy Ann Sundland, Meridian Township Trustee
COMCAST: None

1. CALL MEETING TO ORDER

Commissioner Kiyak called the meeting to order at **6:08 pm**.

2. PUBLIC REMARKS

None

****Commissioner Kiyak made a motion to AMEND THE CURRENT AGENDA FORMAT; MOVING THE APPROVAL OF THE AGENDA AND MINUTES DIRECTLY FOLLOWING PUBLIC REMARKS. Seconded by Alternate Commissioner, Charles.**

VOICE VOTE: Motion carried unanimously

3. DIRECTOR'S REPORT

An update was provided for the new Township website, which went live on September 28, 2017 and branding. All documents have to meet the new brand standards before being added to the website. Recommendation to create a checklist for employees for branding documents. New programming to begin in January now that the department is 100% staffed again. Intern Appreciation night was December 3, 2017. Recommendation to have tables sponsored at the Golden Tape Awards. Interns also had the opportunity to share their work and receive professional feedback from Alumni in the field at a Professional Critique Workshop.

4. CHAIR'S REPORT

None

TOWNSHIP BOARD LIAISON'S REPORT

Township Master Plan was approved by the Board. Township goals for 2018 were established and approved by the Board. Communications Commission would like Google analytics on the Township website, as well as the HOMTV website for each meeting.

5. APPROVAL OF AGENDA

Alternate Commissioner Charles moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Thatcher.

VOICE VOTE: Motion carried unanimously.

6. APPROVAL OF MINUTES

Alternate Commissioner Langdon moved **TO APPROVE THE MINUTES OF OCTOBER 4, 2017 REGULAR MEETING AS SUBMITTED**. Seconded by Commissioner Thatcher.

VOICE VOTE: Motion carried unanimously.

7. COMMUNICATIONS/ANNOUNCEMENTS

8. OLD BUSINESS

9. NEW BUSINESS

A. Reappointments

Alternate Commissioner Langdon moved to **APPROVE THE REAPPOINTMENT OF COMMISSION KIYAK** for a new term expiring December 31, 2020. Seconded by Commissioner Thatcher

VOICE VOTE: Motion carried unanimously

Alternate Commissioner Charles moved to **APPROVE THE REAPPOINTMENT OF COMMISSIONER THATCHER** for a new term expiring December 31, 2020. Seconded by Commissioner Kiyak.

VOICE VOTE: Motion carried unanimously

Commissioner Charles moved to **APPROVE THE REAPPOINTMENT OF ALTERNATE COMMISSIONER LANGDON** for a new term expiring on December 31, 2018. Seconded by Commissioner Kiyak

VOICE VOTE: Motion carried unanimously

B. New Appointment

Commissioner Kiyak moved to **APPROVE THE APPOINTMENT OF LESLIE CHARLES AS A REGULAR MEMBER OF THE COMMUNICATIONS COMMISSION** for the term due to expire December 31, 2019. Seconded by Commissioner Thatcher.

VOICE VOTE: Motion carried unanimously

Commissioner Kiyak moved to **APPROVE THE APPOINTMENT OF PATRICK CROWLEY AS AN ALTERNATE MEMBER OF THE COMMUNICATIONS COMMISSION** for a new term ending December 31, 2018. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously

Commissioner Charles moved to **APPROVE THE APPOINTMENT OF COMMISSIONER KIYAK TO VICE CHAIR OF THE COMMUNICATIONS COMMISSION** for a term due to expire December 31, 2020. Seconded by Alternate Commissioner Langdon.

VOICE VOTE: Motion carried unanimously

C. 2018 Meeting Schedule

Commissioner Kiyak moved to **AMEND THE MEETING SCHEDULE TO REFLECT JANUARY 31 FOR THE FEBRUARY, 2018 MEETING AND MARCH 28 INSTEAD OF APRIL 11, 2018 MEETING.** Seconded by Alternate Commissioner Langdon.

VOICE VOTE: Motion carried unanimously

10. VIDEO SERVICE PROVIDERS

11. HOMTV PROGRAMMING

12. ADJOURNMENT

Commissioner Kiyak moved **TO ADJOURN THE MEETING.** Seconded by Commissioner Thatcher. Meeting adjourned at 7:25 pm.

13. NEXT MEETING

The next meeting is scheduled for **January 31, 2018** in the Administrative Conference Room.