



## **Cable Communications Commission Special Committee Meeting Minutes**

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI  
February 19, 2014

**Present:** Commissioners: Patrick Crowley, Tunga Kiyak and Brian Seipel  
Staff: Deborah Guthrie and Kristi Schaeding

**Call Meeting to Order:** Committee Chair Kiyak (fill-in for absent Chair Andrew Lathrop) called the meeting to order at **6:20 pm**.

### **Approval of Agenda:**

Commissioner Crowley moved TO APPROVE THE AGENDA. Seconded by Chair Kiyak.

Voice vote. Motion carried unanimously.

### **Approval of Minutes:**

Commissioner Crowley moved TO APPROVE THE SPECIAL COMMITTEE MINUTES OF JANUARY 15, 2014. Seconded by Chair Kiyak.

Voice vote. Motion carried unanimously.

### **Public Remarks:**

No Public Present.

### **Franchise Fee Audit**

Communications Director Guthrie provided the Commission with an update of the AT&T franchise fee audit and the twelve communities participating.

### **Community Needs Assessment Survey**

The Commission reviewed community surveys created by the City of Eagan and St. Paul, Minnesota. The City of Eagan broke down their questions into the following four category groups:

- Cable customer service
- The quality of cable products
- Local programming
- How participants receive information about Eagan

The Commission agreed the categories are a great basis for the township community needs survey.

The Commission discussed the survey questions compiled thus far from past surveys, meeting discussions and emails with the determination that questions #70, 71 and 73 should be deleted from the list. A definite “yes” to survey questions #13 and 28 were also agreed upon. Commissioner Crowley suggested adding a question to the survey regarding streaming videos on the iPad. Chair Kiyak suggested adding the following question to the survey: Did you ever stop subscribing to a video provider?

The Commission recommends contacting three professional survey companies to request quote information and the recommended number of questions to be considered scientific using the mixed mode method. Chair Kiyak called for the findings to be reported at future special committee meetings.

**Future Agenda Items:**

**Public Remarks:**

No remarks from the public.

**Adjournment:**

Chair Kiyak moved TO ADJOURN THE MEETING. Seconded by Commissioner Crowley.

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT 7:21 p.m.

**Next Meeting:**

The next scheduled special committee meeting is **Wednesday, April 23, 2014 in the Administrative Conference Room.**