

Minutes
Missoula Civic Television Advisory Commission
June 19, 2017

Commission Members in Attendance: Megan Robson, Bruce Tribbensee, Ginny Merriam, Michelle Cares, Hatton Littman and Jean Zosel

Commission Members Absent: Julie Armstrong, Jen Sauer, Katie Klietz and Lisa Mecklenberg Jackson

Others in Attendance: Joel Baird (MCAT Staff) and Heidi Bakula (Mayor's Office)

1. The minutes of May 15, 2017 were approved as corrected.

2. Public Comment

None

3. Commission Member Comment

4. Old/Continuing Business

a. Review current programming schedule that has been recorded/is being recorded

Highlights of last month

- Historic Preservation Commission awards and interviews – mini film about award winners
- Police department memorial
- Parenting courses filmed for the health department
- E-Cigarettes and Montana kids

New

- Open house at Lowell School and Franklin School – Aug. 24th
- Traffic Signal Boxes – Kathi Olson
- Possible PSA about not smoking in a car with children, seatbelts, road rage – Talk to health department
- Possible PSA about summer and cars as it relates to kids and dogs – what to do and what not to do
- Possible PSA on water safety
- Animal Control could speak to dogs in hot cars
- Fireworks as they relate to veterans, pet owners, seniors etc.
- Climate Smart Missoula is a possibility
- Boulevard tree watering – possibly with urban forester

- Madison Street Bridge and under-bridge once completed
- Vista Students – possible show on navigating traffic circles
- Hellgate Venture Network – show on technology in Missoula

b. Update on stats of 2016 MCAT Report – Joel Baird

- Ginny Merriam asked for an editable copy of the report. Ginny will make edits and write the introduction to the report. The report should be completed in the fall.

c. Discuss findings on Missoula Municipal Code 5.84.030 – Michelle Cares

- Michelle Cares looked at past updates of the bylaws and the Missoula Municipal Code.
- Michelle said seven powers and duties are described in Missoula Municipal Code for MCTAC.
- Michelle wondered if complaints should be on the agenda for discussion.
- Michelle also asked if the franchise agreement should be discussed by MCTAC.
- Ginny explained that she asks the city attorney's office for complaints every year.
- Ginny wondered if there was anything that stated complaints need to be reported to the attorney's office. She was not sure.
- Jean Zosel thought they should look at the purpose of the commission bylaws or the mission statement. Did they make it seem like the commission had certain responsibilities? The franchise agreement made it sound like the city attorneys and the city council were in control.
- Michelle asked if the discussion could be held over to the next meeting to discuss changing the bylaws and the municipal code. Everyone should review the documents.

d. Quarterly Report on Hours – Joel Baird

- Joel Baird handed out the attached listing of the hours from January 1, 2017 to June 16, 2017.
- Jean wondered how many hours were actually used from January to June. Joel stated 700. Joel explained that it was much slower in the summer.

5. New Business

6. Set agenda for next meeting

Continue discussion on findings on Missoula Municipal Code 5.84.030 and the Quarterly Report on Hours.

Respectfully submitted,
Heidi Bakula
Executive Assistant

1:38 PM

06/16/17

Missoula Community Access Television
Time by Item
January 1 through June 16, 2017

	<u>Jan 1 - Jun 16, 17</u>
1-Meeting Cov No job assigned	<u>276.00</u>
Total 1-Meeting Cov	276.00
2-City Hrs Administration No job assigned	<u>25.00</u>
Total 2-City Hrs Administration	25.00
3-City Mess Board No job assigned	<u>42.00</u>
Total 3-City Mess Board	42.00
4-City Program Sched No job assigned	<u>46.00</u>
Total 4-City Program Sched	46.00
5-Mag Style Prod No job assigned	<u>29.00</u>
Total 5-Mag Style Prod	29.00
7-MCAT Work No job assigned	<u>3,670.55</u>
Total 7-MCAT Work	<u>3,670.55</u>
TOTAL	<u><u>4,088.55</u></u>

Total City Hours=418