



**Broadcast Educational Media Commission Meeting Minutes
2470 North Star Rd., Columbus, Ohio 43221
March 6, 2014**

I. Opening

10:45 a.m.; Commission Chair Mark Filippell opened the Broadcast Educational Media Commission (BEMC) meeting.

II. Roll Call

10:47 a.m.; Coordinator, Sue Price, conducted roll call.

Members Present: Chairman Mark Filippell; Commissioner Designee John Conley; Commissioner Stephen Freeze; Commissioner Jan Osborn, Commissioner Skindell, and Commissioner Steiner.

Members Absent: Commissioner Stephen Black, Commissioner John Carey; Commissioner E. Gordon Gee; Commissioner Bruce Hawkins, Commissioner Cliff Hite; Commissioner John McClelland, Commissioner Richard Ross; and Commissioner George Sarantou.

Also present: Executive Director Richard E. May; Broadcast Manager Dave Johnson; Chief Information Officer Laura J. Bryson; Coordinator Sue Price; Assistant Attorney General Jennifer Bondurant; and interested citizens.

Mrs. Price declared a quorum present.

III. Resolution 14-23: Acceptance of February 6, 2014 Minutes

10:47 a.m.; Mr. Conley moved and Mr. Conley seconded to accept the minutes of the February 6, 2014 Commission Meeting.

AYES: Mr. Filippell, Mr. Conley, Mr. Freeze, Dr. Osborn, Mr. Skindell and Mr. Steiner.

NAYS: None

ABSTAIN: None

IV. Presentation on Operations & Mission of OARnet

10:48 a.m.; Mr. Denis Walsh, OARnet's Chief Relationship Officer, presented a Power Point presentation to the Commission providing an overview of the mission and

organizational structure of both OARnet and The OH-Tech Consortium. OARnet's relationship to BEMC was an important aspect of the presentation, as BEMC's services to broadcast affiliates and video conferencing clients are provided through the utilization of OARnet's fiber backbone across Ohio.

In closing, Mr. Paul Schopis, OARnet's Chief Technology Officer, gave the Commission an update on a recent conversation Mr. Schopis has had with the Public Broadcasting System's (PBS) staff in Washington, DC regarding PBS' early research into the feasibility of using terrestrial means of sending PBS programming to public TV stations across the nation. With Ohio's and OARnet's extensive experience with a statewide fiber network, PBS requested Mr. Schopis' involvement and feedback on the possibility of using such a statewide fiber network in the future for content distribution. This is an item of future interest, and Commission staff will continue to work with Mr. Schopis on future PBS developments in this area.

V. Executive Director's Report

1. **Review of Recent Service Disruption:** Referring to various emails the previous week, Mr. May extended an apology to affected stations and informed the Commission that WOSU was most affected and was off the air about 15 minutes. An internal review of the service disruptions determined BEMC identified needs to update after-hours emergency contact information and determined there were two very old servers that failed at the same time. Forthcoming equipment upgrades, part of BEMC's modification project, will address the equipment issue.
2. **Controlling Board Approval of John Luff's Contract:** a) The Ohio Controlling Board approved contracting with John Luff for project management services covering a period of 15 months at \$70,000.00 for the provision of project management services on BEMC's Capital Project Network Operational Center Upgrades.; b) The contract has been executed and BEMC's purchase order has been generated.; c) A conference call with Station Managers, Station Engineers and BEMC is scheduled for later today.; d) Site visits are scheduled for next week to generate feedback (what they want & what they need.); and e) BEMC staff met with John Luff for about three hours last week.

Mr. Filippell requested that Mr. May update the Commission within the next two weeks, and include a list of site visit dates and locations. (Next step: RFQ's.)

3. **Update on FY14/FY15 Capital Appropriation Requests:** Mr. May conveyed BEMC has submitted 30 projects for approval, but, as yet, there is no progress to report. Requests have been introduced into the General Assembly. As well, Mr. May stated he has both met with and maintain regular communication with legislators.

Senator Skindell added that the bill should be introduced in May, and encouraged everyone to contact legislators in support of BEMC's capital appropriation requests.

4. Update on Expiring Lease with OSU: Mr. May reported he broached OSU with a proposal that BEMC take on ownership of the building, paying \$1.00 per year for land lease, but OSU wasn't interested. BEMC is still looking at lease options. BEMC would like to take responsibility for all building facility management, but OSU prefers to maintain control of the building. BEMC's response was that \$81,000.00 seems like a lot of money, but if BEMC saves this amount on the lease, we would roll those funds into maintaining the building (e.g., electrical issues, roof leaks, etc.)
5. **FY14/FY15 Budget Update:** Explaining BEMC's budget was prepared by former eTech Ohio staff not on BEMC's payroll and may not have fully understood BEMC's operations and financial needs, Mr. May informed the Commission it may become necessary to move some money around. Mr. May also reported that subsidiary funds are being sent out to affiliate stations.
6. **Upcoming Strategic Planning Sessions:** Mr. May suggested the Commission may want to participate in strategic planning sessions for updating BEMC policies and procedures, strategic planning and development of a mission statement. A discussion followed, and a decision was made for BEMC staff to develop starting points to get the process started, but it won't be a rubber-stamp process.

Part of the discussion related to meeting locations and evolved into questions about how BEMC relates with various organizations who have presented at the past few Commission Meetings? Mr. May offered to put together a document to explain how BEMC interacts with the various organizations. Assistant Attorney General Jennifer Bondurant added, "Legalities." Mr. Steiner suggested a pyramid-style chart.

VI. Presentation by BEMC Contractor Katy Coy on Updating BEMC Policies & Procedures

11:58 a.m.; Mrs. Coy introduced herself as a former eTech Ohio employee, on contract by BEMC to update policies & procedures and work on development of a strategic plan. Ms. Coy reported the first two policies & procedures updates have been completed and included in the Commissioner's packet, some have been submitted for legal review, some are drafted and are being reviewed internally, and some are old and not yet updated.

Ms. Bondurant added BEMC also needs to update Commission Bylaws various ways: Commission, Subcommittees and delegation to Staff Members; adding 2007 was the last time bylaws were updated.

Dr. Osborn mentioned some Commission members are serving one-year terms and not much time is left on their appointment. In response, Mr. May stated he'll put something together.

(Senator Skindell left at 12:00 p.m.)

VII. Briefing from State Auditor's Office on Audit of eTech Ohio Commission for Fiscal Years 2012 and 2013

12:04 p.m.; Auditor Frank Schwinne provided the Commission a short overview of the audit process: 1) He has already met with BEMC staff for an entrance conference.; 2) As background, the Auditor's Office is required to perform an audit every two years, and every governmental entity rolls together in the State of Ohio's financial statement.; 3) The Auditor's Office will be completing a review of eTech Ohio Commission for FY12/13, but not actually a full audit, to look at items specific to eTech Ohio Commission; even though there is now a replacement Board and BEMC is not what it used to be. Mr. Schwinne stated he recognizes documents are in storage and stated, "We'll do the best we can."; further explaining auditors will select a number of things for testing, Mr. May has signed a letter of arrangement (copy is in the packet and includes a scope of work and cost of the audit); and this audit will close the books on eTech Ohio Commission and the next time around, the audit will be on BEMC, as it is now. In conclusion, Mr. Schwinne explained they've a limited budget for the audit and intends to utilize BEMC staff to look at boxes in storage to pull information for the audit.

VIII. Presentation on FCC Spectrum Auctions and Possible Impact on Ohio Public Television by Trina Cutter, President & CIO of WNEO / WEAO / Western Reserve
(12:15 p.m.; Ms. Cutter's presentation notes are attached, in lieu of notes in these minutes.)

IX. New Business

Mr. Filippell suggested the Commission hold bi-monthly meetings, in lieu of monthly meetings.

X. Resolution FY14-24: Adjustment of Forthcoming Commission Meeting Dates

12:46 p.m.; Mr. Conley moved and Mr. Freeze seconded to change to bi-monthly Commission dates. (Either Mr. Filippell or Mr. May will send out a revised list of forthcoming commission meetings.)

AYES: Mr. Filippell, Mr. Conley, Mr. Freeze, Dr. Osborn, and Mr. Steiner.

NAYS: None

ABSTAIN: None

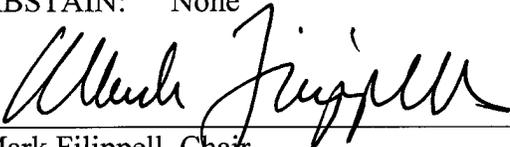
XI. Resolution FY14-25: Adjournment

12:47 p.m.; Mr. Filippell moved and Mr. Conley seconded to close the meeting.

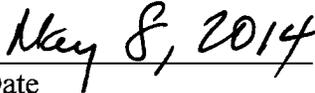
AYES: Mr. Filippell, Mr. Conley, Mr. Freeze, Dr. Osborn, and Mr. Steiner.

NAYS: None

ABSTAIN: None



Mark Filippell, Chair
Broadcast Educational Media Commission



Date