

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

March 20, 2014, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of February 20, 2014 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. January Financial Report
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. IT Policy – final document
 - 5.2. Monthly Statistical Report
 - 5.3. Programming Reports
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF FEBRUARY 20, 2014

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 10:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Tim Cruikshank, Anoka (excused).

Others present included Karen George, Executive Director, and Scott Flynn, Technical Director.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by LeTourneau to approve the agenda as presented.

7 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes and Workshop meeting minutes from January 22, 2014

Commissioner Trude noted on page six it should state, “the ~~regular~~ Committee meetings as well as the regular Committee meetings.”

Motion was made by Ulrich and seconded by Trude to approve the January 22, 2014 minutes as amended.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. December Financial Report

Commissioner Dickinson provided a brief summary of the financial report and recommended acceptance of the report.

Commissioner Trude commended Ms. George and the staff for their efforts in this past year to work without historical information. She also thanked Commissioner Dickinson and the Budget Committee for their efforts.

Motion was made by LeTourneau and seconded by Trude to accept the December Financial Report.

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that staff is working to prepare for the April audit and towards the HD upgrade. She advised that three positions have been advertised, noting that the application and interview process is running longer than expected and hoped to have hiring complete for those positions by mid-March. She advised that after that time there would be additional positions advertised and noted that postings will continue to be staggered. She advised that an updated version of the draft personnel policy was included in her report for review. She reported that Terry Lovas has submitted his retirement letter effective March 28th and stated that he will miss and wish him the best in his retirement. She noted that the updated website has been well received.

Chair Heitkamp stated that Ms. George is working with Terry Lovas to develop a formal, or informal, send off for his years of service with QCTV.

4.4 Commission Organization Items

Ms. George advised that this item is coming back before the Commission from the January meeting. She stated that the meeting time was discussed in a Worksession earlier today and the decision had been made to keep the date the same for the regular meetings but change the time to 11:00 a.m. She noted that the per diem rate was also discussed in the Worksession and it was recommended that the per diem rate for Committee meetings and regular meetings would be the same rate as \$40. She clarified that if a Worksession occurs prior to a regular meeting there would simply be one per diem.

Motion was made by Trude seconded by Dickinson to approve the Franchise Renewal Negotiation team as presented.

7 ayes – 0 nays. Motion carried

Motion was made by Trude seconded by Ulrich to set the regular meeting time as the third Thursday of the month at 11:00 a.m.

7 ayes – 0 nays. Motion carried

Motion was made by Trude seconded by Johnson to adjust the per diem stipend for Committee and regular meetings to be \$40, with only one per diem paid for consecutive meetings.

7 ayes – 0 nays. Motion carried

GENERAL BUSINESS – 5

5.1 Personnel Policy – Final Document

Ms. George stated advised that the updated Personnel Policy has been included in the packet for review.

Commissioner Trude asked that electronic access be made available as well.

5.2 IT Policy

Ms. George stated that the policies of member cities along with the League of Minnesota Cities policy were used to develop the IT policy as presented. She believed that with the changes being implemented at QCTV it is a good time for this policy to address the use of technology.

Commissioner Dickinson referenced the language regarding texting not being allowed for business purposes and provided an example where texting could be efficient.

Ms. George agreed that the language could be revisited for quick purposes but did not believe that business transactions for QCTV should be allowed through text as they cannot be captured. She reviewed the edited language for that item.

Motion was made by Dickinson and seconded by Ulrich to approve the IT Policy as amended.

7 ayes – 0 nays. Motion carried.

5.3 Capital Assets

5.3.1 Depreciation Schedule

Ms. George stated that the depreciation schedule and listed assets have been reviewed recently through the audit preparation process. She stated that staff, in conjunction with HLB Tauges Redpath, believes the cycle for the schedule be adjusted to three to five years because of the shorter life span of the equipment

Motion was made by Trude seconded by Dickinson to approve the Capital Asset Depreciation Schedule as presented.

7 ayes – 0 nays. Motion carried

5.3.2 Capital Budget Adjustment

Ms. George stated that QCTV is preparing to deploy the new active directory server, which had been scheduled for 2013 but did not occur. She stated that staff is recommending to make a capital budget adjustment in order to deploy the new server in 2014.

Commissioner Trude questioned if the Budget Committee reviewed this item.

Commissioner Dickinson stated that as Treasurer he was confident with this request.

Motion was made by Trude seconded by LeTourneau to approve the Capital Budget Adjustment as presented.

7 ayes – 0 nays. Motion carried

5.4 Monthly Statistical Report

Ms. George noted that the business packet and informational journal articles have been separated within the Commission packet. She noted that Comcast is in negotiations to buy Time Warner Cable, which is a huge change in the industry that QCTV will be monitoring.

Chair Heitkamp stated that Champlin has received some calls on the issue and residents have expressed concern over the creation of a monopoly.

Ms. George advised that resident calls can be forwarded to QCTV, as she may have additional information. She noted that QCTV is also tracking comments on this issue. She referenced the monthly statistical reports and highlighted a power outage that occurred. She noted that the statistics are on track. She

stated that with the completion of the February report there will be one full year of data to review and thanked staff for their efforts. She noted that she also intends to use this information to create an annual report.

5.5 Programming Reports

Ms. George referenced the PSA Day with nonprofits that occurred and advised that the opportunity was then given to member cities. She reported that Ramsey was the first city and commended staff and Ramsey staff for a successful turnout. She advised that these videos would be aired on the government channel and would also be available on the Ramsey website.

Scott Flynn played the videos created for Ramsey.

Commissioner Ulrich stated that a resident had brought forward a request to have access to the meeting as the resident does not have cable television. He asked Ms. George to clarify the ability for residents to obtain footage of a meeting.

Ms. George noted that live streaming and replay of meetings are available on the QCTV website and walked through the process a resident would follow to access the meeting footage. She noted that copies of the meetings via DVD can be ordered and mailed from QCTV upon request as well.

Commissioner Trude stated that universal access would also be an option for customers without cable television.

Ms. George confirmed that would be another option that is unique to Minnesota. She advised that additional information will be available on the QCTV website.

Commissioner Anderson questioned if the residents would be able to access downloadable versions of the meetings.

Ms. George advised that the meetings are available streaming or through replay, and also through DVD. She noted that downloadable portions would not be available as QCTV holds the copyright on the meetings.

ADJOURN – 6

Time of adjournment 10:37 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of January 31, 2014

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	1,123,574.65
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,123,574.65
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,123,574.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,211.41
Other Current Liabilities	-0.92
Total Current Liabilities	\$ 12,210.49
Equity	1,111,364.16
TOTAL LIABILITIES AND EQUITY	\$ 1,123,574.65

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - December 2014

	Jan 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	224.92	208.00	16.92	108.13%	224.92	2,500.00	(2,275.08)	9.00%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	50,618.00	(50,618.00)	0.00%
Franchise Fees	0.00	74,340.00	(74,340.00)	0.00%	0.00	892,090.00	(892,090.00)	0.00%
Interest Income	11.22	8.00	3.22	140.25%	11.22	100.00	(88.78)	11.22%
Miscellaneous Income	4,000.00	416.00	3,584.00	961.54%	4,000.00	5,000.00	(1,000.00)	80.00%
PEG Fee	0.00	37,170.00	(37,170.00)	0.00%	0.00	446,046.00	(446,046.00)	0.00%
Total Income	4,236.14	116,360.00	(112,123.86)	3.64%	4,236.14	1,396,354.00	(1,392,117.86)	0.30%
Expenses								
Accounting / HR Services	1,829.21	1,500.00	329.21	121.95%	3,321.43	18,000.00	(14,678.57)	18.45%
Ads/Promos/Sponsorships		570.00	(570.00)	0.00%	0.00	6,850.00	(6,850.00)	0.00%
Andover Capital Equipment	100.06	416.00	(315.94)	24.05%	100.06	5,000.00	(4,899.94)	2.00%
Announcers Fees	80.00	1,436.00	(1,356.00)	5.57%	80.00	17,240.00	(17,160.00)	0.46%
Anoka Capital Equipment		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Audit		1,216.00	(1,216.00)	0.00%	0.00	14,600.00	(14,600.00)	0.00%
AV Equip / Repair / Supply / Software	818.68	4,157.00	(3,338.32)	19.69%	818.68	49,890.00	(49,071.32)	1.64%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	407.65	5,000.00	(4,592.35)	8.15%
Building - Insurance	1,576.00	241.00	1,335.00	653.94%	1,576.00	2,894.00	(1,318.00)	54.46%
Building - Maintenance	55.60	583.00	(527.40)	9.54%	55.60	7,000.00	(6,944.40)	0.79%
Building - Supplies	88.23	250.00	(161.77)	35.29%	88.23	3,000.00	(2,911.77)	2.94%
Car Allowance	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	165.00	241.00	(76.00)	68.46%	165.00	2,900.00	(2,735.00)	5.69%
Cell Phone - Reimbursement		0.00	0.00		0.00	0.00	0.00	
Champlin Capital Equipment		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
City Sewer & Water	69.45	333.00	(263.55)	20.86%	69.45	4,000.00	(3,930.55)	1.74%
Commission Expense	77.08	291.00	(213.92)	26.49%	77.08	3,500.00	(3,422.92)	2.20%
Computer Equip / Repair / Supply / Software	1,308.07	2,385.00	(1,076.93)	54.85%	1,308.07	28,630.00	(27,321.93)	4.57%
Consulting Services		4,166.00	(4,166.00)	0.00%	0.00	50,000.00	(50,000.00)	0.00%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	26,000.00	(26,000.00)	0.00%
Duplication Expenses	171.76	300.00	(128.24)	57.25%	171.76	3,600.00	(3,428.24)	4.77%
Electric Service	1,347.35	1,458.00	(110.65)	92.41%	1,347.35	17,500.00	(16,152.65)	7.70%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Federal Unempl Expense	267.58		267.58		267.58	0.00	267.58	
Health Insurance		2,733.00	(2,733.00)	0.00%	0.00	32,800.00	(32,800.00)	0.00%
Health Insurance - Opt Out	400.00	400.00	0.00	100.00%	400.00	4,800.00	(4,400.00)	8.33%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	4,643.00	580.00	4,063.00	800.52%	4,643.00	6,964.00	(2,321.00)	66.67%
Lawn Service		291.00	(291.00)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Legal Fees	1,322.60	2,500.00	(1,177.40)	52.90%	1,322.60	30,000.00	(28,677.40)	4.41%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	100.00	456.00	(356.00)	21.93%	100.00	5,480.00	(5,380.00)	1.82%
Mileage	184.69	416.00	(231.31)	44.40%	184.69	5,000.00	(4,815.31)	3.69%

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - December 2014

	Jan 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Miscellaneous Expenses		375.00	(375.00)	0.00%	0.00	4,500.00	(4,500.00)	0.00%
Natural Gas	406.44	191.00	215.44	212.80%	406.44	2,300.00	(1,893.56)	17.67%
Office Supplies / Equipment	345.10	708.00	(362.90)	48.74%	345.10	8,500.00	(8,154.90)	4.06%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Payroll Expenses (ADP)	367.55	433.00	(65.45)	84.88%	367.55	5,200.00	(4,832.45)	7.07%
PERA	1,934.84	4,281.00	(2,346.16)	45.20%	1,934.84	51,383.00	(49,448.16)	3.77%
Postage	134.40	83.00	51.40	161.93%	175.20	1,000.00	(824.80)	17.52%
Printing / Copy Services		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Professional Development		1,425.00	(1,425.00)	0.00%	0.00	17,100.00	(17,100.00)	0.00%
Publications		59.00	(59.00)	0.00%	0.00	710.00	(710.00)	0.00%
Ramsey Capital Equipment	20.36	416.00	(395.64)	4.89%	20.36	5,000.00	(4,979.64)	0.41%
Sales Tax	561.00	166.00	395.00	337.95%	561.00	2,000.00	(1,439.00)	28.05%
Secretary Services	111.00	150.00	(39.00)	74.00%	111.00	1,800.00	(1,689.00)	6.17%
Snow Plowing Service	1,553.75	250.00	1,303.75	621.50%	1,553.75	3,000.00	(1,446.25)	51.79%
Sponsorship	850.00		850.00		850.00	0.00	850.00	
SS/Medicare Expense	2,003.69	4,518.00	(2,514.31)	44.35%	2,003.69	54,216.00	(52,212.31)	3.70%
STD / LTD / Life Insurance	(163.40)	387.00	(550.40)	-42.22%	(163.40)	4,644.00	(4,807.40)	-3.52%
Studio Sets	209.19	166.00	43.19	126.02%	209.19	2,000.00	(1,790.81)	10.46%
Subscription Services		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Vehicle - Equipment / Repair		1,577.00	(1,577.00)	0.00%	0.00	18,930.00	(18,930.00)	0.00%
Vehicle - Insurance	1,849.00	250.00	1,599.00	739.60%	1,849.00	3,000.00	(1,151.00)	61.63%
Vehicle - Maintenance / Gas	314.00	525.00	(211.00)	59.81%	314.00	6,300.00	(5,986.00)	4.98%
Wages - Full-time	16,207.22	28,367.00	(12,159.78)	57.13%	16,207.22	340,412.00	(324,204.78)	4.76%
Wages - PT - Comm Prog	2,369.76	4,071.00	(1,701.24)	58.21%	2,369.76	48,858.00	(46,488.24)	4.85%
Wages - PT - Gov't Prog	2,709.07	8,203.00	(5,493.93)	33.03%	2,709.07	98,441.00	(95,731.93)	2.75%
Wages - PT - Office Support	1,389.79	2,504.00	(1,114.21)	55.50%	1,389.79	30,053.00	(28,663.21)	4.62%
Wages - PT - Sports Prog	1,386.87	6,880.00	(5,493.13)	20.16%	1,386.87	82,565.00	(81,178.13)	1.68%
Wages - PT - Tech Support	2,570.40	5,721.00	(3,150.60)	44.93%	2,570.40	68,656.00	(66,085.60)	3.74%
Waste Removal	112.58	108.00	4.58	104.24%	112.58	1,300.00	(1,187.42)	8.66%
Web / VOD / Int / CaTV / Phone	1,002.29	1,350.00	(347.71)	74.24%	1,002.29	16,210.00	(15,207.71)	6.18%
Work Comp Insurance	2,039.00	258.00	1,781.00	790.31%	2,039.00	3,100.00	(1,061.00)	65.77%
Total Expenses	55,545.91	105,597.00	(50,051.09)	52.60%	57,078.93	1,267,486.00	(1,210,407.07)	4.50%
Net Operating Income	(51,309.77)	10,763.00	(62,072.77)	-476.72%	(52,842.79)	128,868.00	(181,710.79)	-41.01%
Net Income	(51,309.77)	10,763.00	(62,072.77)	-476.72%	(52,842.79)	128,868.00	(181,710.79)	-41.01%

Friday, Feb 14, 2014 03:38:21 PM PST GMT-6 - Accrual Basis

QCTV Bank Reconciliation

January 2014

Beginning Balance - 4M Statement	823,765.63
Less: Cleared Checks/Withdrawals	(74,557.70)
Plus: 4M Fund Interest	11.22
Plus: Bank Deposits	365,417.37
Bank Balance	\$1,114,636.52
Book Balance	1,114,636.52
Adjusted Book Balance	1,114,636.52
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconcile Report for

*This is a static report. Any changes to transactions since the reconcile date are not reflected here.
Report created on 02/14/2014.*

Account: Quad Cities Commission
Statement Date: 01/31/2014
Reconcile Date: 02/14/2014

Summary

Opening Balance	823,765.63
Cleared Transactions	<u>290,870.89</u>
Ending Balance of Statement	1,114,636.52
Uncleared Transactions as of Statement Date	<u>3,314.00</u>
Register Balance as of Statement Date	1,117,950.52
Uncleared Transactions after Statement Date	<u>-20,846.27</u>
Register Balance as of Reconcile Date	1,097,104.25

Cleared Transactions

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Cleared Checks and Payments				
12/11/2013	Bill Payment	10194	Regions 5AA	400.00
12/11/2013	Bill Payment	10195	Thad Goff	375.00
12/26/2013	Bill Payment	10221	Thad Goff	225.00
12/26/2013	Bill Payment	10208	City of Champlin	41.78
12/26/2013	Bill Payment	10205	Bret Heitkamp	200.00
12/26/2013	Bill Payment	10222	Verizon Wireless	55.08
12/26/2013	Bill Payment	10202	Alert Fire & Safety Co.	115.58
12/26/2013	Bill Payment	10210	Eric Johnson	80.00
12/26/2013	Bill Payment	10203	Amazon	826.72
12/26/2013	Bill Payment	10217	Kurtis G. Ulrich	200.00
12/26/2013	Bill Payment	10218	Laura E. Houle	80.00
12/26/2013	Bill Payment	10219	Newegg Inc.	2,320.19
12/26/2013	Bill Payment	10211	Great Lakes Multimedia Supply, Inc.	223.98
12/27/2013	Journal	12B - 2013MK		189.65
12/31/2013	Bill Payment	10223	Image Lawncare Services, Inc.	510.00
01/03/2014	Bill Payment	10227	The Lincoln National Life Ins. Co.	526.60
01/03/2014	Bill Payment	10225	Market Place Plus	424.90
01/03/2014	Bill Payment	10224	Comcast Cable	184.08
01/03/2014	Bill Payment	10226	Preferred One Insurance Co.	2,687.58
01/10/2014	Journal	01E - 2014MK		4,938.06
01/10/2014	Journal	01E - 2014MK		15,650.59
01/10/2014	Bill Payment	W/D	PERA	2,767.97
01/10/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
01/10/2014	Journal	01E - 2014MK		175.55
01/17/2014	Bill Payment	10230	Anoka County License Center	314.00
01/17/2014	Bill Payment	10234	City of Andover	1,533.02
01/17/2014	Bill Payment	10233	Century Link	251.16
01/17/2014	Bill Payment	10228	A+ Cleaning Service, Inc.	407.65
01/17/2014	Bill Payment	10244	Pierce	170.57
01/17/2014	Bill Payment	10235	Comcast Cable	437.33

Reconcile Session Report

01/17/2014	Bill Payment	10243	Kennedy & Graven, Chartered	280.00
01/17/2014	Bill Payment	10239	Holiday Station	103.55
01/17/2014	Bill Payment	10237	G & B Environmental, Inc	116.49
01/17/2014	Bill Payment	10246	U.S. Bank Corporate	1,631.10
01/17/2014	Bill Payment	10241	Image Lawncare Services, Inc.	277.50
01/17/2014	Bill Payment	10232	CenterPoint Energy	406.44
01/17/2014	Bill Payment	10229	ACE Solid Waste, Inc.	112.58
01/17/2014	Bill Payment	10236	Economically Correct, Inc.	209.19
01/17/2014	Bill Payment	10240	Holly Hansen Consulting	1,000.00
01/17/2014	Bill Payment	10247	Xcel Energy	610.83
01/17/2014	Bill Payment	10242	Job Foundation/Tech Dump	90.00
01/17/2014	Bill Payment	10231	CDW Direct	2,962.10
01/17/2014	Bill Payment	10238	Great Lakes Multimedia Supply, Inc.	171.76
01/17/2014	Bill Payment	10245	Timesavers	129.00
01/24/2014	Journal	01F - 2014MK		192.00
01/24/2014	Journal	01F - 2014MK		18,389.56
01/24/2014	Journal	01F - 2014MK		5,958.40
01/24/2014	Bill Payment	W/D	PERA	3,371.16
01/24/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
				Subtotal: 74,557.70

Cleared Deposits and Other Credits

12/27/2013	Deposit		Sheryl Boedigheimer	30.00
12/27/2013	Deposit		Julie Holt	80.46
12/27/2013	Deposit		Carolyn Peterson	30.00
12/27/2013	Deposit		Casey Cunningham	364.75
12/27/2013	Deposit		Meriza Subject	187.69
01/13/2014	Deposit		Geoff Tomniczask	15.00
01/13/2014	Deposit		Joe Theisen	26.82
01/13/2014	Deposit		Charlie Giddings	15.00
01/13/2014	Deposit		Scott Keller	15.00
01/22/2014	Deposit		League of MN Cities	2,221.89
01/24/2014	Deposit		Comcast	241,548.83
01/24/2014	Deposit		Miriam Hill	107.28
01/24/2014	Deposit		Comcast	120,774.65
01/31/2014	Journal	01G - 2014MK		11.22
				Subtotal: 365,428.59

Total Cleared Transactions

290,870.89

Uncleared Transactions as of 01/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Uncleared Checks and Payments				
07/16/2013	Bill Payment	10010	City of Anoka	125.00
01/31/2014	Check	W/D	MN Department of Revenue	561.00
				Subtotal: 686.00
Uncleared Deposits and Other Credits				
01/30/2014	Deposit		Environmental Resource Council	4,000.00
				Subtotal: 4,000.00
Total Uncleared Transactions as of 01/31/2014				3,314.00

Uncleared Transactions from 01/31/2014 to 02/14/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Uncleared Checks and Payments				
02/04/2014	Bill Payment	10253	B&H Photo-Video	157.35
02/04/2014	Bill Payment	10267	Xcel Energy	1,347.35
02/04/2014	Bill Payment	10249	ACE Solid Waste, Inc.	112.89
02/04/2014	Bill Payment	10262	Market Place Plus	424.90
02/04/2014	Bill Payment	10257	Image Lawncare Services, Inc.	1,553.75
02/04/2014	Bill Payment	10248	A+ Cleaning Service, Inc.	407.65
02/04/2014	Bill Payment	10264	The Lincoln National Life Ins. Co.	526.60
02/04/2014	Bill Payment	10263	Preferred One Insurance Co.	2,687.58
02/04/2014	Bill Payment	10252	Anoka Area Chamber of Commerce	850.00
02/04/2014	Bill Payment	10265	Timesavers	111.00
02/04/2014	Bill Payment	10261	Main Floral	77.08
02/04/2014	Bill Payment	10259	Laura E. Houle	80.00
02/04/2014	Bill Payment	10258	Kennedy & Graven, Chartered	1,322.60
02/04/2014	Bill Payment	10254	City of Champlin	69.45
02/04/2014	Bill Payment	10256	Huebsch	143.83
02/04/2014	Bill Payment	10260	Lindstrom Cleaning & Construction, Inc.	2,471.89
02/04/2014	Bill Payment	10255	Comcast Cable	379.37
02/04/2014	Bill Payment	10266	Verizon Wireless	50.08
02/04/2014	Bill Payment	10251	Amazon	1,872.19
02/04/2014	Bill Payment	10250	Alliance for Community Media	100.00
02/07/2014	Bill Payment	10270	Comcast Cable	268.36
02/07/2014	Bill Payment	10269	City of Andover	1,962.07
02/07/2014	Bill Payment	10268	B&H Photo-Video	308.73
02/07/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
02/07/2014	Bill Payment	W/D	PERA	3,262.64
02/11/2014	Bill Payment	10271	City of Eagan	55.00
				Subtotal: 21,719.36
Uncleared Deposits and Other Credits				
02/04/2014	Deposit		Brad Hahn	616.86
02/04/2014	Deposit		Susan Anderson	10.00
02/04/2014	Deposit		Century Link	0.63
02/04/2014	Deposit		Jeff Dahlberg	17.50
02/11/2014	Deposit		Carol McDowell	26.82
02/11/2014	Deposit		MN State HS League	90.00
02/14/2014	Deposit		Comcast	96.28
02/14/2014	Deposit		Patrick Surma	15.00
				Subtotal: 873.09
Subtotal: 01/31/2014				-20,846.27

QCCCC Agenda Item

4.3 Executive Director's Report

March 13, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Audit

Staff is working on preparing materials for the 2013 audit. On-site auditing will take place in early April.

IT Policy Final

The technology acceptable use policy was approved at the February 20 commission meeting. Enclosed in this packet is the final policy with the table of contents and signature page.

Organizational Assessment project

Implementation of the organizational restructuring is on track. I am pleased to announce the appointment of Katherine Lenaburg as Operations Manager, Steve Ulrich as Technology Manager, and Sara Onarheim as Administrative Assistant. The positions of Technology Assistant, Master Control Operator, Photojournalist/Government Coordinator, and Producer/Mobile Productions Coordinator have been posted. Executive director continues to provide email updates to the commission and current employees.

Personnel changes

The two part-time receptionists are transitioning out of the organization. Julie Holt's last day in the office is March 14 and Brenda Niederkorn is March 28.

Action Requested: None.

QCCCC Agenda Item

5.1 IT Policy Final

March 13, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: IT Policy – Final

Attached you will find a copy of the finalized digital use policy for the organization.

The policy was approved February 20 and this copy has the table of contents and the signature page included and is now ready for implementation. No commission action required.

Action: None.

**Quad Cities
Cable Communications
Commission**

(dba) QCTV

**Digital Use Policy & User Guidelines
2014**

Approved February 20, 2014

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

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Section 1 Introduction & Ownership

1.1 Introduction

Digital Resources are strategic assets of the QCTV and must be treated and managed as valuable resources. QCTV provides various computer resources to its employees for the purpose of assisting them in the performance of their job-related duties. QCTV also permits incidental access to QCTV resources for personal use. This Digital Use policy documents expectations for appropriate use of QCTV assets and is established to achieve the following:

1. To establish appropriate and acceptable practices regarding the use of information resources.
2. To ensure compliance with applicable State law and other rules and regulations regarding the management of information resources.
3. To educate individuals who may use information resources with respect to their responsibilities associated with computer resource use.

This Digital Use policy includes: Ownership, Acceptable Use, Incidental Use, Software, Printers, E-Mail & Internet Use, Mobile Devices, Passwords, Computer Problems, and Enforcement , Auditing & Reporting.

1.2 Ownership

Electronic files created, sent, received, or stored on Information Resources owned, leased, administered, or otherwise under the custody and control of QCTV are the property of QCTV and employee use of these files is neither personal nor private. QCTV management or their designee may access all such files at any time without knowledge of the user or owner. QCTV management reserves the right to monitor and/or log all employee use of QCTV Digital Resources with or without prior notice. **There should be no expectation of privacy.**

Section 2 Acceptable Use

2.1 Acceptable Use Requirements

1. Users must report any weaknesses in QCTV computer security to the appropriate security staff. Weaknesses in computer security include unexpected software or system behavior, which may result in unintentional disclosure of information or exposure to security threats.
2. Users must report any incidents of possible misuse or violation of this Acceptable Use Policy.
3. Users must not attempt to access any data, documents, email correspondence, or programs contained on QCTV systems for which they do not have authorization.

4. Systems administrators and authorized users must not divulge remote connection information or other access points to QCTV computer resources to anyone without proper authorization.
5. Users must not share their account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
6. Users must not make unauthorized copies of copyrighted or QCTV owned software or media assets owned, leased or created by QCTV.
7. Users must not use non-standard shareware or freeware software without the appropriate QCTV Executive Director approval.
8. Users must not purposely engage in activity that may harass, threaten or abuse others or intentionally access, create, store or transmit material which QCTV may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.
9. Users must not engage in activity that may degrade the performance of QCTV digital resources; deprive an authorized user access to QCTV resources; obtain extra resources beyond those allocated; or circumvent QCTV computer security measures.
10. Users must not download, install or run security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of a QCTV computer resources.
11. QCTV digital resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation of any activity that is prohibited by any local, state or federal law.
12. Access to the Internet from QCTV owned computers which are used from a remote location must adhere to all the policies. Employees must not allow family members or other non-employees to access nonpublic accessible QCTV computer systems.
13. Any security issues discovered must be reported to the Technology Manager and the Executive Director for follow-up investigation.
14. Users may not alter their system's configuration or take other steps to defeat virus protection devices or systems.
15. Unauthorized hardware may not be attached to QCTV equipment.

2.2 Incidental Use

Incidental personal use at QCTV means:

1. Incidental personal use of electronic mail, Internet access, fax machines, printers, and copiers is restricted to QCTV approved users only and does not include family members or others not affiliated with QCTV .
2. Incidental use must not result in direct costs to QCTV, cause legal action against, or cause embarrassment to QCTV.
3. Incidental use must not interfere with the normal performance of an employee's work duties.
4. Storage of personal email messages, voice messages, files and documents within QCTV 's computer resources must be nominal. There is no expectation of privacy.
5. QCTV management will resolve incidental use questions and issues using these guidelines in collaboration with QCTV 's Technology Manager and Executive Director.
6. Personal files may not contain copyright material such as mp3 files, videos or photos.
7. Personal video production on QCTV equipment must not be commercial in nature. You may not use QCTV equipment to do a job for another company or for personal gain.
8. There should be no personal use of QCTV resources during working hours.

2.3 Software

1. Only approved software may be used. All software will be installed by QCTV Technology staff.
2. Software downloaded from the Internet, freeware, shareware or otherwise obtained may not be installed on QCTV equipment without the prior written approval of the Executive Director or Technology Manager.
3. Personal software may not be installed on QCTV equipment.
4. Games, screen savers, toolbars, clipart, music and video that have not been specifically approved by the Technology Department are prohibited.

5. The Technology Department, without notice, may remove all unauthorized programs or software, equipment, downloads, or other resources if they could harm systems or technology performance.

Section 3 Printers

1. Printers are to be used for documents that are relevant to the day-to-day conduct of business at QCTV. QCTV printers should not be used to print personal documents.
2. If you print something, please pick it up in a timely fashion. If you no longer want it, please dispose of it appropriately.
3. If you come across an unclaimed print job, please stack it neatly. All unclaimed print jobs will be discarded at end of day
4. Make efforts to limit paper usage by taking advantage of duplex printing and other optimization features (e.g. printing six PowerPoint slides per page versus only one per page).
5. Avoid printing large files, as this puts a drain on network resources and interferes with the ability of others to use the printer.
6. If printing a job in excess of 25 pages, please be at the printer to collect it when it comes out to ensure adequate paper supply for the job and that the output tray is not overfull (i.e. you may need to remove some of the output before the print job is finished). Large print jobs should be evaluated for cost. It may be more cost effective to have them printed outside the company.
7. Avoid printing e-mail messages. This is wasteful. Instead, use the folders and archiving functionality in your e-mail application to organize and view your messages.
8. Avoid re-using paper in laser printers, as this can lead to paper jams and other problems with the machine.
9. Many printers do not support certain paper types, including vellum, transparencies, adhesive labels, tracing paper, card stock, or thicker paper. If you need to use any of the paper types, consult with the Technology Manager to find out which machines can handle these specialty print jobs.
10. Color printing is typically not required by general business users. Because of the high cost of color printing avoid printing in color when monochrome will do.

11. If you encounter a physical problem with the printer (paper jam, out of toner, etc.) and are not “trained” in how to fix the problem, please do not try. Instead, report the problem to the Technology Department or ask a trained co-worker for help.
12. Report any malfunction of any printing device to Technical Manager as soon as possible.

Section 4 E-Mail & Internet Use

4.1 Account Activation/Termination

E-mail accounts will be assigned by QCTV management. E-mail access at QCTV is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of their account and password information.

E-mail access will be deactivated when an employee is terminated from employment with QCTV. QCTV is under no obligation to store or forward the contents of an individual’s e-mail inbox/outbox after the term of their employment has ceased.

4.2 General Expectations of End Users

1. QCTV often delivers official communications via e-mail. As a result, employees of QCTV with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business and role-oriented tasks.
2. E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail address changes. Storage size limitations may be imposed as necessary.
3. E-mail users are expected to remember that e-mail sent from the company’s e-mail accounts reflects on the company. Please comply with normal standards of professional and personal courtesy and conduct.

4.3 Appropriate Use

Individuals at QCTV are encouraged to use e-mail and Internet access to further the goals and objectives of QCTV. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of QCTV, and clients within the context of an individual’s assigned responsibilities.

2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
3. Participating in educational or professional development activities.

4.4 Inappropriate Use

QCTV's e-mail system and Internet connection are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). Individual use will not interfere with other employee's professional use of QCTV 's e-mail system and Internet connection. Use at QCTV will comply with all applicable laws, all QCTV policies, and all QCTV contracts.

The following activities are examples of inappropriate use of QCTV's e-mail system and Internet connection, and are strictly prohibited:

1. Use for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
2. Use that in any way that violates QCTV's policies, rules, or guidelines.
3. Viewing, copying, altering, or deletion of e-mail accounts or files belonging to QCTV or another individual without authorized permission.
4. Sending of unreasonably large attachments.
5. Opening attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
6. Sharing account passwords with another person, or attempting to obtain another person's account password. E-mail accounts are only to be used by the registered user.
7. Excessive personal use of QCTV e-mail and Internet connection resources. QCTV allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. QCTV prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-QCTV commercial activity, political campaigning, dissemination of chain letters, and use by non-employees. Uploading and downloading of files for personal use, access to pornographic sites, gaming and competitive commercial activity is strictly prohibited.
8. Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by management.
9. Individuals will only use QCTV approved services for voice and video communication over the Internet.

10. Transmission of non-business audio, graphic or video files.
11. Instant messaging is strictly prohibited (i.e. AOL instant messaging). * See texting under Mobile Devices.
12. Participation in any Internet chat room, unless the topic area is related to company business, is prohibited.

4.5 Monitoring and Confidentiality

1. The e-mail systems and services used at QCTV are owned by the company, and are therefore its property. This gives QCTV the right to monitor any and all traffic passing through its system. This monitoring may include, but is not limited to, inadvertent reading by the Technology Department staff during the normal course of managing the e-mail system, review by legal council during the e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee use.
2. In addition, archival and backup copies of e-mail messages may exist, despite end-user deletion, in compliance with QCTV's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability, prevent business data loss, meet regulatory and litigation needs, and to provide business intelligence.
3. Backup copies exist primarily to restore service in case of failure. Archival copies are designed for quick and accurate access by company delegates for a variety of management and legal needs. Both backups and archives are governed by the company's document retention policies.
4. If QCTV discovers or has good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process.
5. Use extreme caution when communicating confidential or sensitive information via e-mail or the Internet. Keep in mind that all messages sent outside of QCTV become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" or "Reply All" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.

4.6 Reporting Misuse

Any allegations of misuse should be promptly reported to the Technology Manager and Executive Director. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it.

Section 5 Social Media

1. Employees must distinguish between the use of social media (i.e. Facebook, Twitter, etc.) for company versus personal use. When using social media to support company business in accordance with job duties, individuals should clearly identify themselves as connected with the company.
2. Personal use of social media by company staff - whether about the company or not, and whether positive or negative - will reflect on the company as a whole. Personal use of social media should not violate any company policies already in place. (i.e. harassment, intimidation, etc.)
3. Employees are prohibited from using personal social media during working hours.

Section 6 Remote Access

Certain employees may be given the ability to access QCTV computer systems from remote locations or from home, using either personal equipment or QCTV owned equipment.

Remote access is limited to staff classified as exempt and who frequently work independently on company business. Non-exempt staff may be given temporary access from time to time as needed, but only with the approval of their supervisor and the Technology Department.

Employees with remote access privileges will be given specific instructions from the Technology Department about how to protect city equipment and information resources. If you have any questions about remote access to the QCTV network, check with the Technology Department.

Section 7 Mobile Devices

7.1 Purpose

The purpose of this mobile device policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting mobile devices to QCTV's network and data.

The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within QCTV's technology infrastructure, including internal and external cloud services. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type

could result in loss of information, damage to critical applications, loss of revenue, and damage to the QCTV public image. Therefore, all users employing a mobile device connected to QCTV's network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so.

7.2 Devices

This mobile device policy applies, but is not limited to, all devices and accompanying media that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablets
- E-readers
- Portable media devices
- Portable gaming devices
- Laptop/notebook/ultrabook computers
- Wearable computing devices
- Any other mobile device capable of storing corporate data and connecting to a network

In order to maintain security and manageability all devices must be approved by the Technology Manager. This applies to any mobile hardware that is used to access corporate resources, whether the device is owned by the user or by the organization.

7.3 Inclusion

This mobile policy applies to all QCTV employees, including full and part-time staff, contractors, freelancers, and other agents who use a mobile device to access, store, back up, or relocate any organization or client-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust QCTV has built with its member cities, community partners and other constituents. Consequently, employment at QCTV does not automatically guarantee the initial or ongoing ability to use these devices to gain access to QCTV networks and information.

Addition of new hardware, software, and/or related components to provide additional mobile device connectivity will be managed at the sole discretion of the Technology Department.

Non-sanctioned use of mobile devices to back up, store, and otherwise access any enterprise-related data is strictly forbidden.

This mobile policy is complementary to any other policies dealing specifically with data access, data storage, data movement, and connectivity of devices to any element of the QCTV network.

7.4 Security

1. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. **All mobile devices must be protected by a strong password**; a PIN is not sufficient. All data stored on the device must be encrypted using **strong encryption**. Employees agree never to disclose their passwords to anyone.
2. All users of mobile devices **must employ reasonable physical security measures**. End users are expected to secure all such devices against being lost or stolen, whether or not they are actually in use and/or being carried.
3. Any non-corporate computers used to synchronize or back up data on mobile devices will have installed **up-to-date anti-virus and anti-malware software deemed necessary** by QCTV's Technology Department.
4. Passwords and other confidential data, as defined by QCTV are **not to be stored unencrypted** on mobile devices.
5. Any mobile device that is being used to store QCTV data must **adhere to the authentication requirements** of QCTV. In addition, all hardware security configurations must be pre-approved by QCTV's Technology Department and Executive Director before any enterprise data-carrying device can be connected to the corporate network.
6. The Technology Department and Executive Director will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. **Any attempt to contravene or bypass that security implementation will be deemed an intrusion attempt** and will become a performance issue with the employee or contractor.
7. Employees, contractors, and temporary staff will follow all QCTV sanctioned data removal procedures to permanently erase company specific data from such devices once its use is no longer required. **QCTV will completely wipe devices of all corporate and personal data upon termination of employment or contractor status.**
8. **In the event of a lost or stolen mobile device, it is incumbent on the user to report the incident to QCTV immediately. The device will be remotely wiped** of all (corporate and personal) data and locked to prevent access by anyone other than the Technology Department. If the device is recovered, it can be submitted to the Technology Department for re-provisioning. **The remote wipe will destroy all**

data on the device, whether it is related to company business or personal. The user understands that personal data may be erased in the rare event of a security breach and must agree to this before connecting the device to corporate resources.

9. Usage of a mobile device to capture images, video, or audio, whether native to the device or through third-party applications, is prohibited within the workplace.
10. Applications that have not been approved by the Technology Department are not to be used within the workplace or in conjunction with corporate data.
11. Texting for incidental business purposes is allowed.

7.5 Hardware & Support

1. QCTV reserves the right, through policy enforcement and any other means it deems necessary, to limit the ability of end users to transfer data to and from specific resources on the enterprise network.
2. Users will make no modifications to the hardware or software that change the nature of the device in a significant way (e.g. replacing or overriding the operating system, jailbreaking, rooting) without the express approval of QCTV's Technology Department and Executive Director.
3. The Technology Department will support the connection of mobile devices to corporate resources. On personally owned devices, the Technology Department will **not** support hardware issues or non-corporate applications.

7.6 Organizational Protocol

1. The Technology Department can and will establish audit trails, which will be accessed, published, and used without notice. Such trails will be able to track the attachment of an external device to the corporate network, and the resulting reports may be used for investigation of possible breaches and/or misuse. **The end user agrees to and accepts that his or her access and/or connection to QCTV's networks may be monitored to record dates, times, duration of access, etc. in order to identify unusual usage patterns or other suspicious activity. The status of the device, including tracking application presence or usage, jailbreak detection, data usage, operating system version may also be monitored.** This monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties or users who are not complying with QCTV's policies.
2. The end user agrees to **immediately report** to QCTV's Technology Department and Executive Director **any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.**

3. QCTV will not reimburse employees if they choose to purchase their own mobile devices. Users will not be allowed to expense mobile network usage costs.

Section 8 Passwords & Physical Security of Equipment

1. Passwords must be at least 8 characters long and include a combination of upper case, lower case, at least one number and a special character (i.e. \$%^&).
2. Passwords must be changed quarterly.
3. Lock your workstation if you will be away from your desk for more than 5 minutes.
4. Company equipment should never be left unattended.

Section 9 Notice of Computer Problems

Employees are responsible for notifying the Technology Department about computer problems or odd computer behavior. Employees should err on the side of caution when reporting issues because small problems may indicate a more serious network or computer system issue.

Section 10 Enforcement, Auditing & Reporting

1. Violation of this policy may result in disciplinary action that may include termination for employees and temporaries; termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers. Additionally, individuals are subject to loss of QCTV digital resource access privileges, civil, and criminal prosecution.
2. QCTV Management is responsible for the periodic auditing and reporting of compliance with this policy. QCTV Management will be responsible for defining the format and frequency of the reporting requirements.
3. Exceptions to this policy will be considered only when the requested exception is documented in writing and submitted to the QCTV Technology Manager and Executive Director.

Section 11 Public Wi-Fi

Access to the public Wi-Fi connection provided at QCTV and at City Hall locations is governed by the above Acceptable Use Requirements.

Section 12 Acknowledgement of Receipt of the Personnel Policy

Employee Declaration

I have read and understand the above **Quad Cities Cable Communications Commission Digital Use Policy & User Guidelines**, and agree to adhere to the rules outlined therein. Non compliance may result in disciplinary action including termination.

Employee Signature

Date

QCCCC Agenda Item
5.2 Monthly Stats Report

March 13, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Statistical Report

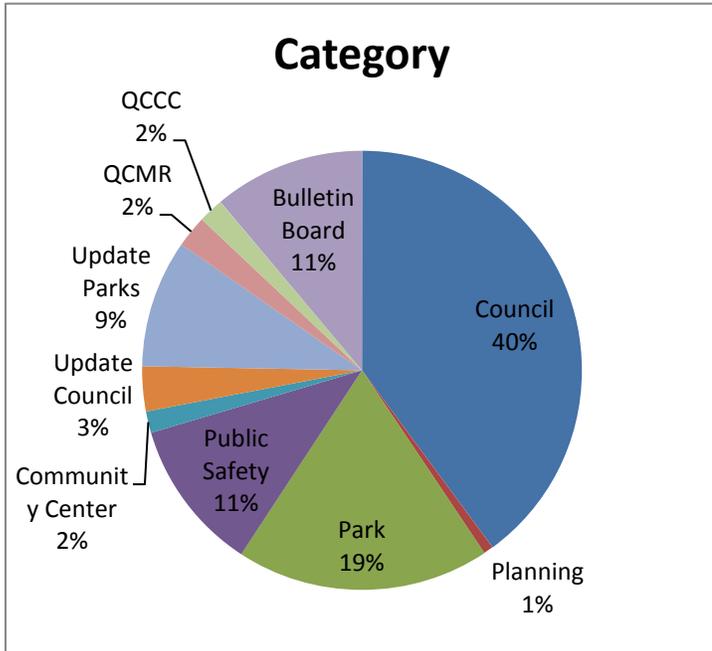
Attached you will find the February program statistical reports.

Action Requested: None.

Andover Channel & Web Statistics

February 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1855	New Shows: 8	Total Hours: 74:47	Total Hits: 879
Total Time: 597:13	New Time: 4:54	Saturation: 11.1%	
Saturation: 88.9%	All Shows: 22		
	All Time: 9:45		

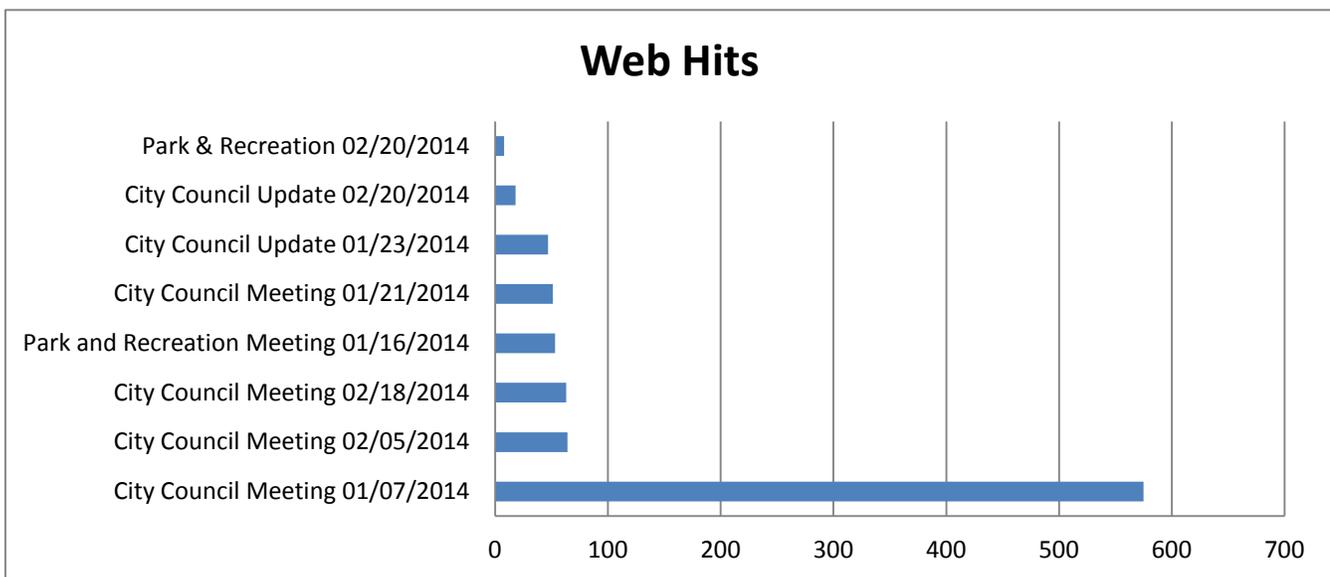


Channel Up Time 99.62%

Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.38%	2.58
Power Out:	0	0

Shared With Multiple Cities

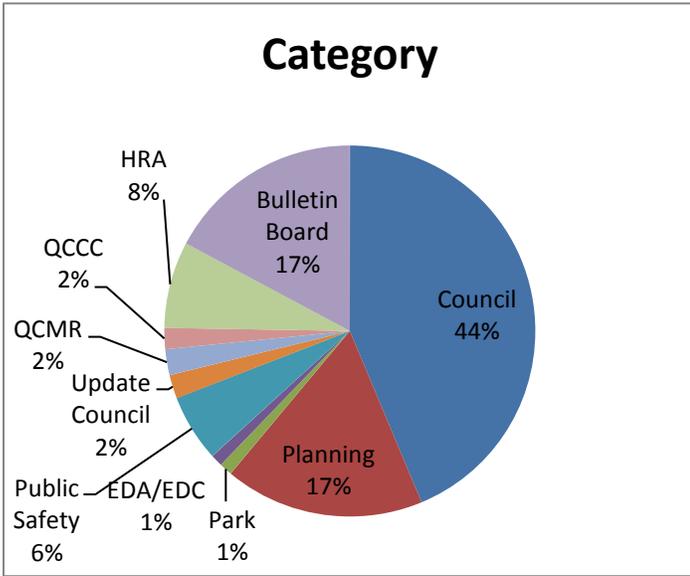
Date	Event	Duration
2/26/2014	Sheriff Show	0:12:42
1/31/2014	Where's the Fire Hydrant?	0:02:07
1/30/2014	Understanding Snow Emerg	0:24:19
1/30/2014	Carbon Mono & Smoke Alarms	0:26:40
12/6/2013	Sheriff Show	0:11:30
11/6/2013	Public Safety Talk	0:30:13
2/28/2014	Quad Cities Municipal Report	0:13:24
2/14/2014	Quad Cities Municipal Report	0:12:17
1/17/2014	Quad Cities Municipal Report	0:12:54
2/20/2014	Quad Cities Cable Commission	0:35:01
1/22/2014	Quad Cities Cable Commission	0:51:33



Anoka Channel & Web Statistics

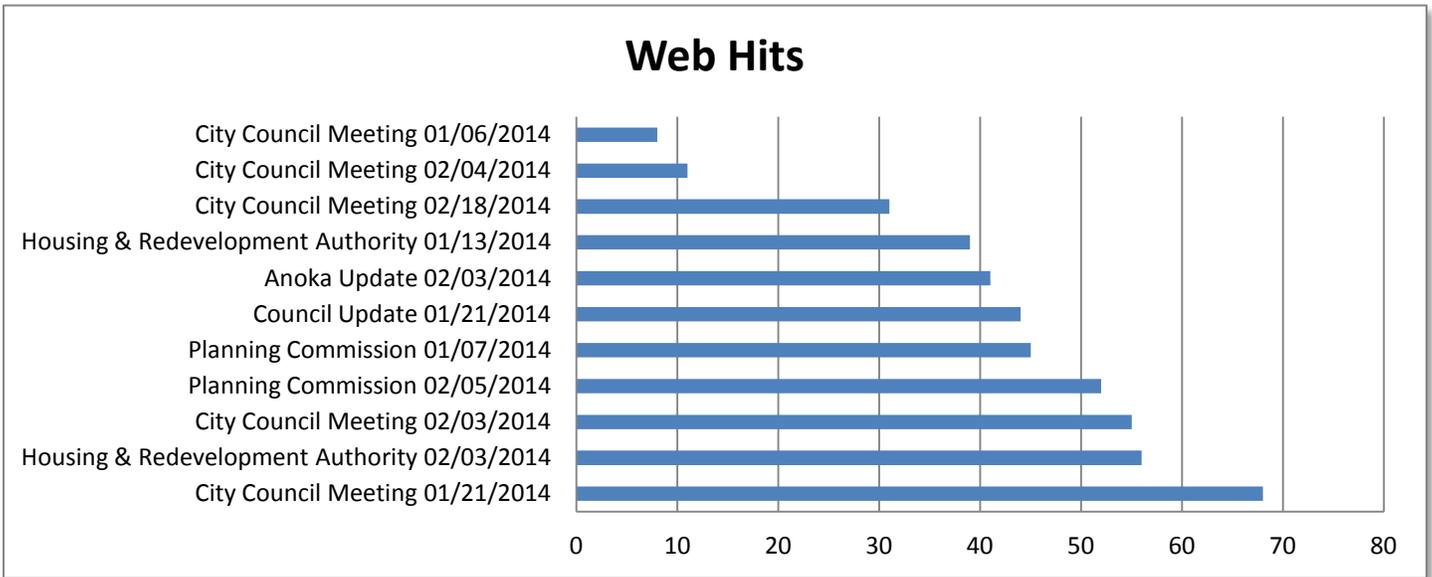
February 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 769	New Shows: 8	Total Hours: 115:30	Total Hits: 450
Total Time: 556:30	New Time: 6:06	Saturation: 17.1%	
Saturation: 82.8%	All Shows: 20		
	All Time: 14:05		



Channel Up Time: 99.52%		
Issues	Percentage	Hours
Scheduling:	0	0
File:	0	0
Server:	0.48%	3.25
Power Out:	0	0

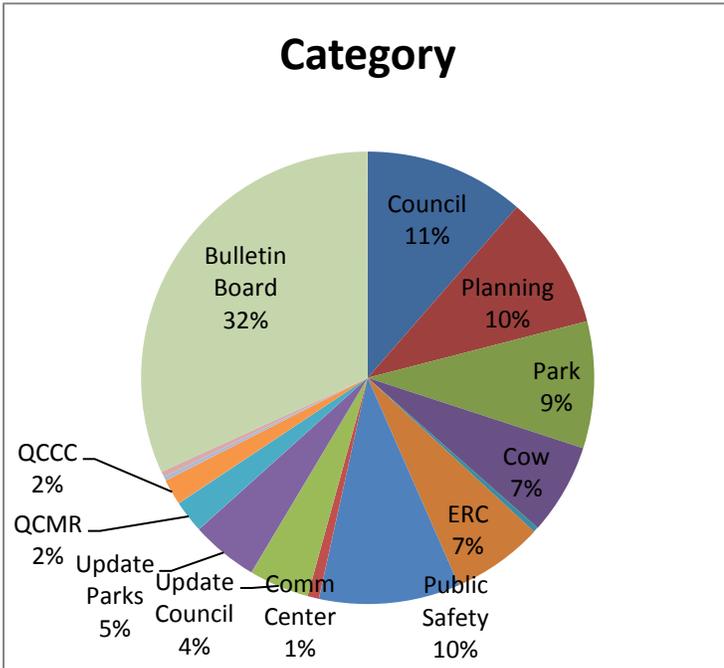
Shared with multiple cities		
2/26/2014	Sheriff Show	0:12:42
1/30/2014	Understanding Snow Emergency	0:24:19
1/30/2014	Carbon Mono & Smoke Alarms	0:26:40
12/5/2013	Sheriff Show	0:11:30
11/6/2013	Public Safety Talk	0:30:13
2/14/2014	Quad Cities Municipal Report	0:12:17
1/17/2014	Quad Cities Municipal Report	0:12:54
2/20/2014	Quad Cities Cable Commission	0:35:01
1/22/2014	Quad Cities Cable Commission	0:51:33



Champlin Channel & Web Statistics

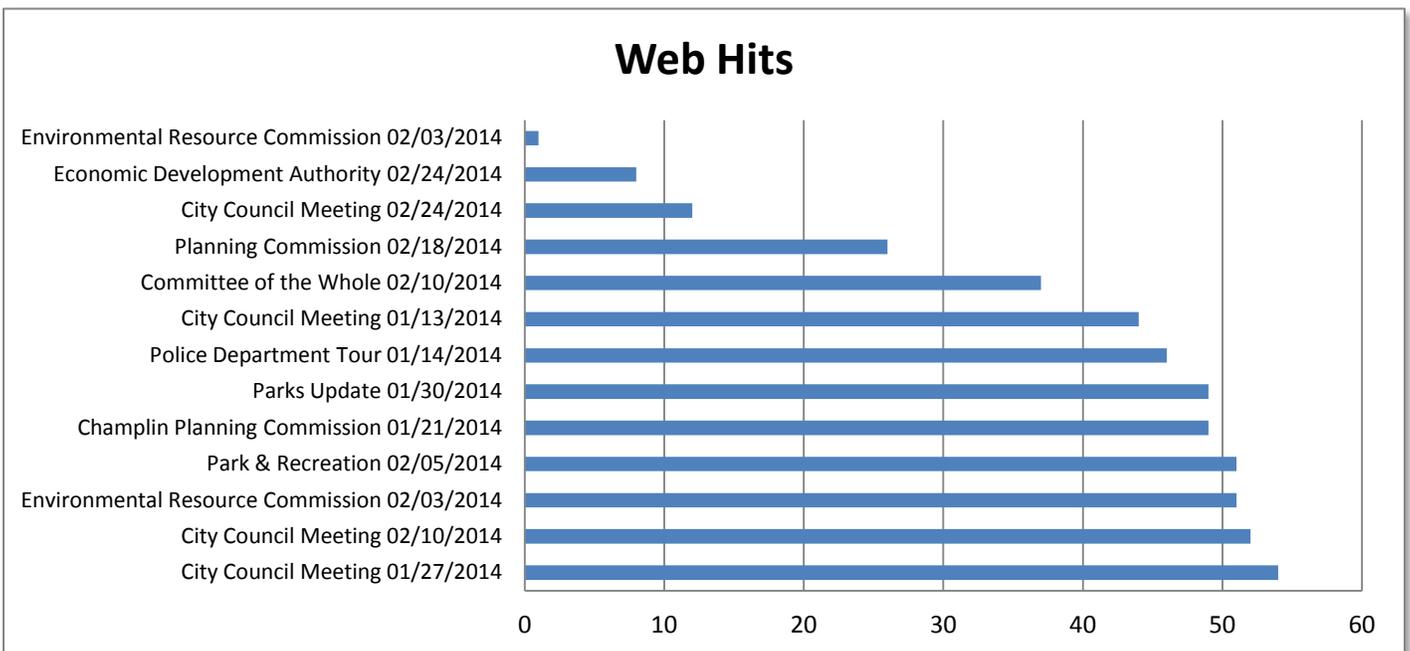
February 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1509	New Shows:	11	Total Hours:	213:48	Total Hits:	480
Total Time:	458:12	New Time:	4:22	Saturation:	31.8%		
Saturation:	68.2%	All Shows:	27				
		All Time:	7:53				



Channel Uptime 99.76%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.236%	1.58
Power Out:	0	0

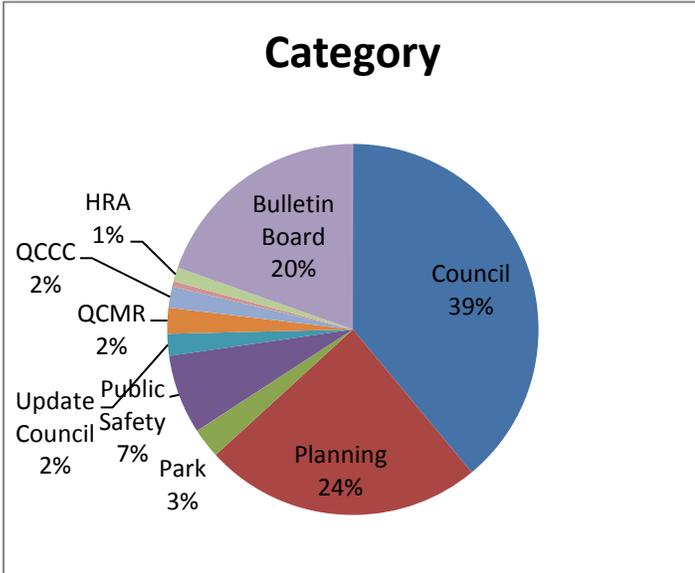
Shared With Multiple Cities		
1/30/2014	Understanding Snow Emergency	0:24:19
1/30/2014	Carbon Mono & Smoke Alarms	0:26:40
11/6/2013	Public Safety Talk	0:30:13
2/28/2014	Quad Cities Municipal Report	0:13:24
2/14/2014	Quad Cities Municipal Report	0:12:17
1/17/2014	Quad Cities Municipal Report	0:12:54
2/20/2014	Quad Cities Cable Commission	0:35:01
1/22/2014	Quad Cities Cable Commission	0:51:33



Ramsey Channel & Web Statistics

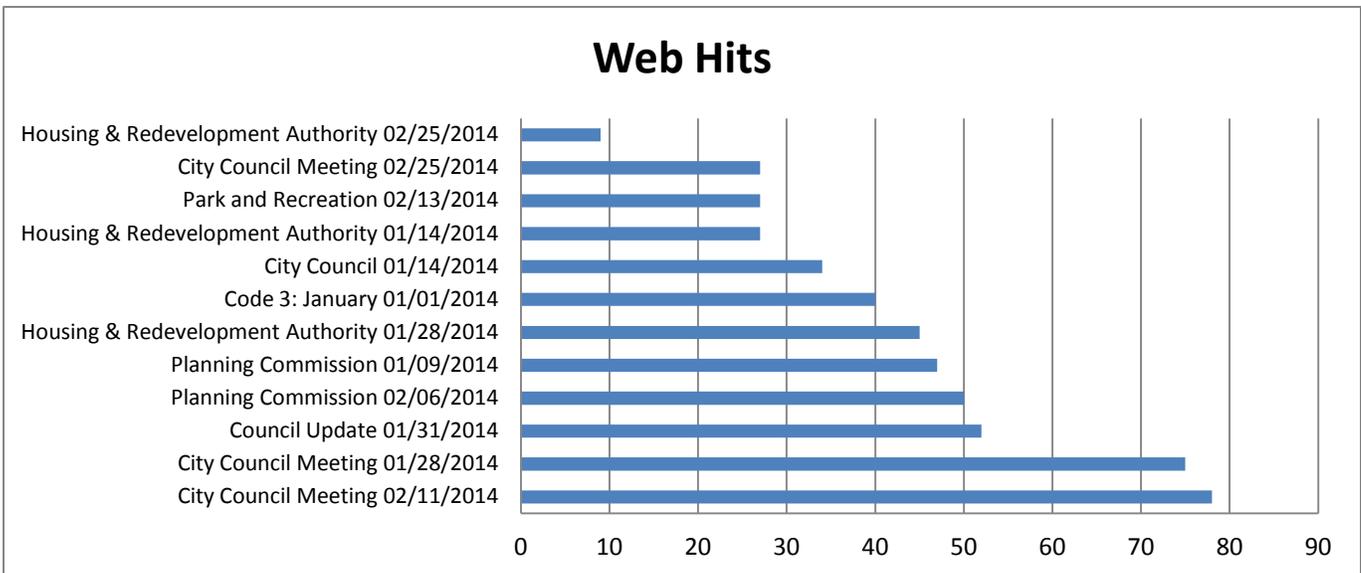
February 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 877	New Shows: 10	Total Hours: 131:36	Total Hits: 511
Total Time: 540:24	New Time: 6:26	Saturation: 19.6%	
Saturation: 80.4%	All Shows: 25		
	All Time: 14:57		



Channel Uptime 99.45%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.543%	3.65
Power Out:	0	0

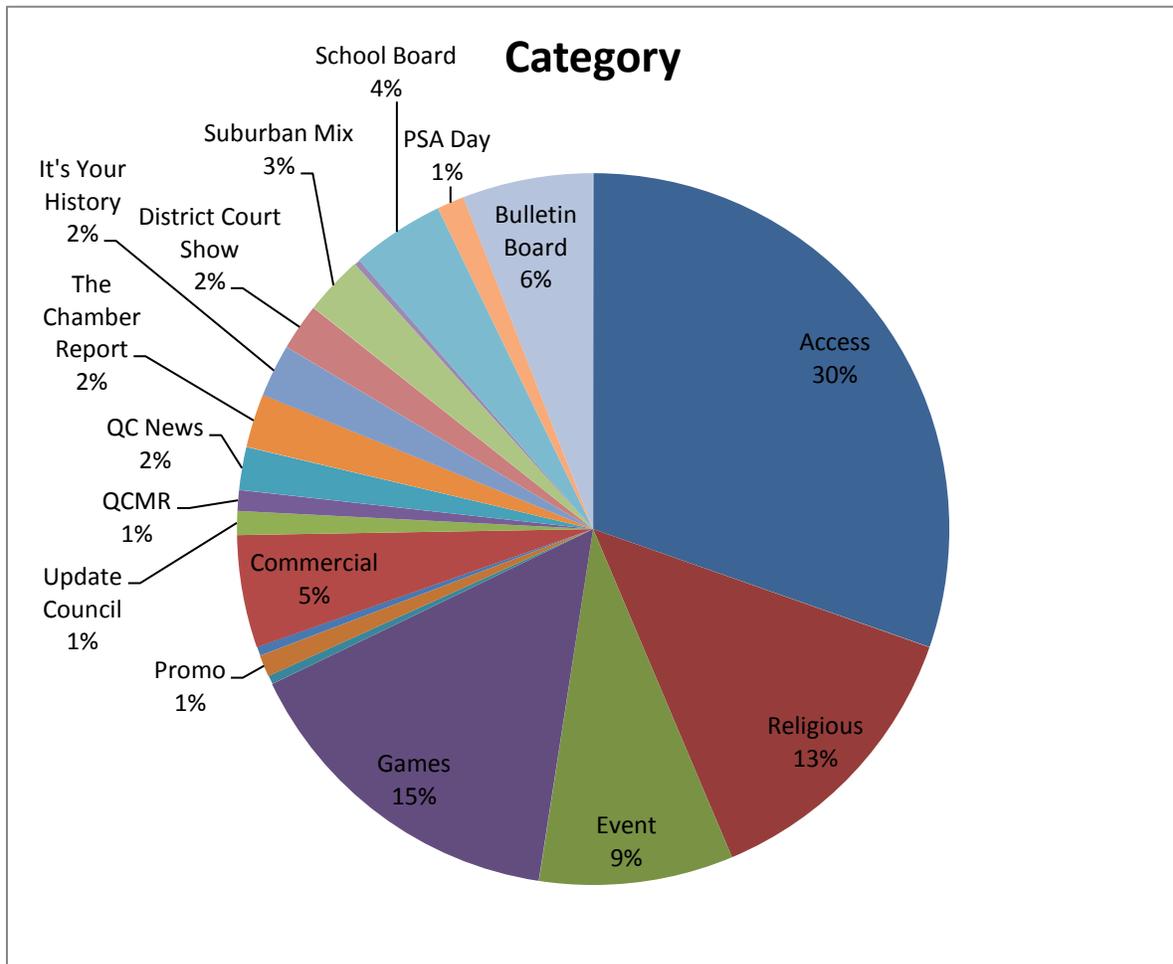
Shared with Multiple Cities		
2/27/2014	Sheriff Awards Ceremony	0:38:14
2/26/2014	Sheriff Show	0:12:42
1/30/2014	Understanding Snow Emerg	0:24:19
1/30/2014	Carbon Mono/ Smoke Alarms	0:26:40
12/5/2013	Sheriff Show	0:11:30
11/6/2013	Public Safety Talk	0:30:13
2/28/2014	Quad Cities Municipal Report	0:13:24
2/14/2014	Quad Cities Municipal Report	0:12:17
1/17/2014	Quad Cities Municipal Report	0:12:54
2/20/2014	QCCC	0:35:01
1/22/2014	QCCC	0:51:33



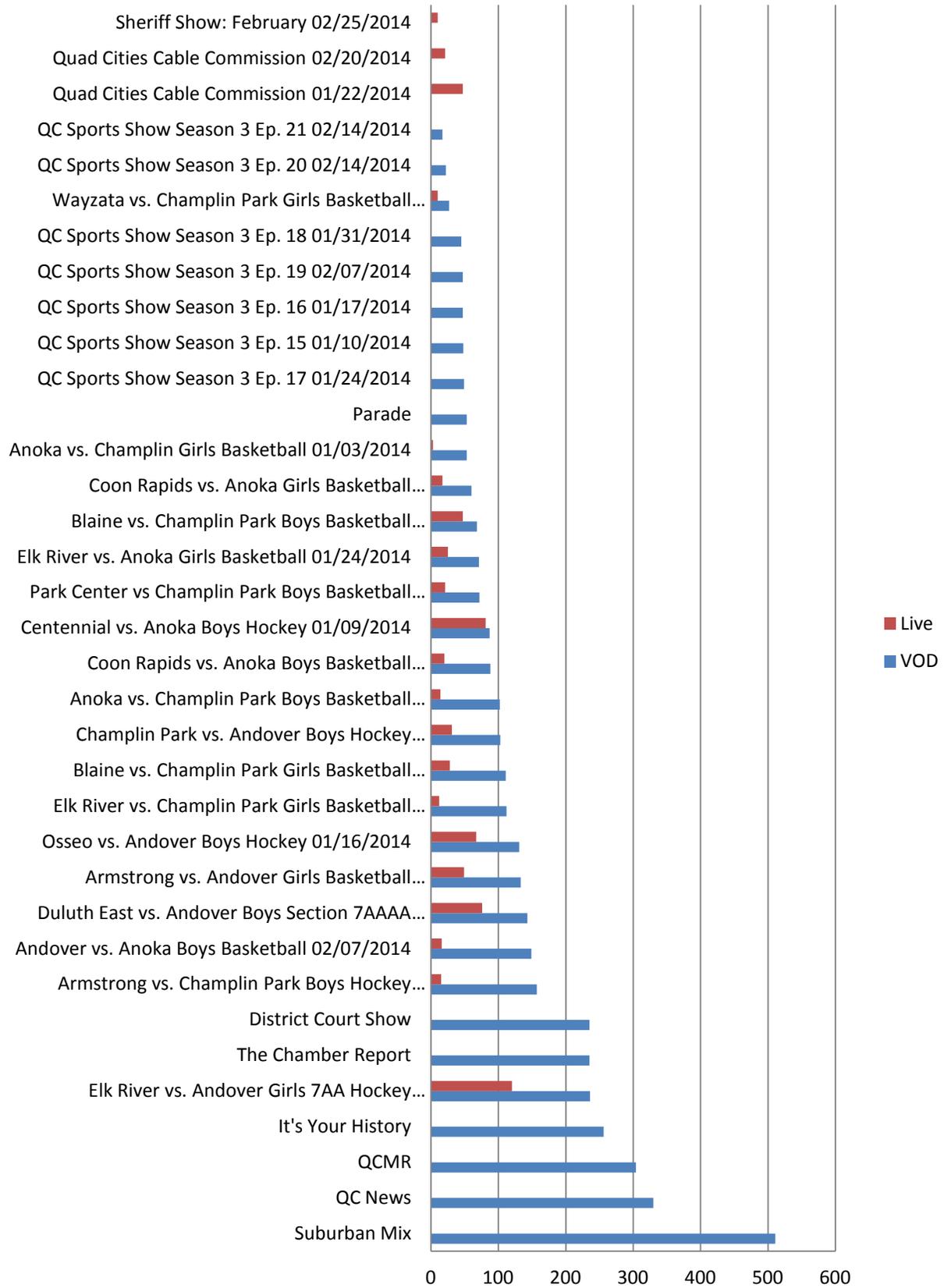
Community Channel 15 February 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1911	New Shows	81	Total Hours:	39:51	Total VOD Hits:	4102
Total Time:	632:10	New Time:	61:25	Saturation:	5.9%	Total Live:	730
Saturation:	94%	All Shows:	181				
		All Time:	110:23				

Channel Uptime 99.63%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0.37%	2.5
Server:	0%	0
Power Out:	0	0



Web Hits

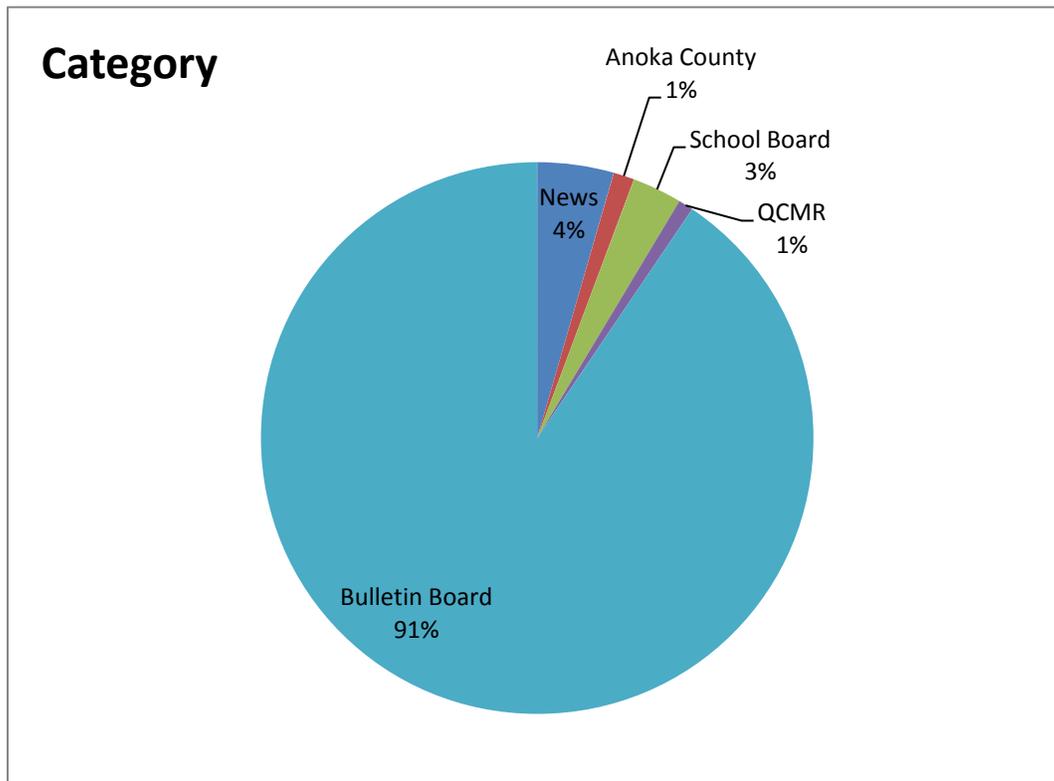


Community Channel 19

February 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	126	New Shows:	10	Total Hours:	608:17
Total Time:	63:43	New Time:	6:33	Saturation:	90.5%
Saturation:	9.5%	All Shows:	14		
		All Time:	9:01		

Channel Uptime 100%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0	0
Power Out:	0	0



QCCCC Agenda Item

5.3 Programming Reports

March 13, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Programming Reports (February)

Programming reports submitted by:
Government Programming Director Susan Huston
Sports Director Bruce Chaffee
Community Affairs/Creative Services Director Terry Lovaas
Computer Specialist Scott Flynn
Media Producer Tim Rick

These reports are provided for information on QCTV activities. Please feel free to contact me regarding these reports.

Action Requested: None.

MEMORANDUM

TO: QCTV Board of Directors
FROM: Susan Huston, Government Director,
Quad Cities Community Television
DATE: Monday, March 10, 2014
RE: February 2014

ISD 11 •

During the month of February, we recorded one school board meeting at the Sandburg building.

In late-January the school district communicated with us that they had purchased equipment, allowing them the ability to program Educational Channel 18. Staff at the School District received training on how to use the equipment the week of February 17. I have offered my assistance in putting together programming for the channel. As of March 10, Educational Channel 18 is still Coon Rapids programming.

The School District has rescheduled their quarterly Community Television partners meeting to March 19. I may receive more information on Educational Channel 18 and when they may start programming their channel.

Bulletin Boards •

Each month we receive requests to create bulletin boards. Our reception staff creates them to promote city meetings and the meeting agendas. City events and public safety announcements are also among the many bulletin boards created each month.

In February, we had a total of 179 bulletin boards that played. There were 36 new community and city event bulletin boards, 79 bulletin board slides containing city agenda information, and 34 that carried over. We also have 33 bulletin boards that are part of the regular rotation that we don't touch unless there is a change (i.e. new contact information for a councilmember).

Additional Programming •

We covered the Heroin Forum that was sponsored by the Sheriff's office and the Anoka County attorney. This program is just over an hour and plays on our Community Channel 15.

The ABC League of Woman Voters (LWV), also asked me to record an information forum given by County Attorney, Tony Palumbo on the topic of Elder Abuse. The forum took place at the Andover City Hall. We had some technical challenges and after recording a new opening with the County Attorney in his office we were able to play back the program. It too plays on our Community Channel 15.

Andover

During the month of February we had 9 new programs, with a total of 5 hours and 29 minutes.

Meetings:

City Council (02/05)	Park and Recreation Meeting (02/27)
Planning Commission Meeting (No)	Cable Commission (02/20)
City Council (02/18)	

New Programming:

1. Quad Cities Municipal Report: *(featured stories)*
 - Winter Recreation
 - New Fixit Program
2. Council Update
 - Councilmember Sherri Bukkila reviews the February 18
3. Sheriff Show
 - Commander Brian Podany: Human Trafficking
 - Crime Prevention Coordinator Laura Landes: Theft of smart phones & tablets
 - Commander Kevin Halweg: S.W.A.T. team training
4. Sheriff Awards Ceremony
 - Sheriff, James Stuart told stories of heroism by Sheriff Office employees and citizens, who received distinguished awards
5. Quad Cities Municipal Report: *(featured stories)*
 - Winter Jackets
 - Park Improvement

What we are working on:

Sheriff Show	Spring Tree Sale
YMCA Model Boat Event	Annual Arbor Day Event
Community Center Update	Rabies Vaccination Clinic

Anoka

During the month of February we had 10 new programs, with a total of 6 hours and 56 minutes.

Meetings:

Housing and Redevelopment (02/03)

City Council (02/18)

City Council (02/03)

Cable Commission (02/20)

Planning Commission Meeting (02/05)

New Programming

1. Council Update

- Councilmember Carl Anderson came in to review the meeting of February 3

2. Quad Cities Municipal Report: *(featured stories)*

- Green Haven Ski Race
- Commuter Rail

3. Sheriff Show

- Commander Brian Podany: Human Trafficking
- Crime Prevention Coordinator Laura Landes: Theft of smart phones & tablets
- Commander Kevin Halweg: S.W.A.T. team training

4. Sheriff Awards Ceremony

- Sheriff, James Stuart told stories of heroism by Sheriff Office employees and citizens, who received distinguished awards

5. Quad Cities Municipal Report: *(featured stories)*

- Senior Center
- Highway Access

What we are working on

Earth Day Event

Crime Prevention Tips

Rain Barrel & Compost Bin Sale

Community Gardens

Advance Anoka

North Suburban Home Improvement Show

Champlin

During the month of February we had 11 new programs, with a total of 4 hours and 22minutes.

Meetings:

Environmental Resource Commission (2/03)

Planning Commission (02/18)

Park and Recreation (2/05)

Cable Commission (02/20)

City Council (02/10)

City Council (02/24)

Committee of the Whole (2/10)

Economic Development Authority (2/24)

New Programming

1. Council Update

- Mayor ArMand Nelson came in to review the council meeting of February 10

2. Quad Cities Municipal Report: *(featured stories)*

- Register for City Garage Sale
- Beware Frozen Pipes

3. Quad Cities Municipal Report: *(featured stories)*

- Parks Renovations
- Easter Egg Hunt

What we are working on

Planning Update

New Fire Truck

Engineers Update

Ice Forum/Open Skate

Splash Pad for Andrews Park

Father Hennepin Button Contest

Ramsey

During the month of February we had 10 new programs, with a total of 6 hours and 25 minutes.

Meetings:

Planning Commission (2/06)

Cable Commission (02/20)

City Council Meeting (02/11)

City Council Meeting (02/25)

Park and Recreation Meeting (02/13)

Housing and Redevelopment Authority (02/25)

New Programming

1. Quad Cities Municipal Report: *(featured stories)*

- Mayor's Trail Ride
- Siren Warning System

2. Sheriff Show

- Commander Brian Podany: Human Trafficking
- Crime Prevention Coordinator Laura Landes: Theft of smart phones & tablets
- Commander Kevin Halweg: S.W.A.T. team training

3. Sheriff Awards Ceremony

- Sheriff, James Stuart told stories of heroism by Sheriff Office employees and citizens, who received distinguished awards

4. Quad Cities Municipal Report: *(featured stories)*

- City Land for Sale
- CFL Bulb Disposal

What we are working on:

Tree Book

Business Expo

CODE 3

Pet Clinic

New Fire Marshall Interview

TO: Board of Directors
FROM: Bruce Chaffee, Sports Director
DATE: March 11, 2014

QCTV Sports continues to cover numerous events with the mobile production van all winter long. The winter season, though, is winding down. Girls' basketball is the only sport left this winter season and they will soon be over, too. I've included my February and March sports' calendars for your review.

Programming Totals (February):

- 1 - Girls Hockey Game
- 4 - Girls Basketball Games
- 1 - Boys Hockey Games
- 4 - Boys Basketball Games

Totals Hours of New Programming (February):

16.75 hours of new programming.

The good news for the month of February was only having 2 games cancelled due to weather. That's down 2 from the previous month. It looks like we are trending in the right direction.

Looking at my calendar you'll notice a lack of event coverage at the end of March. There usually is a 3 ½ week gap between the winter and spring seasons. What do I do during this break? I go on vacation. Since I am tied to the sports season I try to use my vacation time during those breaks in the action. The springtime being one and the other being August, after the Legion Baseball season and before football, soccer, and volleyball. For the most part, my vacation time is scheduled around those two times of the year. BTW, I will be heading out to Mesquite, Nevada and playing golf with my old college friends in our annual golf trip vacation.

Looking ahead, the spring season begins, hopefully, on April 9. With the terrible winter we've had, you wonder sometimes if we're ever going to have spring and the nice weather; last year being a prime example. Game days shift from Tuesday, Thursday, and Friday in the fall and winter seasons to Monday, Wednesday, and Thursday in the spring. This does put a wrinkle in scheduling crew, but my staff is very flexible and dedicated to getting the games broadcasted.

Sports Production Schedule

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																								
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<table border="1" style="margin: auto; border-collapse: collapse; text-align: center;"> <thead> <tr><th colspan="7">March</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		March							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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All games are subject to change.

Sports Production Schedule

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
<div style="display: flex; justify-content: space-around;"> <table border="1" style="border-collapse: collapse; text-align: center;"> <caption>April</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> <table border="1" style="border-collapse: collapse; text-align: center;"> <caption>June</caption> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div>				S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p><i>1</i></p> <p>Blaine at Anoka BB 7:00</p>	<p><i>2</i></p>	<p><i>3</i></p>
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All games are subject to change.

MEMORANDUM

TO: Commission Directors
FROM: Terry W. Lovaas, Community Affairs Director / Creative Services Director
DATE: March 20, 2014

Community Affairs

Ongoing programming:

<i>The History Show</i>	Civil War History with author John D. Cox
<i>The District Court Show</i>	Expunging Records (10 th Anniversary Program!)
<i>The Chamber Report</i>	Looking to Spring/Summer / Gala Wrap-up / Member Profiles
<i>Suburban Mix</i>	Selecting a College / StrengthsFinders / Diva Days / Musician Scott Coffman
<i>QC NEWS</i>	2 new episodes
<i>Updates</i>	Updates were produced for: Anoka (1), Andover (1) and Champlin (2)

Programming Totals:

We produced 11 new programs for a total of 6 hours.

February 2014 Community Events:

State of the Cities (February 11th)

March 2014 Community Events:

Mayors' Prayer Breakfast (March 21st)

Creative Services

Ad Sales:

I had a conversation with Courtney Spies (from Mary T) about running some of their pre-produced programming on our channel. I am currently working on appropriate pricing.

MEMORANDUM

TO: QCTV Board of Directors
FROM: Scott Flynn, Head Tech
DATE: March 4, 2014

Projects and Events

The annual State of the City happened on February 11, and I was on hand to help setup and run presentation. This is the second year in a row that QCTV has managed the presentations. This has allowed QCTV to get a better event coverage by being able to use everyone's presentation in the production.

The Active Directory and Exchange server project is currently underway. Final planning and orders were placed in February. The Active Directory will allow us to have better security control over the network and a better file backup option. Also, the Exchange cloud server will improve workflow with shared calendars and contact lists.

Playback Channel Uptime

Channel uptime this month is at 99.45% to 100%. You will find this information in the channel statistics included in your packet.

City/District Tech Services Report

Eight issues have been logged for the month of February.

Andover had four issues reported. On February 10, two issues were reported. The PA system was putting out low audio. Adjustments were made to correct this. Also, some of the mics would fade out too quickly. Adjustments were made to the system. On February 18, two issues were reported. The Inet was down. Comcast was contacted and they restored it later that day. Also, the Public Wi-Fi was not working. The access point was determined to require replacement.

Three issues were logged for Champlin. On February 10, it was reported that the Vdesk had an intermittent video switching problem. The issue was investigated, but we were unable to recreate the issue. On February 23, the doc cam was reported as not working. The doc cam was thoroughly checked, but no problem was detected. On February 25, the Vdesk was reported to have recording issues. The equipment was tested, but unable to recreate the issue.

Ramsey had one issue. The Vdesk would not record. After investigating, it was found to have a failed hard drive. The hard drive was replaced.

Tech Department Work Stats

Attached to the end of this report is the Tech Department Work Stats for February 2014. This month, the tech department had 28% for community, 9% for government related support, 1% for sports and 54% for organization wide support. By category, the majority of work was tech related at 29% followed by web related at 27%.

Web Statistics

The qctv.org website had 222,044 total hits for pages and videos for the month of February. With our web streaming, the top three spots for government hits was taken by Andover with 575 hits for the City Council Meeting of 1/07, 78 hits for the 2/11 Ramsey City Council Meeting and 75 hits for the 1/28 Ramsey City Council Meeting. Suburban Mix had 511 hits, and the Elk River vs Andover Girls 7AA Hockey game of 2/13 at 120 live and 236 replay hits.

Complete web streaming statistics are attached to your packet.

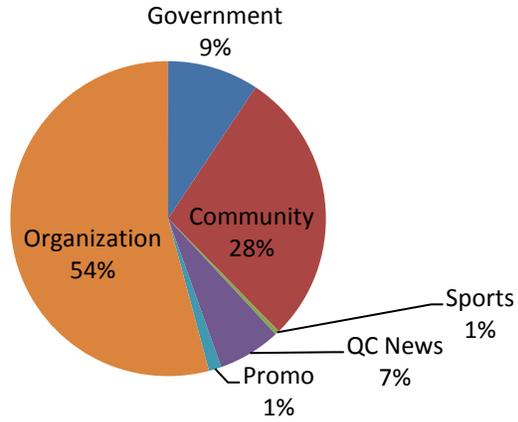
Social Media Promotions

Currently there are 197 followers on @qctv Twitter account, up 4 since last month. Currently our @qctvbb twitter account is at 70 followers. On Facebook, our total followers are 217, up 2 from last month. QCTV YouTube account had 96 minutes of view time and 89 total views. QCTVsports YouTube account had 815 minutes of view time and 319 total views.

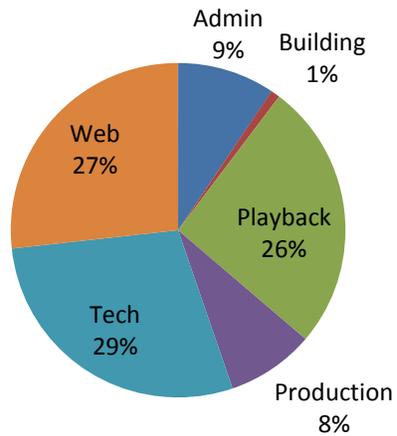
Tech Department Work Stats

February 2014

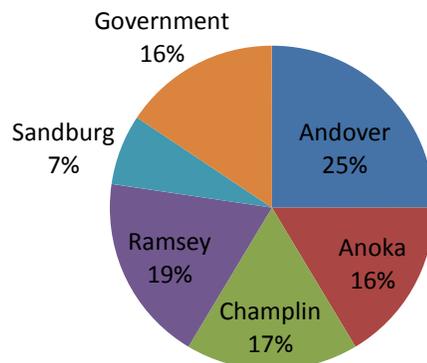
By Department



By Category



Government Breakdown



MEMORANDUM

To: Board of Directors
From: Tim Rick, Media Producer
Date: March 10, 2014

The bulk of this report will be on the QCTV graphics I've recently finished, am working on and will soon be starting. I'm in the process of working on the following six items.

- 1) Design and create new 10' set pieces for all four cities
- 2) New The Chamber Show graphic package
- 3) Spring sports graphics

I met with local Andover photographer named Dave Knapp about using his photographs for our studio set pieces. We agreed that we would only use his images for the sets and not for sale and that we would give him credit at the conclusion of each show. I'm very thankful for his willingness for allowing us to use his beautiful photographs. He was very generous to let me download the highest quality photographs from his thumb drive.

I will now be able to complete the new studio sets and graphic packages for the cities of Ramsey and Andover. The graphic package will include a new open, lower third and full screens.

Now that this brutal winter is coming to an end it time to think spring, believe it or not. That means spring sports will begin early April. I will be looking at last year baseball and softball graphics and seeing what can be changed and improved.

This past week I picked up the new QCTV pop up display that was printed at Fastings in Blaine. It looks fantastic and I'm eager to see it employed both in our studio and in the field. Our producers will have another element to use when shooting a segment for our channel and website.

Tim Rick
QCTV Media Producer