

**Colorado Channel Authority Board**  
**February 2019 Meeting Agenda**

*Friday, February 8, 2019, 12pm-1pm / Senate Committee Room 354*

Conference Dial-in Number: (641) 715-3276

Host Access Code: 819283\*

Participant Access Code: 819283#

**1. Call to Order and Attendance**

- a. Present
  - i. Representative Shane Sandridge, Senator Jim Smallwood (via phone), Cheryl Stevens, Bart Miller, Renny Fagan, Megan Jurgemeyer, Todd Barnes, Representative Jonathan Singer
- b. Not Present
  - i. Representative Kevin Van Winkle, Senator Stephen Fenberg
- c. Other Individuals Present
  - i. Ed Krisor (via phone), Senator Chris Holbert, Jennifer Berman, Natalie Mullis, Zack Wimberly, Cindi Markwell, John Aden, Brian Hiatt, Manish Jani, Tony Shawcross (via phone), William (citizen from Aurora)

**2. Review & Approval of Meeting Minutes**

- a. January 2019 [Meeting Minutes](#)
  - i. Bart Miller moved, Megan Jurgemeyer seconded approval of the January 2019 minutes; the Board approved the motion unanimously

**3. Additional Content**

- a. Senator Holbert
  - i. Recommended the production of a video tutorial that would:
    - 1. Show the differences between laptop and mobile versions of General Assembly website
    - 2. Show what information is available on website
    - 3. Show how to find legislation
    - 4. Demonstrate how users can find the legislators who can currently affect change on a bill (i.e., committee members)
- b. Brandon Stiller to follow up with Senator Holbert about additional content creation

**4. Treasurer's Report (as of 01/31/19)**

- a. Reserve Account - \$16,848.65 (no change)
- b. [Income Statement](#) - \$469.76 (no change)
- c. Check Signing - no checks to sign this time
  - i. CCAB billed GA \$131,581.50 for Q3 (per contract) on 2/1
  - ii. March meeting - to sign CCAB check to OMF for \$130,642.00 (Q3 per contract)

**5. Committee Coverage Update**

- a. Tony Shawcross reiterated his February 4 email to the Board
  - i. The Board should wait to send a letter to the Legislative Executive Committee regarding committee coverage until all of the pros and cons are weighed, usability concerns are measured, costs are examined, and all information is collected so effective comparisons and decisions can be made.

- b. Timeline
  - i. Renny Fagan asked if there can be a timeline for the resolution of costs and technology concerns.
  - ii. Tony Shawcross thought there could be an update in March, with full budget comparisons by the April CCAB meeting.
  - iii. Natalie Mullis stated that her staff should be able to work with this timeline; meetings would begin with Open Media Foundation staff.
  - iv. Representative Singer said that having a good estimate by March would be sufficient to have these items included in Long Bill discussions.
- c. Analytics
  - i. Video vs. audio traffic
    - 1. 60/40 to 80/20 (video to audio) on days with higher viewership
    - 2. 50/50 to 60/40 (video to audio) on days with lower viewership

## 6. Elections and Appointments

- a. Chief Justice appointed Cheryl Stevens as Christopher Ryan's replacement
  - i. [Appointment letter](#)
- b. Representative Van Winkle's is resigning from the Board; Representative Sandridge will be his replacement.
- c. Election of officers
  - 1. From Ed Krisor:
    - a. Following up on your direction at last month's CCA Board Meeting regarding the election of officers; please see the attached [Bylaws of CCA](#). Ed Krisor has highlighted the pertinent section of the Bylaws dealing with the election of officers and the changes that he has suggested.
    - b. The Board will need to adopt the attached [resolution](#) regarding the posting of notices of the time and place of its meetings.
  - 2. Treasurer and Board membership
    - a. Renny Fagan made the motion to change the bylaws to require that the Treasurer be a member of the Board. Megan Jurgemeyer seconded the motion, and it was approved by the Board unanimously.
  - 3. Bylaws change
    - a. Megan Jurgemeyer made the motion to change the bylaws with respect to the election of officers . Bart Miller seconded the motion, and it was approved unanimously by the Board.
  - 4. Resolution 19-1
    - a. Bart Miller made the motion to adopt Resolution 19-1, regarding the posting of notice of Board meetings; Todd Barnes seconded the motion, and it was approved unanimously by the Board.
  - 5. Election of Officers
    - a. Chair
      - i. Representative Jonathan Singer was nominated as Chair by Todd Barnes. Representative Sandridge seconded the nomination, and it was approved unanimously by the Board.
    - b. Vice-Chair

- i. Todd Barnes was nominated as Vice-Chair by Renny Fagan. Representative Sandridge seconded the nomination, and it was approved unanimously by the Board.
  - c. Secretary
    - i. Tony Shawcross was nominated as Secretary by Representative Sandridge. Todd Barnes seconded the nomination, and it was approved unanimously by the Board.
  - d. Treasurer
    - i. Megan Jurgemeyer was nominated as Treasurer by Todd Barnes. Renny Fagan seconded the nomination, and it was approved unanimously by the Board.

## **7. Website Review**

- a. Brandon Stiller demonstrated new features for those who did not make the last Board meeting
- b. Transcription of committee room hearings
  - i. Representative Singer asked if transcripts are available of committee room hearings
  - ii. Zack Wimberly said that there are no automated services, but with advance notice live services can be obtained, or transcription services can be hired after the meeting
  - iii. Representative Singer asked about the time/effort/cost for transcriptions for committee room hearings
  - iv. Natalie Mullis said she would look into it
  - v. Tony Shawcross said that transcription services would be included in a video solution using YouTube

## **8. Upcoming Events**

- a. Lunch & Learn, Thursday, February 7 at noon
  - i. 23 people (mostly legislative aides and interns) attended

## **9. Opportunity for Public Comment/Concerns**

- a. William from Aurora asked if comments are allowed on Colorado Channel videos on YouTube; Brandon Stiller answered that comments and chat are disabled.
- b. Jennifer Berman asked Ed Krisor about the signing of the resolution; Ed Krisor answered that it can wait until the next Board Meeting.

## **10. Additional Items**

- a. None

## **11. Previous Meeting Action Items**

- a. Committee Coverage
  - i. Open Media Foundation
    - 1. Follow-up emails to Board
    - 2. Prepare and present analytics to clarify need
    - 3. Prepare budget for coverage

4. Draft fresh letter for Legislative Executive Committee
- b. Elections and Appointments
  - i. Ed Krisor
    1. Draft letter to Chief Justice re Christopher Ryan's term
    2. Make recommendations for filling officer positions

## **12. Upcoming Action Items**

- a. New Board members please send photographs to Colorado Channel staff
- b. Open Media Foundation
  - i. Update list of Board members on Colorado Channel website and orientation documents
  - ii. Post Bylaws on Colorado Channel website
  - iii. Follow up with Sen. Holbert regarding additional content

## **13. Next Meeting Time/Date**

- a. Monthly meetings January to June. Two off-session meetings in September and December
  - i. Senator Fenberg available on Fridays 1 to 2 pm, but not available at noon due to a standing meeting
    1. Cindi Markwell will check with Senator Fenberg to see if he wants to stay on the Board
- b. Next CCAB meeting is scheduled for Friday, March 8, 12:30 pm

## **14. Adjournment**

- a. 12:53pm