

Minutes
Oregon WIN Board Meeting
December 7, 2001
1:00 – 3:00 P.M.
Linn-Benton Community College

Members Present: John Greydanus, Alan Heywood, Mark Kramer, Cynde Leathers, Larry Pribyl, Tom Matney, Paul Snyder, Bob Vogel. Participating Members Present: Larry Bentley, John Sneed, Steve Vincent, Paul Yeiter.

I. Intergovernmental Agreement Review

John Greydanus reminded the Board that the Intergovernmental Agreement has a renewal deadline of March 2002. The Agreement remains very functional after five years. One area that the Board may wish to expand is Section 4: Participating Institutions. There were no additional comments on the Agreement. John asked members to review the Agreement for discussion at the next Board meeting.

II. Royalty Disbursement

Two campuses have received signing fee disbursements. The remaining disbursements will occur when campuses email a request to the Director including account code and index, or mailing address and contact person/department.

The Board agreed that monthly royalty disbursements will occur quarterly on or before February 15, May 15, August 15, and November 15 of each year.

III. OPAN Update

John reported that, as of December 1, he has taken on limited OPAN responsibilities. It appears OPAN will initially operate as a public affairs “broker,” providing logistics and promotion of public affairs programming from education and government sources and distributing programs to the public over existing networks. Eventually OPAN will assess network and programming gaps and work to resolve these limitations through content and infrastructure development or additional partnerships.

IV. ITFS Channel Routing Diagram

A diagram of ITFS channel routing in Salem and Eugene was handed out to Board members. The diagram establishes the ITFS channels on which each campus is routed. It was noted that OPAN/Legislative Media programming is operating in Eugene on Channel 38, and in Salem on Channel 39

V. Webpage Developments

John reviewed several changes to the Oregon WIN web page template. Content will be transferred to the site over the next few weeks.

VI. Network Use Fees

John handed out the draft Oregon WIN Scheduling Procedures and Fees document that has been developed and reviewed by the Board over the past year. The goal of the document is to provide consistent pricing, procedures and easy access to the network for members and non-members. The Board was asked to focus on the Maximum Fee for Services section. The discussion raised several points.

- It is difficult to set standard fees for all sites because the level of services vary from site to site. It was suggested that standard fees could be set for basic services with the understanding that additional services will incur additional charges.
- It was noted that fees could be waived in some cases due to other agreements. It was noted the fees were understood as maximum fees, not required fees.
- It was noted that re-occurring use of the network and services, such as a term-length class, should reflect a lower cost than one-time events.
- The question was raised concerning the need to differentiate between members and non-members. It was noted that Oregon WIN members cover network and operational costs by contributing a portion of their royalties to central operations. If participating member agreements can be developed that allow participating members to contribute to network operations at a similar level as members, then there would be no need to establish a pricing distinction.

It was agreed that scheduling procedures and fees should be as consistent as possible to ensure ease of network use and that each member should be able to operate as a single point of billing and access for commercial and non-member users. It was agreed that the best way to further develop policies and fees was through small-group sessions. Since fee structures among members and participating members would require individual agreements, it was decided to focus initially on establishing fee structures for commercial and non-profit users. Tom Matney, Larry Bentley, Mark Kramer and John Greydanus agreed to develop draft recommendations prior to the next meeting.

VII. Receive Sites

It was noted that 20 of the 49 contractual receive site installations have been completed. The remaining 29 sites will be installed at schools and non-profit sites as agreed to by the Board. It was agreed that identifying remaining contractual sites would be done through the initiative of individual campuses. The Board agreed that it would be good practice to make a follow-up visit to each site after the antenna is installed. The meeting would include the high school technician, an Oregon WIN technician and program coordinator, and, if a high school site, an ESD representative. John proposed that the Board focus on two additional areas for receive site development – public access channels and emergency/fire fighting sites. These two areas tie program development to network expansion in ways that benefit all participants. OPAN programming can drive PAC installations and a joint effort in EMT/Fire fighting training can drive installations at fire stations, clinics, and hospitals. The Board offered support to both efforts

VIII. Next Meeting

The next Oregon WIN meeting is scheduled for Friday, January 18, 1:00 – 3:00 P.M. at Western Oregon University.