

MINUTES
Oregon WIN Board Meeting
March 1, 2002, 1:00 – 3:00 PM
Oregon Public Broadcasting, Portland

Members Present: John Greydanus, Alan Heywood, Mark Kramer, Mike Lancaster, Cynde Leathers, Larry Pribyl, Paul Snyder. Participating Members Present: Larry Bentley, Donna Carver, John Sneed, Janet Scott, Mike Tondreau.

I. OPAN Update

Rick Hanson, Executive Director for OPAN was introduced. Rick noted that OPAN completed a two-day trial originating from OSU and serving cable public access channels in Portland and Corvallis. OPAN will begin regular broadcasts from OSU during the first weeks in April. Work continues with the installation of PEG channels in Eugene, Corvallis, Salem and other smaller communities. Rick thanked Oregon WIN for the group's ongoing support.

John Greydanus announced that OPAN is working with Oregon WIN, OPB and SOPTv to apply for several federal grants. The grant applications focus on expanding OPAN programming beyond the Willamette Valley by sharing digital backbones among all partners.

II. Additional Updates

- Monthly Royalties. John announced that in February OUS processed the first round of monthly royalty payments to members. The monthly royalties will be distributed quarterly, in February, May, August, and November of each year.
- Public Health Programming. John reported discussions were initiated with Jeff Butler, the Oregon AHEC Director, about Oregon WIN's potential for supporting a public health/medical training "channel." The meeting supported the need for a statewide distribution system for public health related programming. Mr. Butler requested that the AHECs remain informed and involved in the ongoing planning.
- Oregon WIN Website. The Board discussed the new Oregon WIN website. The site is still under development. Key information about programming and user services has to be added.
- Intergovernmental Agreement. John report the Intergovernmental Agreement was updated with minor corrections and is under final review by Wendy Robinson from the Oregon Department of Justice. Once Wendy reviews and signs off on the Agreement, John will circulate the document for signatures.

III. Discussion of Engineering Demark Points

John report several incidences where Oregon WIN incurred travel and overtime costs when the Oregon WIN engineer responded to technical problems that turned out not to be Oregon WIN related problems. John

suggested an engineering demark point at the ITFS power supply for receive sites. The sites would be responsible to provide and monitor power to the power supply. Under this scenario, Oregon WIN would continue to provide engineering support to receive sites when sites had technical difficulties, but if the technical problem was located downstream from the ITFS antenna power supply, the site would be billed the cost for the visit. Fees charged to the site would include mileage and an hourly fee, to be determined. A number of issues were raised during the discussion.

- Before the policy is implemented Oregon WIN should provide technical standards and a trouble shooting guides to ITFS receive sites. Providing standards may be difficult due the different installations and the fact that receive sites are managed by different entities. However, providing standards would help sites avoid common problems.
- Members also require information on equipment needed to maintain a 7x24 feed to STLs to help the engineers locate network interruptions
- Members and sites should be able to contest or review any charges that incur as a result of engineering work.

A written proposal will be brought before the Board at a later date.

IV. Network Fees

The Board reviewed the updated Oregon WIN network fees and a fee worksheet. The fees were accepted by the Board and will be posted at the Oregon WIN website.

V. Scheduling Procedures

The Board reviewed a draft of Oregon WIN Scheduling Procedures. The Board agreed to accept the procedures as working guidelines to be posted at the Oregon WIN website with the understanding that procedures may be modified as needs and situations change.

VI. OPB Report on Digital TV and Possible Partnerships

Mike Tondreau reported on the OPB buildout of digital television in Portland and the Willamette Valley, and early planning that is underway to extend digital service to the rest of the state. The FCC mandated shift to digital television includes uncertainty about translator stations and timelines. As OPB and SOPTv add digital television services, there are opportunities to share broadband backbones and the digital broadcasts with other program providers.

VII. Next Meeting Date

The next meeting is scheduled for April 12, 2002 from 1:00 P.M. – 3:00 P.M. and will be hosted at OSU.