

Des Moines River Valley Tele-Media

Administrative Advisory Committee Meeting
Wednesday, February 18, 1998
DMRVTM Studio, Windom
10:45 AM

Minutes

DMRVTM Members Present:

Greg East	Sioux Valley - Round Lake - Brewster
Luther Heller	Springfield
Dick Orcutt	Windom
Bob Meyer	Comfrey
Steve McCormick	Heron Lake/Okabena
Gery Arndt	Jackson County Central
Richard Gulbranson	Red Rock Central
Dave Gehrke	Mountain Lake

Others Present:

Rod Wrege	SWTC Director
Jerry Parker	SWTC Program Support Specialist

1.0 Call to Order

The meeting was called to order by Chairperson Luther Heller at 11:08 a.m.

2.0 Adopt Agenda

Motion made by Dick Orcutt, second by Greg East, to approve the DMRVTM AAC Agenda. Motion carried.

3.0 Review and Approval of Minutes from December 16, 1997 Meeting

Motion by Dick Orcutt, second by Greg East, to approve the September 26, 1997 DMRVTM Administrative Advisory Committee Minutes. Motion carried.

Motion by Greg East, second by Gery Arndt, to amend the minutes to include Steve McCormick's name under Members Present. Motion carried.

4.0 DMRVTM Operations

a. Operating Budget and Claims of Account

Rod Wrege presented the operating budget and claims of account.

Motion by Steve McCormick, second by Bob Meyer, to approve the financial reports and claims of account presented to the DMRVTM Administrative Advisory Committee. Motion carried.

b. FY97 Audit

The FY97 Audit was approved at the previous meeting.

5.0 DMRVTM Program Planning

a. K-12 Class Schedule

Jerry Parker reported on the progress of 98-99 K-12 class scheduling.

Motion by Dick Orcutt, second by Greg East, to recommend March 1 as the deadline for registration, the commitment of numbers, and the determination of the financial responsibility for those numbers on the ITV system for the 1998-1999 ITV schedule to the SWTC superintendents meeting.

b. Evening Schedule

Rod Wrege informed the committee that the evening class schedule is posted on the SWTC web site.

6.0 DMRVTM Reports and Activities

a. Video Network Report

Rod Wrege reported on the volume of usage on the ITV system, and commented on the progress of installing the new microphones.

b. Data Network Report

Rod Wrege has hired Jerry Jones, Data Network Coordinator, to fill Rod's former position.

c. Legislative/METC Report

The TAG grant agreements have been sent out for signatures. When they are signed and returned, SWTC will get their money.

Rod recommended we all contact our legislator to continue ITV funding. Rod will put a link on the SWTC web site to each legislators web site. Rod was requested to draft a form letter which can be sent to our legislators.

Rod is on a committee to help determine bandwidth equity.

d. SWTC Update

SWTC is in the process of hiring another video technician.

Rod will send out a survey to all schools to see if they have an acceptable use policy and if it addresses specific points.

The preliminary budget was approved by the Governance Board with an increase in the service contract rates.

The revised handbook is almost completed and will be brought to the Governance Board for approval.

7.0 DMRVTM Future Considerations

Rod has met with our legislators to request funding for a proposed fiber project.

8.0 Approval of Official Newspaper

Motion by Dick Orcutt, second by Greg East, to use Lamberton News as the official newspaper. Motion carried.

9.0 Update of Board Members

The DMRVTM Board of Directors list will be updated at the March 2 meeting in Lakefield.

10.0 Next DMRVTM AAC Meeting

Motion by Dick Orcutt, second by Greg East, to set the next meeting date as needed.

11.0 Next DMRVTM Board of Directors Meeting

The next DMRVTM Board of Directors meeting will be held at 6:30 p.m., Monday, March 2, 1998 at the HiLo Club, Lakefield, MN.

12.0 The meeting was Adjourned.

Respectfully submitted,

Jerry Parker, Program Support Specialist