

**Cable Advisory Panel
Yellow Springs Community Access - Channel 5
2008 Annual Report**

Presented to Yellow Springs Village Council, April 20, 2009

The effects of SB117 are now being felt. Time Warner has filed with the state to claim they have effective competition, the first action for a series of steps to negate our franchise. At this time they are claiming they no longer need to consider local input in setting rates or content offerings. Their next step will probably be dropping our franchise and accepting a statewide franchise. We can expect to receive a smaller franchise fee along with losing other agreements that are in our franchise, and possibly lose our channel on Time Warner Cable. We are looking at options to provide programming on the Internet to replace or supplement the cable channel.

Our program schedule has expanded from last year to include Miami Township Trustee meetings, and village as well as township Board of Zoning Appeals meetings. Many previous interviews and local musical presentations have been remastered from tape to DVD, and rebroadcast. Some new performances by world class musicians playing in Yellow Springs have also aired. We now accept VHS, DVD and CDs for airing, but most now arrive as DVDs or are produced on our editing equipment.

We posted many announcements in 2008, including municipality notices (leaf pick-up, rusty water, special meetings, etc.), notes from council, school events, village activities, and assorted memos of interest to viewers. Some are now being provided to us as graphics ready to air.

We added a video switcher to the Council room setup to allow switching the view to the audience and the camera operator to adjust the volume of the audience microphone. We bought 3 compatible video cameras to replace 3 obsolete VHS cameras. They have internal hard drives and external microphone inputs for recording lengthy meetings and facilitate rapid transfer to the editing stations.

We also purchased a new computer and were given a second one for station control and program editing.

We can now remotely control several functions of the station so camera operators could switch to live broadcast from the Mills Lawn conference room, library, or gym. Some station housekeeping, like posting announcements and publishing the schedule are now being done from home by volunteers using this capability.

This year increased community interest was indicated by 6 applications for the 4 expired positions on the panel.

Several more people are now volunteering at the station. Countless hours have been contributed creating programs, entering announcements, scheduling shows, servicing the equipment plus much more. We can always use more help, organizing our library of programs, checking equipment in and out, operating the camera at meetings, editing and processing programs, and many other ways.

We encourage every organization in town to provide programs about their activities and speakers, like the Senior Center, Jim's Group, and Lions Club have this year. We can help with equipment and training, and people from other organizations may also help.

Rather than force local program contributors to become members of the station in order to air their work, our approach has been to encourage the formation of an independent "Producers' Group" to facilitate assistance, training, and support of local productions. Many shows like "A Little Town Takes a Big Risk on Energy Future", "Sharon About Town", "Ageless Hearts", "Remembering the Civil Rights Movement", and two stage plays by Kay Reimers have been produced lately by Yellow Springs. There is a lot of professional and amateur talent around including the high school video club and we feel that an informal group, possibly under the umbrella of the Yellow Springs Arts Council would be beneficial.

Training on cameras and editing software continues to be available to anyone that is interested. With the availability of low cost and very capable consumer cameras and editing programs, more local producers are buying their own. We can offer advice on comparability with our equipment.

We have now established an unofficial station website [yellowsprings45387.com/YSCA] with our program schedule, station forms, and technical instructions.

In 2009 we will continue to work toward our long term goals by accomplishing the following:

- * Continue building our library to provide an ongoing history of Yellow Springs, including village and Miami Township government meetings.
- * Increase community involvement in producing shows about local activities, and in operating the station.
- * Recruit students from neighboring colleges and our public schools, who wish to meet their community service requirements by being interns or helpers.
- * Establish the ability to stream selected video onto the Internet, giving more residents access to village meetings.

In conclusion, in 2008 YSCA put to use its newer technology broadcast and editing equipment and experienced enthusiastic citizen involvement. We thank Village Council for their support and are excited about the new changes. As always, we encourage comments and suggestions, and are eager to help anyone with a story to tell.

Submitted by your Cable Advisory Panel and the Community Access station staff.
Our Motto: "Yellow Springs Community Access - It's Always Something"

attachments:

Advisory Panel Rules and Procedures, for approval
2008 Budget, for input to budgeting process
Station Rules and Procedures, for information
Position Description, Station Manager, for information

Background

As defined in Village Ordinance 280.01, Village Council established the Cable Advisory Panel to review cable operations, direct public access channel operations, receive public comments, meet with Time Warner, advise Village Council on all matters relating to cable communications and carry out such other duties as may be assigned by Council.

The Cable Advisory Panel (CAP, or panel), is a 6-member citizen panel plus one non-voting ex-officio Council/Panel liaison. CAP establishes policies that make it possible for members of the community to produce programs to be shown on Channel 5. The annual budget is supplied by Village Council from income generated by the Village's franchise with the cable provider.

The CAP provides a locally administered cable television station to the residents of Yellow Springs in accordance with the provisions of the Franchise Agreement between the Village and Time Warner. The CAP directs the operation of Yellow Springs Community Access (YSCA) Channel 5 through its station manager.

YSCA Provides:

The video equipment and facilities necessary for the production of programs documenting local government meetings.

The portable video equipment and facilities useful for the production of local community programming.

Training in producing community and local government meeting programming.

Facilitation and support, as possible, to assist community producers to be effective communicators via cable.

Access to channel time for broadcasting programs by, for, or about the Yellow Springs community.

Mission of the Cable Advisory Panel

The mission of the Cable Advisory Panel is to serve the community with timely information about village, school district, and township government activities, notification of community events, and a wide variety of other types of locally produced and sponsored productions which meet legal and policy criteria.

To fulfill this mission, the CAP will:

Respond to community needs and suggestions for both the public access channel and the Time-Warner cable service franchise.

Operate the public access channel efficiently and effectively using an appointed volunteer station manager and supporting personnel.

Provide facilities and equipment for production of shows to be aired on channel 5.

Document all aspects of Channel 5 policies, organization, procedures, and tasks, and keep appropriate records to assure that the conduct of the operation is open to the public and that new participants will find it easy to understand their tasks and roles.

Strive to make participation in Channel 5 operations easy and attractive to local citizens.

Ethics

Panel members shall act with honesty and uphold the highest ethical standards so that public confidence and trust in the integrity, objectivity, and impartiality of the CAP are preserved and

enhanced. The Clerk of Council will ensure that each panel member receives a copy of the Ohio Ethics Laws (O.R.C. Ch. 102) and related statutes (O.R.C. Ch. 2921) specifically upon their appointment. Each member of the panel should become familiar with and comply with them as they apply to appointed officials and public employees of Villages. Any CAP member who believes that he/she may have a conflict of interest with a pending panel issue should seek legal advice through Village Council prior to entering into any discussion or voting on that issue.

Duties of CAP members

Duties of All Members

- Review cable operations
Members will study the reports from the Station Manager, comments from the public, available data and surveys, and personal observations to evaluate overall cable franchise performance and public access channel operation. The panel will apply the results in the form of annual reports, direction to the Station Manager, and communication with the franchisee through the Village Manager.
- Direct public access channel operations
The CAP will direct the Station Manager by defining policy, priorities, and approving projects for execution under the supervision of the Station Manager.
- Receive public comments
The panel welcomes comments and questions from the public.
- Support negotiations with the service franchisee
The CAP will provide input to the Village Manager and, when appropriate, provide a representative to support negotiations of franchises and correction of any failures of franchisees to meet contracted standards.
- Advise Village Council
The CAP will formally initiate advice to, or respond to requests from, Council through the Council representative.
- Select Officers
The CAP will select a chairperson, secretary, and station Manager at least once a year.
- Conduct Projects
CAP will initiate and review projects and goals for the operation of Channel 5. Members will give priority attention to requests for help from Village Council.
- Prepare Reports
The panel will prepare an annual report to Council concerning activities and work of Channel 5 and CAP, including possible activities for the following year.
- Review Rules and Procedures
CAP will annually review the appropriateness of the written rules and procedures, and submit the reviewed document to Council for their comments and for the official records. Other documents addressing procedures, assignments, training, etc. shall be reviewed periodically.
- Other Roles for panel members
Individual members of the panel (like all community members) are encouraged to take responsibility for part of Channel 5 operation, including those functions listed here and in referenced documents. In those roles, the interactions with other staff members and the Station Manager need not be held in pre-announced public meetings.

Duties of the Chairperson

The Chairperson will call and conduct meetings, and speak for the panel on specified issues when so authorized by the panel. The Chairperson may not represent as CAP's position any statement not formally approved by the panel. The Chairperson must be a member of the panel.

Duties of the Secretary

The secretary will take minutes of each meeting, prepare them for review, and make corrections as determined by the panel. The Secretary need not be a member of the panel. If the secretary is not a member of the panel, the chairperson must also sign the approved minutes.

The Secretary will maintain records of public comments, equipment inventory and repairs, the key list, staff applications and assignments, program release requests, and other documentation.

The Village Clerk is responsible for maintaining the "official copy" of the panel minutes and Rules and Procedures for public access. Only the Chairperson may request assistance from the Clerk of Council for CAP work .

Duties of Council Representative to the CAP

The Council Representative is a non-voting but otherwise full member of the CAP. The Representative will report to Council any unusual or time-limited information from a CAP meeting that needs to be known before the approved minutes are delivered, and will also take questions and the request for special decisions to Council. The representative will report to CAP anything of pertinence from Council meetings, and bring any special requests for CAP from Council. The Council representative may not be the chairperson of the panel.

Duties of the Station Manager

The panel will select a station manager to be responsible for the day-to-day activities and functions of YSCA operations. The manager need not be a member of the panel. The responsibilities of the manager, and relationship with other members of YSCA are described in the position description for that role.

Meetings

All meetings of the CAP shall be open to the public, except that executive sessions may be called to deal with matters relating to personnel, or other such matters as permitted by law. The Station Manager may meet with staff or panel members about operational matters without public pre-announcement.

Meeting Schedule

Regularly scheduled panel meetings of CAP will convene monthly at 7:00 p.m. on the second Wednesday. The meeting will be in the Council room located on the second floor of the Bryan Center unless otherwise specified. The meeting time and place will be announced to the local newspaper, and may be posted on the bulletin board, web site or other applicable places. CAP will endeavor to conclude the meeting by 9:00 pm.

Special meetings may be called by the chairperson or by two panel members to conduct specific CAP business, which should be addressed before the next regularly scheduled meeting. An announcement of the time, place and purpose of the meeting will be posted on the bulletin board and local media will be notified at least 24 hours prior to such meetings.

Quorum

As defined in ordinance 280.01, three (3) panel members (not counting the Council Representative) constitute a quorum, which is required to hold any meeting.

Meeting Agenda

The chairperson shall prepare an agenda, and it shall be discussed, modified if necessary, and approved at the beginning of the meeting. Appropriate time will be allocated to each item. Following is a recommended order of business. The panel may vary from this order as needed.

Call to Order, Roll Call
Announcements
Review of Agenda
Review of Minutes
Review Communications
Hear Citizen's Inputs
Discuss Old Business
Discuss New Business
YSCA Manager's Report
Agenda Planning
Adjournment

Meeting Minutes

The secretary will prepare minutes of all CAP meetings which shall include sufficient facts and information to permit an understanding of the rationale behind CAP decisions. The minutes will be discussed, modified if necessary, and approved at the beginning of a following meeting. A signed copy shall be forwarded to the clerk of council who will keep them on file as the official minutes.

Rules of Debate

CAP meetings will be conducted using Robert's Rules of Order as a general guideline.

Citizen Inputs in Meetings

CAP shall provide for and encourage the participation of the public in its meetings. Procedures for public participation are intended to promote dialog, the full sharing of information and perspectives, and thoughtful analysis of any issues before CAP.

The agenda sets aside time for citizens to address any concerns or comments to the panel which are not on the agenda, subject to the following guidelines:

- Citizens wishing to speak must be recognized by the chairperson. When they have been recognized, they shall give their name and address, and state the subject of their concern or comment.
- Comments shall be addressed to the chairperson. No conversations will be carried on between individual citizens in attendance or with individual panel members, except as recognized by the chairperson.
- The use of profane or vulgar language or gestures while making comments will not be tolerated. Disparaging comments about the motivation or thought processes of others are inappropriate.
- Individual comments should be limited to three (3) minutes. Persons with other views on the same subject will be given equal time for response. The chairperson may terminate continued citizen discussion at any point after opposing views have been equally addressed.
- Citizens should attempt to resolve all staff personnel matters with the Station Manager prior to coming to CAP.

Budget recommendations, Cable Television - Capital fund 2009

In 2008 we purchased a control computer and 3 intermediate priced hard drive cameras with external microphone jacks. One is dedicated to Bryan Center meetings.

In 2009 we expect to upgrade our Nexus controller to support creating web ready files, which will cost between \$3000 and \$5000,

Budget recommendations, Cable Access Operating Fund - 2009

History:

2001 actual		19,478
2002 actual		15,809
2003 actual		2653
2004 budgeted		1500
2005 budgeted		2500
2006 budgeted		1500
2007 actual		1500
2008 Requested		
Maintenance of equipment	1200	
Operating Supplies	500	
Services (remote control)	300	
Total - requested		2000
2008 budgeted		1300
2008 actual		1100
2009 requested in 2008		2000

2009 operating expenses

Maintenance and repair	800	
Supplies	600	
related to a web presence:		
Video webhosting per year		3000
High speed Internet connection to transfer content. <u>(to be determined)</u>		
total requested:	4400+	

Paul Abendroth,
Station Manager
April 3, 2009

Yellow Springs Community Access

Station Rules

Mission Statement

The mission of Yellow Springs Community Access is to work with local government, community members and community organizations to create and cablecast programs that promote a sense of community and celebrate individual expression, local achievements, learning, cultural exchange, and civic engagement.

About Yellow Springs Community Access (YSCAC)

YSCA provides the residents of Yellow Springs access to the cable communications system, in accordance with the provisions of the Franchise Agreement between the Village of Yellow Springs and Time Warner. The operation of the station is under the direction of the Yellow Springs Cable Advisory Panel (CAP), which advises Council. Residents are appointed to the CAP for 2-year terms by the Village Council.

What YSCA provides

- Use of equipment and facilities for the production of local community programming.
- Training in operating the equipment and producing community programming.
- Facilitation and support, as possible, to help assist community producers to be effective communicators via cable.
- Time on the channel to cablecast programs by, for and about the Yellow Springs community.
- Cablecast of government meetings and community announcements.

How Yellow Springs Community Access operates

YSCA operates under these and other policies, rules and procedures approved by the CAP aimed at broadest participation by community members. Village government, Village Council, the CAP, and the station are equal opportunity organizations.

A volunteer Station Manager is responsible for the day-to-day activities and functions of YSCA operations but many functions are delegated to other volunteers. More information about the Station Manager and other positions can be found in the Station Manager Position Description.

All CAP and station meetings are open to the public and input is welcomed. The CAP meets on the second Wednesday of every month at 7 pm in Council chambers in the Bryan Center. The YSCA holds office hours there from 10 am to noon each Saturday.

The channel has no paid staff, so volunteers *are* the organization, and the opportunities for volunteers are plentiful. There is an informal "Producer's Group" formed to share help and knowledge among participants creating content for the station. You can assist in panel, station, or group activities including training, production, camera operations, editing, writing, directing, acting, engineering, and more. Not only will you be contributing your time,

knowledge, and interest to a unique community resource, you'll have a good time doing it. YSCA is an exciting and creative place to be.

Use of YSCA facilities and equipment

Any permanent resident of Yellow Springs may qualify. Others in the viewing area may be eligible with a resident sponsor but Yellow Springs residents have priority. You must be 18 years of age or older. An adult may co-sign for a minor but must assume all responsibilities in all phases of the minor's activity.

Application

Residents wishing to participate must complete an application form, which lists contact information and interests. Members may be asked to help others in producing programs and helping at the station.

Training

You must be trained by YSCA on any equipment being checked out or used. If you have not produced anything for a while, or there is new equipment you have not used, YSCA reserves the right to insist on retraining before the equipment is checked out.

YSCA will teach users how to use the portable equipment for capturing scenes and to use the editing equipment to prepare content for cablecast.

YSCA is an associate member of the Miami Valley Communications Council (MVCC) which offers many classes including using GL-2 cameras, production and editing.

Rules of Portable Equipment use

- Reservations for portable equipment should be made at least 24 hours in advance. The maximum time allowed for a portable equipment reservation is 48 hours.
- Taking out equipment must be done when there is an equipment volunteer at the station to check the equipment out. At that time, the volunteer and producer will review the equipment and make sure everything is in good and working order.
- All equipment borrowed must stay within a 25 mile radius of the Village of Yellow Springs. Exemptions must be approved by the manager or program director.
- Equipment must only be used for preparing a program for cablecast on the YSCA channel. A checkout form must be used to document the equipment and materials borrowed and returned. Private or commercial use of YSCA equipment is prohibited.
- Equipment should be returned when it is not actively being used, so others can use it. Exceptions may be requested from an equipment volunteer or the Station Manager.
- Shortly after return of the equipment, the user should have a program to give the station for cablecast. If there are editing difficulties, contact the station for help.
- The producer will be held responsible for damaged or lost equipment.

Rules of Editing Equipment use

- Reservations for editing equipment should be made at least 24 hours in advance. The maximum time allowed for editing equipment reservation is 4 hours.
- Editing equipment must only be used for preparing a program for cablecast on the YSCA channel. Private or commercial use of YSCA equipment is prohibited.

Program Content

Each producer has complete creative control of the content of each program. YSCA does not preview programs for content (censor) nor exercise editorial control, except in the situation where it has actual and credible advance notice of probable illegal content. The staff may preview for technical reasons.

All programs must clearly identify the title, date, and producer of the program at the beginning and/or the end.

Program Restrictions

Presentation of the following materials is specifically not authorized and may subject the producer or other responsible party to criminal prosecution or civil liability as well as disqualifying him/her from further use of the station:

- Advertising material designed to promote the sale of products or services or lottery.
- Any unauthorized copyrighted material.
- Any obscene or indecent material.
- Any deliberate misinformation that may result in harm to any individuals.
- Any material that defames any racial, ethnic, sexual, age, disabled, or religious group or any individual member of such group.
- Any advocating of violence, or words that are likely to invoke violence.
- Any slanderous or libelous materials.
- Any noncompliance with applicable federal, state and local laws and regulations.
- Credit to funding sources may only be given at the ending of the program using a statement like "This program was made possible, in part, through the assistance of . . ."
- Political endorsement or advertising by or on behalf of candidates for public office, or on behalf or against issues on the ballot. Broadcast of advocacy concerning candidates and issues on the ballot will be limited to formats such as debates and forums sponsored by non-partisan groups.

Technical Requirements

All programs submitted for cablecast must be formatted as S-VHS or VHS tape, or as DVD-VIDEO or MPEG2 on CD or DVD. Program media should be of good technical quality:

- Audio level should fall within -3 and 0 dB, with reasonable clarity.
- All programs should begin within the first 30 seconds.
- Only one program per tape or disk.
- For maximum compatibility, MPEG files, and DVD-VIDEO disks submitted for multiple play, should have the following characteristics:
 1. maximum file size: 4.4 GB
 2. filenames no longer than 10 characters, with no spaces or special characters. Use .jpg extension.
 3. container format: elementary MPEG-2 Program stream (not Transport stream)
 4. frame rate: 29.97 pictures per second
 5. video bit rate: Variable, 7 Mb/sec max., 1.5 Mb/sec min.
 6. aspect ratio: NTSC 4:3
 7. video resolution: Full (720 horizontal x 480 vertical) or half (352 x 480)
 8. sampling format: 4:2:0
 9. structure: IBBP group of pictures (GOP) 30 frame max size
 10. Audio encoding: audio layer II (linear PCM or AAC can be converted)
 11. audio sample frequency (rate): 44.1 or 48 KHz
 12. audio bit rate: 224 or 192 Kb/sec

Program Submittal

Programming may be dropped off in the basket in the lobby of the Bryan Center; or mailed to Village of Yellow Springs, 100 Dayton St., Yellow Springs OH 45387 Attn: Community Access.

Videotapes or disks must be submitted in an enclosed case along with a completed Program Release form. Each program or cablecast must be consistent with these rules and procedures. Videotape or DVD, and case must be clearly labeled stating the program title, program run-time to the nearest second, and name, address and telephone number of Yellow Springs resident submitting media. No stick-on labels are allowed on CDs or DVDs

Videotapes and DVDs will be available for pick-up within ten business days after submittal. Any media unclaimed after 30 days will be archived, recycled, or discarded at the discretion of the staff. The station is not responsible for loss or damage of videotapes or disks. If station media was used for the master, the producer may make or purchase a copy at cost.

Program Scheduling

Live and rebroadcast programs of local government meetings receive top priority for scheduling cablecast time. Programming produced and submitted by residents or organizations of Yellow Springs is the next highest priority. Programming produced by a citizen or organization of another community, about Yellow Springs or of special interest to the community but sponsored (submitted) by a citizen or organization of Yellow Springs will receive the next highest scheduling priority. Otherwise, applications will be processed and scheduled on a nondiscriminatory basis to ensure that no one person or organization monopolizes cablecast time to the disadvantage of others. YSCA reserves the right to schedule programs at times appropriate to best serve the community.

Program and Media Rights

Ownership, non-commercial copyrights and content responsibilities belong to the producer of the material. However, the YSCA reserves the right to cablecast any program or any portion of submitted program at anytime and for any purpose. The staff will not duplicate a community producer's program for anyone other than the producer without his/her written permission.

Community Bulletin Board / Announcements

Between scheduled programming, the channel cablecasts announcements of non-profit, community-related events and services. A brief textual message will be cablecast on an automatic, rotating basis, for several days prior to the event.

No commercial products or services may be advertised.

Announcements of non-profit events that charge an admission fee can include it in the body of the announcement.

Announcements of for-profit events of general interest to the community that charge an admission fee can state that a fee will be charged in the body of the announcement but not specify the amount.

Forms for announcements are available in the Brian Center lobby and on the yellowsprings45387.com/YSCA unofficial website. Announcements may be dropped off in the basket below the forms, mailed to Village of Yellow Springs, 100 Dayton St. Yellow Springs, OH 45387 Attn: Community Access or submitted by e-mail to communityaccess@yso.com.

Alternately, picture files of the announcement may be prepared in computer programs such as Powerpoint or Paint and sent by e-mail, US mail, or dropped off in the basket on floppy disk. Files must be in .jpg format and should be between 10 and 100 kilobytes in size. The shape is best at 4:3 width to height ratio (ie. 800 x 600 pixels) and allow space around lettering as some TVs crop the view.

Staff may edit messages to fit the limited space on the screen. Remember the 5 Ws; Who, What, When, Where, Why?

Responsibilities of the Producer

All access users are fully responsible for the content of their programs. The producer is responsible for obtaining all clearances for use from the owner of any copyrighted or protected material, including music licensing organizations, program distributors, and any other persons necessary to authorize transmission of program material on the access channels. (Time Warner has agreements with the 3 music licensing agencies.) The producer is responsible for securing all talent releases and ensuring the cablecasting of the program does not violate the rights of a third party. The producer of programs dealing with political candidates and/or issues is responsible for complying with all local, state, and federal election laws. All Community Access users shall indemnify and hold harmless the Village of Yellow Springs, its officers, officials, boards, commissions, agents, volunteers and employees from any and all liability, damage, injury, judgment, including cost of defending claims (including attorney's fees) arising from or in connection with any claim for failure to comply with any laws, rules or regulation of federal, State or local government, or rules or regulations of the Federal Communications Commission, claims of libel, slander or invasion of privacy, claims of infringement of copyright, patent or unauthorized use of any material or trademark, servicemark or image, or for any other injury or damage in law or in equity claimed as a result of, or from, or connected with access user's use of access channel time. The foregoing shall include obscenity claims as well as any and all other claims related to scheduling or programming on Community Access channel time.

Complaints or Comments

Viewers wishing to file a formal complaint may do so in writing. The complaint will be forwarded to the producer or sponsor of the program, who will be responsible for addressing the complaint. If the station receives a complaint that a cablecast has violated a criminal law or administrative rule related to the content, the station will notify the appropriate law enforcement agency and suspend future cablecast of the program until the law enforcement agency has resolved the legality of the material.

Producers with a complaint should try to resolve the problem with the Program Manager first. If unsuccessful, try to resolve the problem with the Station Manager. Third, you may address the CAP in writing. You will then be invited to address them at the next scheduled CAP meeting.

Unofficial Website

Forms, instructions, and the program schedule are available on the unofficial YSCA website at:

<http://yellowsprings45387.com/YSCA/>

**POSITION DESCRIPTION
STATION MANAGER
YELLOW SPRINGS COMMUNITY ACCESS - CHANNEL 5**

A. Duties and Responsibilities

Serves as Station Manager of the community access cable channel of Yellow Springs, Ohio. YSCA serves the community by providing live and recorded coverage of village, school, and other public meetings, productions of local citizens and organizations, notification of upcoming events, and other material of interest to the community. Recording and editing equipment is made available by formal agreement to qualified members of the community to produce shows to be aired on the station.

The Station Manager is appointed yearly by the Cable Advisory Panel (CAP) of the Yellow Springs Village Council. The duties and responsibilities of the panel are described in the Cable Advisory Panel Rules and Procedures document.

The Cable Advisory Panel retains responsibility for:

- Station policy
- Creating budgets and arranging for funds
- Approving new staff members
- Selecting, supervising, and evaluating the Station Manager
- Reporting to Village Council and interfacing with the Village Manager
- Making recommendations concerning the Time-Warner Franchise
- Long term planning
- Soliciting, interpreting, and implementing public input into station policy where appropriate.
- Approving major projects
- Responding to appeals concerning Station Manager decisions.

The Station Manager is responsible for the overall operation of channel 5, including:

- Implementing the policies, priorities, and projects approved by the Panel
- Developing operating procedures for each task which are consistent with policies and other decisions of the Panel
- Developing training materials and task instructions for all activities
- Supervising, training, and evaluating staff within a collaborative working environment
- Keeping abreast of legal and technical requirements of public access television
- Maintaining office hours and a means of contact for the public
- Planning and managing the equipment and facility
- Providing reports to the panel and providing input to panel reports and budgets
- Resolving public comments, complaints, and service reports and/or passing them on to the CAP
- Maintaining a record keeping system to:
 - Manage the library of programs
 - Document staff, including their skills and preferences and their delegated responsibilities and tasks
 - Manage inventory, inspection, repair, and checkout of equipment
- Effecting repair of equipment
- Stocking appropriate supplies

Specific responsibilities relating to the day-to-day functioning of the station:

- Assuring timely and appropriate scheduling, programming, and community bulletin announcements
- Staffing scheduled live government meeting programs
- Preparing cameras, batteries, and other equipment for checkout by users
- Loading and queuing programs for broadcast
- Scheduling program times and posting the program schedule
- Checking and processing the mail, the forms tray in the lobby, e-mail, and phone messages

The Station Manager is encouraged to delegate these responsibilities and tasks to other volunteers as appropriate.

B. Supervisory Control and Guidelines

The Station Manager works under the direction of the Cable Advisory Panel which establishes policy, assigns projects and areas of responsibility, and periodically reviews the Station Manager's effectiveness. The Station Manager works within the written policies, priorities, and decisions of the CAP and applicable public law.

Actions taken by the Station Manager and staff are to be consistent with and shall advance the YSCA mission as defined in the CAP and Station Rules and Procedures documents.

The Station Manager serves at the pleasure of the CAP. This position is part time and unpaid. The Station Manager delegates specific responsibilities and tasks to other volunteers. At times some specific tasks may be assigned to paid staff of the Village or contracted out by the Village Manager. The Village (including its Cable Advisory Panel) is an Equal Opportunity Employer.

C. Personal Contacts

Works with the CAP, Village Manager, program producers, volunteer staff, and community members. Receives and addresses public comments, complaints, and service reports.

D. Work Environment

The office and studios are available for use by the manager, but many of the responsibilities can be accomplished outside these facilities.