

AGENDA for July 9th 2026 CATV Board Meeting at 5:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Call to Order and Roll Call

2. Approval of Previously Unapproved Meeting Minutes

3. Citizen Input

4. Manager's report: In Packet

5. New Business

A. Report by Manager Nightoak on attendance at the Alliance for Community Media conference on June 22-25. (Informational)

B. 2027 Budget (Informational and Discussion)

C. Equipment needs (Informational)

6. Unfinished Business

A. Drone Training and Licensing (Informational)

B. Upcoming WLOO CATV Events (Informational):

7. Future Agenda Items and Announcements

A. Invite to team meeting

Next Meeting, Thursday August 13th, 2026 at 5:00 pm.

8. Adjournment Motion

Michelle Nightoak
WLOO CATV Station Manager

Minutes for June 11th 2026 CATV Board Meeting at 5:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Call to Order and Roll Call. – *Cotting called to order @5:16pm - Kovacs, McKay present. Manager Nighthoak present.*

2. Approval of Previously Unapproved Meeting Minutes: April 9th, 2026 (May 14th meeting was cancelled) – *Cotting/Kovacs. Unanimous. 5:18pm.*

3. Citizen Input – *Citizen/owner at local business stated to Manager Nighthoak earlier that evening how appreciative she is that Waterloo has a local cable TV station who covers the governmental and school board meetings so she can watch them on her own time and stay informed.*

4. Manager's report: In Packet

Kovacs asked if Senior Videographer Autumnrain (Landino) is still working for the station, which was confirmed as a "yes." Director Sparks was on vacation and not present, but Manager Nighthoak detailed the new plans for archival media backup. Nighthoak also confirmed that a cohost for Chris's Classic Cinema is still pending; Cotting advised Sparks will donate her time for the July episode as a cohost.

5. New Business

A. Organizational Meeting:

i) Election of WLOO CATV Regulatory Board Chair

McKay nominated Cotting as Board Chair. Kovacs seconded. McKay/Kovacs both voted aye and Cotting abstained. Motion carried at 5:33pm.

ii) Status of WLOO HQ (informational)

Manager Nighthoak briefed the Board on new security measures requested by Solarium management, including the request for release of personal contact information for all WLOO employees; McKay agreed keeping such information confidential is preferred and expressed appreciation that Manager Nighthoak and Director Sparks jointly decided against that release. WLOO is currently needing to sustain their contingency plan for operations out of City Hall due to the changes; review of the 5 year license agreement is needed and a decision made on adjustments to rent paid. Cotting offered some ideas for alternate office space which Nighthoak will investigate.

B. Mid-year Fiscal Review

The May financial Monthly Report was reviewed; the first cable TV franchise fee payment for the year was received and overall WLOO is on track for spending for the year.

C. Upcoming WLOO CATV Events:

Manager Nighthoak will be attending the Alliance for Community Media conference from June 22 -25 in Madison and will report back at the July Board meeting.

Upcoming events scheduled for filming include: the Tom Hamilton Night ceremony, Kiss the Cow results, Big City Vehicles, and the Fourth of July.

6. Unfinished Business

A. Drone Training and Licensing (Informational) – *Due to other station priorities, this project was put on hold and is still pending updates and completion.*

B. Mayoral Request to work with WLOO to get a conference call capability to YouTube broadcast system working and patched into the existing audio system. (Informational) – *There are no updates on this; decision to carry over to next meeting at 6:33pm.*

7. Future Agenda Items and Announcements

Report about June's Alliance for Community Media conference.

2027 Budget – *Board Chair Cotting will discuss with Manager Nightoak and Director Sparks and a draft budget will be completed by August. There are planned changes to line items for better categorization, including for grant applications; possible pay raises were also discussed.*

Next Meeting, Thursday July 9th, 2026 at 5:00 pm.

8. Adjournment Motion – McKay/Kovacs. Unanimous. 6:43pm

Minutes respectfully submitted June 16, 2026 by Michelle Nightoak, Station Manager

WLOO CATV Monthly Manager's Report for mid-June to mid-July 2026

The City Treasurer's Monthly Report for May is the most recent available and was previously reviewed at the June Board meeting. Manager Nightoak's meeting with the City Treasurer to discuss the 2027 budget and the new payroll and financial system is set for July 22nd at 2:30pm.

PROJECTS

- Project Reverb is nearly complete, with a finished SOP and visual reference material pending.
- The potential collaboration with the Waterloo Area Historical Society is still pending; Manager Nightoak will be contacting them via email this week to arrange a meeting.
- The archival project is currently on hold due to personnel costs.
- The drone project has changed due to unresolvable equipment issues; Director Sparks is working on alternative arrangements.

PRODUCTION

- Director Sparks is working closely with the Fire Rescue and Police Departments on Fill the Squad.
- The Fourth of July footage will be edited and uploaded soon.
- One of the City Hall cameras has significant technical issues; Director Sparks and Manager Nightoak are investigating options for repair or replacement.
- Director Sparks has been providing personalized feedback to videographers to improve event filming and editing.