

CALOP Commission Meeting Minutes
Thursday, July 24, 2014
University City, University City Library, Auditorium
6:00 PM

Members in Attendance: Claire Linzee, Beth Von Behren, Eric Friedman

Members Excused: Dennis Finnegan, Councilmember Terry Crow

Members Absent: Dennis Riggs

Others in Attendance: Patrick Wall, Arion Ford (Intern)

Guests: None

Call to Order

The meeting was called to order by Mr. Friedman at 6:05pm.

Approval of Agenda

A motion was made to approve the agenda by Ms. Von Behren and seconded by Ms. Linzee. The motion carried unanimously.

Approval of Minutes

A motion was made to approve the March 27, 2014, minutes by Ms. Linzee and seconded by Ms. Von Behren. The motion carried unanimously.

Chairman's Report

Library Grant: Mr. Friedman reported an idea was proposed to create 5 minute PSAs to support programs and issues in University City. CALOP passed a resolution to complete the project, which includes the involvement of other organizations from University City. The project is on hold due to Ms. Thierry communicating that she is resigning. Mr. Friedman has emailed and called Ms. Thierry and unable to receive any response. Mr. Friedman will call and email Councilman Crowe, Council Liaison, if he would assist the commission on getting a response from Ms. Thierry. Mr. Friedman asked if the others present would like to head the committee so CALOP can move forward with it.

Oral History Project: Arion and Mr. Friedman explained the work that is being done on this project. They are looking into options to get the DVDs transcribed by Washington University. Mr. Friedman recommended long term storage of the hard drive to be kept by the University City Library and a copy at the Washington University and UMSL archives.

A motion was made for a resolution to store one copy of hard drive and DVDs at Library, one set of DVDs for CALOP archives, one set of DVDs at Wash U, and one set of DVDs at UMSL and Missouri History Museum if they will all accept them by Ms. Linzee and seconded by Ms. Von Behren. The motion carried unanimously.

After discussion with Mr. Wall, the University City Library will be an archive of finished products and Washington University will be the archive for unfinished products.

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Charge for duplicating DVDs is \$5.00 with a label on it. Mr. Friedman recommended developing a budget for duplicating 60 DVDs and one Mac hard drive on the duplicating machine at HEC-TV. A motion was made to approve \$2,000 for duplication of DVDs

for the Oral History Project by Ms. Von Behren and seconded by Ms. Linzee. The motion carried unanimously.

A motion was made for another \$2,000 for hard drive purchase to provide backups and to distribute by Ms. Linzee and seconded by Ms. Von Behren. The motion carried unanimously. If institutions will pay for it, they will be allowed, but not required.

It is the intention of CALOP to create a license for individuals to use and distribute the material as long as it is not being sold.

Future of CALOP Committee: Mr. Friedman asked if all the commissioners wanted to serve on the committee. Ms. Von Behren agreed to be on the committee.

Intern Budget: Mr. Friedman asked for a motion to renew budget from the last intern. Arion Ford is being paid \$11.06/hour and working no more than 30 hours per week. Reports are being created and signed off by Mr. Friedman. He asked to continue this through September of 2014 and then reassess the budget.

A motion was made by Beth Von Behren to approve a budget of \$3,000 (8 weeks of pay) for Arion Ford to be paid for working as well as be reimbursed for mileage for driving to and from HEC-TV and seconded by Ms. Linzee. The motion carried unanimously.

Edie Bernard: Ms. Bernard provided a proposal, but never became eligible to complete the project or implement the proposal. Mr. Friedman believes the commission should decide whether to pay Ms. Bernard the \$750 she requested. It was suggested by one of the commissioner's to pay Ms. Bernard half of the amount requested because she did put some time and work into the proposal. It was noted that there was no signed contract.

Ms. Von Behren moved to pay Ms. Bernard half of what she is asking, or \$375, seconded by Ms. Linzee. The motion carried unanimously.

Mr. Friedman stated he would write the letter explaining the commission's reasoning for the amount of payment. Once the letter is signed and returned, payment can be issued.

Treasurer's Report

A motion was made to approve the FY 15 Fiscal Year budget as a zero budget under the understanding monies in reserve can be used up to \$25,000 without approval of the City Manager by Ms. Von Behren and seconded by Ms. Linzee. The motion carried unanimously.

Liaison Report

Victim's Voices: No updates to report.

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Jim Crow to Barack Obama: The film has been completed. Trying to schedule time for viewing at the Library.

Elegy to Connie: No updates to report.

CALOP School Project: No updates to report.

Johnnie Be Good: No updates to report.

The Fred Wehrenberg Story: No updates to report.

Other Items

Library Camcorders: Patrick Wall presented to CALOP a proposal for the video contest. Mr. Wall asked for funds to purchase Sony cameras. He stated the cameras would be checked out to members of the public. A motion was made to approve spending \$2,000 out of the office supplies budget to purchase the cameras by Ms. Von Behren and seconded by Ms. Linzee with no further discussions. The motion carried unanimously.

Five Year Plan: Needs to be reviewed and updated. Asked for it to be reviewed and would like to reserve discussion about this until there is a review from Future of CALOP committee, which should be in about three (3) months.

Keith: Provide package for new commissioners including copy of contract and checklist.

Nomination of a Vice Chair: A motion was made by Ms. Linzee to nominate Ms. Von Behren to be Vice Chairperson, seconded by Mr. Friedman. The motion carried unanimously.

Commissioners present believe vacancies should be filled in order to have a full commission of members to make the important decisions needed as opposed to waiting until they decide on the direction.

Mr. Friedman recommended developing a document and put into CALOP rules that persons who do not show up to three meetings, communicate by emails, return phone calls, or have an excused absence be removed from the commission. A motion that individuals who do not attend meetings, do not have an excused absence, or respond to meeting requests per the meeting wizard after three meetings be removed as a commissioner was made by Ms. Von Behren, seconded by Ms. Linzee. The motion carried unanimously.

Members agreed that new commissioners would sign an agreement to serve and agree to this commission rule.

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Next Meeting Date (Tentative)

The next meeting is scheduled for August 28, 2014, at 6:00pm. Location is University City Library – Auditorium

Adjournment

A motion was made by Ms. Von Behren and seconded by Ms. Linzee to adjourn the meeting at 7:42 pm. The motion carried unanimously.