

**FOR INTERNAL BUSINESS RECORDS ONLY**

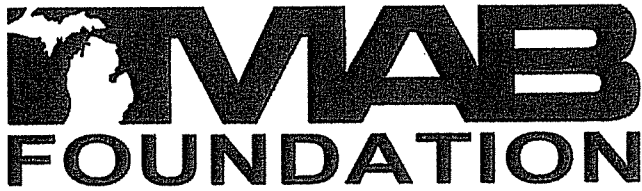
**WILX-TV**

**RECRUITMENT INITIATIVES FORM**

**June 1, 2007-May 31, 2008**

	Type of Recruitment Initiative (Menu Selection)	Date	Brief Description of Activity & Scope of Broadcaster's Participation
1.	Participation in job fairs	10/27/07	The Creative Services Mgr. attended the Michigan Association of Broadcasters Foundation Job Fair on Saturday, October 27, 2007 at Lansing Community College.
		03/11/08	The Human Resources Director and Operations Manager attended the Broadcast Career Fair for Michigan in Grand Rapids on Tuesday, March 11, 2008.
		04/30/08	A WILX Meteorologist attended a job fair at Springport Public Schools on April 30, 2008.
		2/22/2008	The Human Resources Manager attended a job fair at the University of Phoenix in Lansing, MI
2.	Internship Program	Ongoing	WILX has partnered with Michigan State University to offer students the opportunity to learn about broadcasting while earning college credit. During this reporting year, four (4) students participated in the internship program. One student worked in promotions, three students worked in the sports department.
3.	Participate in events relating to career opportunities in broadcasting sponsored by educational institutions.	03/11/08	A WILX Sports Anchor participated in a seminar on sports reporting sponsored by the Michigan Association Broadcasters.
		05/22/08	The Human Resources Manager participated on a panel for outgoing seniors interested in Arts & Communications on May 22, 2008 at Springport High School.
		10/30/07	A WILX Account Executive was invited to a "Meet the Media Night" at Michigan State University. He spoke with students who were interested in pursuing a career in TV Sales.
		05/30/08	Three WILX Account Executives participated in a Job Fair for students at Haslett Jr. High School on May 30, 2008. Approximately 150 students participated.
4.	Job Shadowing	10/9/07	A Holt High School student job shadowed the WILX Operations Manager on October 9, 2007 to learn about the operations of a Television station.
5.	List every upper level job opening in media trade group whose members include substantial	Ongoing	WILX lists every job opening with numerous media trade groups that include participation of women and minorities. See MRSL.

	participation of women and minorities.		
6.	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination		On May 15, 2008, the Station's Human Resources Manager participated in a training session conducted by WILX's outside communications counsel concerning FCC EEO compliance.



## Michigan Association of Broadcasters Foundation

### Founders Club

#### Endowment

Jerry P. Colvin

Charles D. Fritz

Michigan Association of  
Broadcasters

W. Lawrence Patrick

WBKB/WBKP/WBUP-TV  
& The Marks Foundation

Nancy Waters and  
Mark Waters

November 1, 2007

Judy Kirk

WILX-TV

500 American Rd.

Lansing, MI 48911

Dear Judy,

On behalf of the MAB Foundation Board of Directors and the BCBC Planning Committee, thank you for making the 2007 Broadcasting Career Builder Conference (BCBC) a success!

#### Membership

Elaine Baker

Ross A. Biederman

P. Thomas Bryson

Jock T. Fritz

Bruce I. & Susan E.  
Goldsen

Iacobelli Foundation

Peter A. Kizer

Carl E. Lee

Robert G. Liggett, Jr.

Patrick J. Mullen

Robert F. Ottaway

Gary A. Reid

Tom & Sue Scanlan

Willard Schroeder

Richard Sommerville

Stephen Trivers

William J. Wertz

Karole L. White

As a valuable sponsor of the BCBC, we are especially appreciative of your support. With your generous sponsorship, we were able to offer attendees an informative and professional conference. We have received many positive comments from the attendees and our speakers regarding the conference and we believe it to be a great success.

Enclosed you will find examples of some of the recognition and events your sponsorship dollars went for. We had more than 150 individuals participate, many of whom are interested in pursuing and/or furthering their career in broadcasting. Your sponsorship is a true investment into the future of our industry!

Your participation as a sponsor of the BCBC may offer you the option to receive EEO credit. MABF encourages that you place the enclosed information, as well as any other fliers, registration materials, and affidavits of PSAs aired, with your EEO records. Any questions regarding possible EEO credits should be directed to the MAB's Legal Counsel, David Oxenford, at 202-663-8128.

Once again, thank you for your sponsorship! We look forward to working with you in the future.

Sincerely,

A handwritten signature in dark ink, reading "Julie Sochay".

Julie Sochay

MABF Executive Vice President

Enclosures

819 N. Washington Ave.

Lansing, MI 48906

Phone: (517) 484-7444

Fax: (517) 484-5810

[www.michmab.com](http://www.michmab.com)



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## **Founders Club**

## **Michigan Association of Broadcasters Foundation**

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March 24, 2008

Judy Kirk

WILX-TV

500 American Rd.

Lansing, MI 48911

RE: MABF Broadcasting Career Fair at GLBC

Dear Judy:

This letter is to thank you for your participation in the 2008 MABF Broadcasting Career Fair on Tuesday, March 11 at the DeVos Place in Grand Rapids. More than 250 students and business-minded professionals attended this year's event. We hope that you were able to meet and collect information on potential employees and interns.

Our records show that the following people attended the career fair on behalf of your station(s):

The information about the MABF Broadcasting Career Fair at GLBC was widely disseminated and marketed, including distribution to resources with a high volume of minority and women candidates. The influx of students that were present at the awards ceremony, career fair and career tract was proof that information regarding employment opportunities was made available to many valuable and new sources.

As you know, participation in the career fair may count as one of the Outreach Prong 3 – Menu Option Initiatives with regards to obtaining EEO credits. As mentioned in previous mailings, your efforts in promoting and planning this event are very important to the FCC in considering possible EEO credit. Any questions should be directed to the MAB's Legal Counsel, David Oxenford at 202-973-4256.

The MABF asks that you place this letter, as well as any other fliers, registration materials, and affidavits of PSAs aired, with your EEO records.

Thank you for your participation, we hope the event proved useful in your station recruiting efforts.

Sincerely,

A handwritten signature in cursive script that reads "Julie Sochay".

Julie Sochay

Executive Vice President, MAB Foundation

## Judy Kirk

---

**From:** Comments [comments@wilx.com]  
**Sent:** Tuesday, February 26, 2008 9:16 AM  
**To:** Nicholas Ferreri  
**Subject:** FW: Springport Career Fair

Any interest?

-----Original Message-----

From: Paige Miller [mailto:Paige.Miller@springportschools.net]  
Sent: Tuesday, February 12, 2008 4:08 PM  
To: judy.kirk@wilx.com  
Subject: Springport Career Fair

Hi Judy.

Springport Elementary is having a Career Fair on April 30 from 9:30-11:00. We are looking for a familiar face or two who would be interested in presenting about their career at the station. There will be 3 sessions, about 30 minutes each, for either grades K-2 or 3-5. Do you know of anyone who would be willing and able to make it?? Thank you so much for your time!!

Paige Miller  
First Grade Teacher  
Springport Elementary School

*Nicholas  
Ferreri  
attended*

## University of Phoenix Fact Sheet (As of February 29, 2008, unless otherwise indicated)

### Founded

1976 by Dr. John G. Sperling

### Accreditation

University of Phoenix is accredited by the Higher Learning Commission and is a member of the North Central Association (nchlc.org). Axia College is a college of University of Phoenix.

The Associate of Arts in Business, Associate of Arts in Accounting, Bachelor of Science in Business, Master of Business Administration, Master of Management, Doctor of Management and Doctor of Business Administration programs are accredited by the Association of Collegiate Business Schools and Programs (acbsp.org).

The Master of Counseling program in Community Counseling (in Phoenix and Tucson) and the Master of Counseling program in Mental Health Counseling (in Utah) are accredited by the Council for Accreditation of Counseling and Related Educational Programs.

The University of Phoenix Master of Arts in Education program with options in Elementary Teacher Education and Secondary Teacher Education is pre-accredited by the Teacher Education Accreditation Council (TEAC) for a period of five years, from December 20, 2007 to December 20, 2012. For additional information, visit [teac.org](http://teac.org).

The Bachelor of Science in Nursing and the Master of Science in Nursing Program programs are accredited by the Commission on Collegiate Nursing Education.

In British Columbia, the University of Phoenix was accredited by the Private Post-Secondary Education Commission (PPSEC) in 2002. That agency is now called the Private Career Training Institutions Agency (PCTIA).

### Central Administration Offices

4615 East Elwood Street  
Phoenix, Arizona 85040  
480.966.9577

### Website

[phoenix.edu](http://phoenix.edu)

### Management Team

Bill Pepicello, *President, University of Phoenix*

Adam Honea, *Provost and Senior VP of Academic Affairs*

Terri Bishop, *Chief Communications Officer*

Larry Fleischer, *Vice President, Finance*

### Campuses and Learning Centers

Classes are offered at campuses and learning centers in 39 states, Puerto Rico, District of Columbia, Netherlands, Mexico, Alberta Canada and British Columbia, Canada. Classes are also available via the Internet through the University's Online Campus.

### University of Phoenix Schools

Axia College of University of Phoenix

The John Sperling School of Business and Technology

College of Graduate Business and Management

College of Information Systems and Technology

College of Undergraduate Business and Management

The Artemis School

College of Arts & Sciences

College of Education

College of Health and Human Services

The School of Advanced Studies

### Enrollment

330,200

### Enrollment Breakdown by Degree

Associate: 121,200 (37%)

Baccalaureate: 136,400 (41%)

Graduate: 67,000 (20%)

Doctoral: 5,600 (2%)

### Student Demographics (as of August 31, 2007)

Average student age is 34

Female – 65%; Male – 35%

Ethnicity Percentage

African American: 26.3%

Asian/Pacific Islander: 4.0%

Caucasian: 52.9%

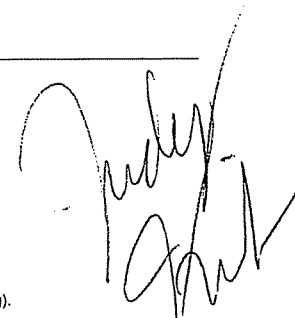
Hispanic: 11.5%

Native American/Native Alaskan: 1.5%

Other/Unknown: 3.8%

### Faculty (as of August 31, 2007)

Faculty Members: 21,302





## WILX INTERNSHIP FORM

Student Name: Kendra [REDACTED]

School: Michigan State University

Term: Spring/Summer Year: 08 -

Department: Promo  
Letter on file: Y/N

Supervisor: Graig Tucker  
End of Internship: \_\_\_\_\_

Start: 3/10

Work Schedule:	
M	<u>2-5</u>
T	<u>—</u>
W	<u>—</u>
Th	<u>—</u>
F	<u>(2-5)</u>

### Contact Information:

Address: [REDACTED] City: East Lansing State: MI

Phone: [REDACTED]

### Emergency Contact Information:

Name: Phillip [REDACTED]

Address: [REDACTED] City: [REDACTED] State: [REDACTED]

Phone: [REDACTED]



**The MAB Foundation Internship Program**  
Student Application

Name Gatini  
School Rochester College  
Year (circle one) FR SO (JR) SR Expected graduation (mo/yr) 5-2008  
Current Address [REDACTED]  
City Detroit State MI ZIP 48228  
Phone number [REDACTED] Email [REDACTED]

1. I am currently seeking an internship with:
- ☒ A TV station
  - ☐ A radio station
  - ☐ Either a TV or a radio station
2. My areas of interest within the broadcasting industry are News writing and reporting.
3. I heard about the MABF Internship Program from:
- ☐ A professor
  - ☐ A friend
  - ☐ The MABF Web site
  - ☐ Local Advertising (TV or radio)
  - ☒ Other Representative at a Specs Howard Career Fair.

By signing this application, you agree with the following statements:

- ~ I am pursuing a degree in broadcasting, telecommunication, media studies, engineering or related field;
- ~ I am currently enrolled at a Michigan college, university or vocational school and will be throughout the duration of my internship;
- ~ I am prepared and willing to accept an internship, if offered, and I understand that failure to accept an invitation will prohibit me from receiving the honorarium and from participating in the MABF internship program in the future.

Signature Gatini Date March 13, 2007

Please submit the following materials to the MAB Foundation office:

- ✓ Completed application
- ✓ Resume
- ✓ Brief essay outlining career goals (200-300 words)
- ✓ Letter of recommendation from a faculty member

MICHIGAN ASSOCIATION OF BROADCASTERS FOUNDATION  
819 N. Washington Ave., Lansing, MI 48908 • Phone: (517) 484-7444 • Fax: (517) 484-5810  
Email: [mabf@michmab.com](mailto:mabf@michmab.com) • Website: [michmab.com](http://michmab.com)

*Spring/Summer 07*



Judy,

Just an FYI. I am speaking at Maplewood elementary school in Vermontville Tuesday (3/4) morning. They asked me to come out for March is reading month.

On Tuesday (3/11) I am on a panel for future sportcasters at the MAB convention in Grand Rapids.

Jeremy

## Judy Kirk

---

**From:** Megan Merrill [Megan.Merrill@springportschools.net]  
**Sent:** Monday, April 21, 2008 2:47 PM  
**To:** judy.kirk@wilx.com  
**Subject:** Senior Presentations

Judy,  
I was wondering if you would be interested in serving on an interview panel for 2 seniors that want to go into the Arts & Communications career pathway on Thursday May 22nd from 8:00 am - 10:00 am. As the instructor for the Senior Transitions course, I require the students to present their portfolio and go through an exit interview for their final exam and I am categorizing them by career pathway.

Would you be willing to do this?

Megan

## Judy Kirk

---

**From:** Mark Hopwood [mark.hopwood@wilx.com]  
**Sent:** Monday, October 29, 2007 4:37 PM  
**To:** 'Judy Kirk'  
**Subject:** FW: Meet the Media

Judy, below is her email address: [morale27@msu.edu](mailto:morale27@msu.edu)

She is a JRN prof @ MSU and can probably answer your questions if you'd like to e-mail her. Thanks!

Mark

## Mark Hopwood

Sales Account Executive  
WILX NBC 10 Lansing/Jackson  
(517) 393-0110 ext. 330  
(517) 719-8730 c  
(517) 393-8555 f  
[www.wilx.com/apartments/featuredproperties](http://www.wilx.com/apartments/featuredproperties)  
In need of a new pad? Click the above link and...  
Take a Tour of Your new Home!

**Remember, ONLY Television can give:**  
**The right message**  
**To the right people**  
**At the Right Time**  
**In the Right Place!**

---

**From:** Mark Hopwood [mailto:mark.hopwood@wilx.com]  
**Sent:** Monday, October 29, 2007 3:34 PM  
**To:** 'morale27@msu.edu'  
**Subject:** Meet the Media

Hi Rosa,

Sure, I'd be glad to shed some light about what it is like to live/work/breathe television ad sales. I do use a lot of my JRN skills to write and produce commercials on a daily basis.... So will there be all sorts of COM students there? Or is just for JRN students?? Please let me know. I received your last e-mail with all of those questions... so I will probably get a chance to get a "bio" back to you asap. Sound good?

Thanks again for thinking of me.

Regards,  
Mark

## Mark Hopwood

Sales Account Executive  
WILX NBC 10 Lansing/Jackson

5/28/2008

(517) 393-0110 ext. 330

(517) 719-8730 c

(517) 393-8555 f

[www.wilx.com/apartments/featuredproperties](http://www.wilx.com/apartments/featuredproperties)

In need of a new pad? Click the above link and...

Take a Tour of Your new Home!

**Remember, ONLY Television can give:**

**The right message**

**To the right people**

**At the Right Time**

**In the Right Place!**

## Judy Kirk

---

**From:** Mark Hopwood [mark.hopwood@wilx.com]  
**Sent:** Tuesday, October 30, 2007 11:46 AM  
**To:** 'Rosa Erendira Morales'  
**Cc:** 'Judy Kirk'  
**Subject:** RE: Need Panelist for Meet the Media Night

BIO:

Mark Hopwood  
WILX TV-10 Sales Account Executive

Born in Lansing, 1982, grew up in Haslett. Attended Haslett High (2001 Grad) before Graduating from MSU in 2005 with a broadcast JRN degree. Interned & worked for various TV stations, including CBS Sports in NYC living on the lower east side of Manhattan in 2004 for the summer... photog at Channel 6, Hom TV anchor, ABC 53 News intern (on Tv before hondo) LSJ Sports Stringer, & finally Sales Account Exec in 2005 at WILX TV.

I enjoy playing basketball, football & my softball league...love sports, grew up an MSU junkie- never missed a football game in YEARS.....Izzone member. Very Passionate. Very Outgoing. OK Student... my brother was a genius. However, focused on what I knew I wanted to do after learning about my family tree (GRANDFATHER PLAY BY PLAY ANNOUNCER FOR THE PISTONS). LOVED my collegiate days with JRN. Meeting new people set me up for my job...that's what I do... Good at meeting new people, Business people and older people!

I live in East Lansing and love to be with my friends and family and am excited to where life will take me in the future. I am glad to shed some light on some things students might wonder about as they take their classes day to day at MSU about TV ad sales and journalism!

**1. How you got the job (fluke or timely opportunity? Via an internship or networking?** Did you plan on working in sales or in TV sport broadcasting or TV news or what? What were your career goals when you were at MSU and how did that dream or plan change once you were out in the cold, cold world?

Story of ESPN...  
Talk about college experiences and drive for success.

**2. What the job entails, why it's important in the broadcast industry.**

It's singled-handedly the way TV Stations turn profits. From National to local clients, going out and getting new business is the way the TV Station grows. Raising rates... Newspaper is much bigger...lesser commissions, etc. Competing, partnering with LSJ. Position yourself as a community leader. Branding

10/30/2007

statements.....the Axxess Group

3. How top management traditionally rises up from the ranks of sales....NOT news.

Former AE's typically get into becoming LSM's and GSM's. I don't necessarily want to be a GSM...checks n balances, corporately driven, etc.

4. Salary ranges....based on commissions and bonuses...sure beats news salaries, or not?

14% \$55,000 - \$8,000 - billing... Collections! No bonuses in TV. Beats news!

5. What students need to know about working in TV sales.

Haha.....market dma, product knowledge, LISTEN to clients, Service, Hard hours, sweating, dressing up constantly, being involved, calling all the time, stopping into random businesses....knowing the market altogether...industries, sales... capitalizing. Positioning yourself in CC's. Presentations...New Media... Corporate Software... driver's seat.

6. Tips, suggestions, warnings to undergrads about what they need to be doing NOW in terms of internships, job shadowing and connecting with the industry pros in this area, etc.

Industry Pro's? Ok so I had this friend... Bartender... tell the story. Story of Dan, the editor. Marketability.

Success Equation.....  
Confidence & Enthusiasm, & a smile.

---

**From:** MONA KAY WOODHAMS [mailto:WOODHAMK@haslett.k12.mi.us]  
**Sent:** Thursday, May 20, 2010 6:07 PM  
**To:** cathie.vollmar@wilx.com  
**Subject:** Career Fair

Cathie,

I just wanted to let you know again how much I appreciate your work with our career fair at Haslett Middle School. So many of our kids know they want to be involved at some level with entertainment, but few realize how many people there are behind the scenes and making it all come together. Thanks for your help in broadening their perspective and helping them understand how it all gets paid for.

Sincerely,  
Mona Kay Woodhams  
Haslett Middle School  
339-8233

STATEMENT OF CONFIDENTIALITY: This is a transmission from Haslett Public Schools and the information contained is intended only for the person or entity to which it is addressed. If you are not the addressee, please note that any disclosure, copying, distribution, or use of the contents of this message is prohibited.

5/26/2010

Evening Folks:

Just an FYI: Tomorrow - Tuesday 10/9, we'll have a Holt HS student shadowing the production area. Her name is Stephanie Gurk. Please afford her your time. She is here to observe and learn. Ms. Andrea - please assist with this.

Thanks

Tom Dolata





HOLT PUBLIC SCHOOLS  
SCHOOL-TO-WORK WAIVER OF LIABILITY

By completion of this form, the applicant agrees to the following:

1. A waiver of liability must be signed by the applicant prior to beginning the School-To-Work-Program
2. A person under the age of eighteen (18) years of age must have a parent or legal guardian's consent to participate in the program and sign the Waiver of Liability prior to participating.
3. Due to unusual duty conditions, or due to misconduct on the part of the student, the daily work schedule shall be terminated and the student will be directed to contact his/her placement coordinator.

I, Stephanie [REDACTED], am aware that by performing my School-To-Work program at WILX-TV 10 (work site), there is the possibility that I may be exposed to hazardous or dangerous work-related activity. I am requesting to be involved in the School-To-Work program with full knowledge that a potential for bodily injury, loss, or damage to my person and property exists.

By means of my signature, I am acknowledging the possibility of hazard or danger and therefore release WILX-TV 10 (work site), its employees, and agents from any liability for any injuries received while I am participating in any function at the work site.

I understand that I am expected to provide my own insurance policy, including complete medical coverage.

I wish to participate in the School-To-Work program and agree to the rules and stipulations as stated above.

Student Signature: Stephanie [REDACTED] Date: 9/24/07

Printed Name: Stephanie [REDACTED] Phone Number: [REDACTED]

Date of Birth: 7/27/91 Driver's License Number: N/A

Work Site Contact Person Signature: Tom DOLATA - 243-3047 Date: 10-01-07

We (I) the parent(s)/guardian(s) of Stephanie [REDACTED]  
(student's name)

grant permission to have the above named student transported to the nearest medical facility in case of emergency. Permission is also granted to the medical facility to administer treatment to the above named student.

Date of most recent tetanus shot: N/A Emergency Phone Number: [REDACTED]

Student Health Insurance Plan: N/A Subscriber's Name: [REDACTED]

Contract & Group Coverage Numbers: N/A

Parent or Guardian Signature (when required): Linda Gerk

Printed Name: [REDACTED] Linda Gerk

**Sent:** Wednesday, May 14, 2008 1:45 PM

**To:** 'alancaster@wsaw.com'; Beizer, Robert; 'bsmith@nbc15.com'; Charlie Peterson - WOWT; 'chris.baker@wvlt-tv.com'; chris.mossman@witntv.com; 'dana.mcdonald@nbc11news.com'; 'don.ray@wsaz.com'; 'ernestine.cornett@wymtnews.com'; 'gm@wtap.com'; 'greg.graber@wifr.com'; 'jason.effinger@kwtx.com'; 'jim.ogle@wibw.com'; 'jlr@wrwd.com'; John O'Brien (WNDU); 'lisa.guill@kolnkgin.com'; 'matt.james@kolotv.com'; 'mike.king@wilx.com'; 'nick.waller@wctv6.com'; 'pat@wtvynews4.com'; 'rick.dean@kxii.com'; 'rick.mccue@wbko.com'; 'roger.burchett@wcav.tv'; 'terry.cole@kake.com'; 'Terry.mchugh@weau.com'; Tim Merritt - KKTV; tim.walker@wtok.com; tjones@whsv.com; 'tracy.connors@wjhg.com'; 'wmartin@wkyt.com'; 'wright@kbtx.com'

**Cc:** 'Jeff Clark'; 'dwolfe@wkyt.com'; 'matt.eldredge@kolotv.com'; 'joyce.ancrile@wtap.com'; 'Shee Romero'; 'Ken Musgrave'; 'Gail Backer'; 'Emily Edwards'; 'tina.wood@whsv.com'; 'bryan.frye@kake.com'; 'patrick.myers@kake.com'; Riehm, Jake; 'dottie.boudreau@gray.tv'; 'Joe Dort'; 'mfowler@wndu.com'; Bryan Frye (E-mail); 'Ellen Buss'; 'Tom Benson'; 'Rob Peppers'; 'Jolene.jensen@weau.com'; 'Judi Tredore'; 'Mike Turner'; 'Michael Riddle'; 'chris.edwards@witntv.com'; 'Krista Rhoades'; 'michelle.beech@nbc11news.com'

**Subject:** FCC Compliance Seminar -- Seminar Materials 1 of 2

**Attachments:** Tab 2 - Gray\_EEO\_FAQ\_May\_2008.pdf; Communications 101 PP May 15.PPT; Gray\_Compliance\_Seminar\_TOC.pdf; Tab 1 - 2008\_Model\_Quarterly\_Certification\_Commercial\_Limits\_KidVid.DOC; Tab 1 - KidVid\_Primer\_May\_2008.pdf; Tab 2 - FCC EEO Memo.pdf

All,

The FCC Compliance training seminar will be tomorrow - Thursday, May 15. The seminar will run from Noon until 4pm ET. Depending on the number of questions, we can stay on the call until 4pm, if needed.

The seminar will cover the topics listed below:

**Children's Television Rules ("KidVid")**

**EEO**

**Political Broadcasting Rules and Policies**

**Public Inspection File**

**FCC Issues and Programming Reports**

**Closed Captioning Rules/ Accessibility of Emergency Information**

**Contests/ Lotteries/ Promotions**

**DTV Education - Form 388**

You will have an opportunity to ask questions after each topic. You can either ask a question on the call, or e-mail me your question - [jstewart@wileyrein.com](mailto:jstewart@wileyrein.com).

The seminar material is attached in two e-mails. The material is tabbed to correspond to the attached Table of Contents. We recommend that you place this material into a binder for future easy reference. There is certain material that I do not expect we will have time to cover, but we are including for those who find it helpful.

The following documents are attached:

e-mail 1 of 2

5/25/2010

Presentation (power point)

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Tab 1 - Model Form for quarterly certificate of compliance with commercial limits (\* new version which includes website certification)

Tab 2 - EEO Rules and Policies

Tab 2 - EEO FAQ

e-mail 2 of 2

Tab 3 - Political Broadcasting Rules and Policies

Tab 4 - Public Inspection File

Tab 5 - FCC Issues/ Program Report

Tab 6 - Obscenity/Indecency/Violence

Tab 7 - FCC Closed Captioning Rules

Tab 8 - Accessibility of Emergency Information

Tab 9 - Playola/Plugola

Tab 10 - Contests/ Lotteries

Tab 11 - Gambling Ads

Tab 12 - DTV Education Requirements - Form 388

As a reminder, **the call in number is: 1-800-373-0950. Participant code is: 350261**



Joan Stewart  
Attorney At Law  
Wiley Rein LLP

1776 K Street NW  
Washington, DC 20006  
Tel: 202.719.7438 | Fax: 202.719.7049  
Email: [jstewart@wileyrein.com](mailto:jstewart@wileyrein.com)  
[www.wileyrein.com](http://www.wileyrein.com)

## **FCC COMPLIANCE SEMINAR**

MAY 15, 2008

Wiley Rein LLP

Joan Stewart  
202.719.7438  
[jstewart@wileyrein.com](mailto:jstewart@wileyrein.com)

Jake Riehm  
202.719.4620  
[jriehm@wileyrein.com](mailto:jriehm@wileyrein.com)

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Tab 2 – Equal Employment Opportunity

Tab 3 – Political Broadcasting Rules and Policies

Tab 4 – Public Inspection File

Tab 5 – FCC Issues/Program Reports

Tab 6 – Obscenity/Indecency/Violence

Tab 7 – FCC Closed Captioning Rules

Tab 8 - Accessibility of Emergency Information

Tab 9 – Playola/Plugola

Tab 10 – Contests/Lotteries

Tab 11 – Gambling Ads

Tab 12 – DTV Education Requirements - Form 388

**FOR INTERNAL BUSINESS RECORDS ONLY**

**WILX TV  
RECRUITMENT INITIATIVES FORM**

**June 1, 2008-May 31, 2009**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Date</b>	<b>Brief Description of Activity &amp; Scope of Broadcaster's Participation</b>
1.	Co-sponsor job fair	11/08/08	WILX was a sponsor of a Career Fair sponsored by Michigan Association of Broadcasters on Nov 8, 2008 at Lansing Community College. The WILX News Director attended and spoke with participants about careers in broadcasting.
2.	Participation in job fairs	3/11/2009	The Human Resources Manager and Operations Manager attended the 2009 Broadcast Career Builder Conference on March 11, 2009 in Grand Rapids, Michigan.
		10/29/08	The Human Resources Manager and Operations Manager attended a "Technology Program Career Fair" at Davenport University on October 29, 2008 in Lansing, MI.
		04/09	The WILX Promotions Manager attended Career Fair at Lansing School District.
		05/20/09	The Human Resources Manager attended the 2009 Shabazz Public School Academy Job Fair on May 20, 2009. This job fair was attended by several of the area colleges and Universities. Shabazz is a charter school in Lansing named in honor of Malcom X who spent his childhood in Lansing.
3.	Internship Program	Ongoing	WILX continues with its Internship program designed to assisted members of the community to acquire skills needed for broadcast employment. Three students participated during this reporting year.
4.	Participate in events relating to career opportunities in broadcasting sponsored by educational institutions	02/24/09	Local Sales Manager made a presentation to the Department of Journalism at Central Michigan University. The Presentation included media buying and selling for broadcaster.
		11/08/08	The General Sales Manager appeared as a guest speaker at the MAB Foundation Broadcasting Career Builder Conference. He spoke with students about New Media in Broadcasting.
		05/22/09	HR Manager served as a panelist again this year at a Jackson County School. The object of the panel was to grade students interested in Arts and Communications. Each student had to present a video along with a written report on what they accomplished in their 4 years of high school and what they wanted to accomplish in the future.
		11/17/08	Holt High School student job shadowed at WILX to learn more about careers in broadcasting
5.	List every upper level job opening in media trade group whose members include substantial participation	Ongoing	WILX offers every job posting to many media trade groups which include participation of women and minorities. Please see MRSL.

	of women and minorities		
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## **Founders Club**

## **Michigan Association of Broadcasters Foundation**

### **Chairman's Level**

Michigan Association of  
Broadcasters

### **President's Level**

W. Lawrence Patrick

### **Endowment Level**

Jerry P. Colvin

Charles D. Fritz

Carl E. Lee

WBKB/WBKP/WBUP-TV  
& The Marks Foundation

Charles D. Mefford

Nancy Waters and  
Mark Waters

### **Membership Level**

Elaine Baker

Ross A. Biederman

P. Thomas Bryson

Jock T. Fritz

Bruce I. & Susan E.  
Goldsen

Iacobelli Foundation

Peter A. Kizer

Robert G. Liggett, Jr.

Partick J. Mullen

Robert F. Ottaway

Gary A. Reid

Tom & Sue Scanlan

Willard Schroeder

Richard Sommerville

Stephen Trivers

William J. Wertz

Karole L. White

November 21, 2008

Judy Kirk  
WILX-TV  
500 American Rd.  
Lansing, MI 48911

Dear Judy,

On behalf of the MAB Foundation Board of Directors and the BCBC Planning Committee, thank you for making the 2008 Broadcasting Career Builder Conference (BCBC) a success!

As a valuable sponsor of the BCBC, we are especially appreciative of your support. With your generous sponsorship, we were able to offer attendees an informative and professional conference. We have received many positive comments from the attendees and our speakers regarding the conference and we believe it to be a great success.

Our records show that the following person/people attended on behalf of your station:

Kevin Ragan

Enclosed you will find examples of some of the recognition and events your sponsorship dollars went for. We had more than 130 individuals participate, many of whom are interested in pursuing and/or furthering their career in broadcasting. Your sponsorship is a true investment into the future of our industry!

Your participation as a sponsor of the BCBC may offer you the option to receive EEO credit. MABF encourages that you place the enclosed information, as well as any other fliers, registration materials, and affidavits of PSAs aired, with your EEO records. Any questions regarding possible EEO credits should be directed to the MAB's Legal Counsel, David Oxenford, at 202-663-8128.

Once again, thank you for your sponsorship! We look forward to working with you in the future.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Julie Sochay'. The signature is fluid and cursive.

Julie Sochay  
MABF Executive Vice President  
Enclosures

819 N. Washington Ave.  
Lansing, MI 48906  
Phone: (517) 484-7444  
Fax: (517) 484-5810  
mabf@michmab.com  
www.michmab.com



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Robert F. Ottaway

Gary A. Reid

Tom & Sue Scanlan

Willard Schroeder

Richard Sommerville

Stephen Trivers

William J. Wertz

Karole L. White

March 16, 2009

Judy Kirk

WILX-TV

500 American Road

Lansing, MI 48911

RE: MABF Broadcasting Career Fair at GLBC

Dear Judy:

This letter is to thank you for your participation in the 2009 MABF Broadcasting Career Fair on Wednesday, March 11 at the DeVos Place in Grand Rapids. More than 150 students and business-minded professionals attended this year's event. We hope that you were able to meet and collect information on potential employees and interns.

Our records show that the following people attended the career fair on behalf of your company/station(s):

Judy Kirk and Tom Dolata

The information about the MABF Broadcasting Career Fair at GLBC was widely disseminated and marketed, including distribution to resources with a high volume of minority and women candidates. The influx of students that were present at the awards ceremony, career fair and career tract was proof that information regarding employment opportunities was made available to many valuable and new sources.

**For Member Stations** - As you know, participation in the career fair may count as one of the Outreach Prong 3 - Menu Option Initiatives with regards to obtaining EEO credits. As mentioned in previous mailings, your efforts in promoting and planning this event are very important to the FCC in considering possible EEO credit. Any questions should be directed to the MAB's Legal Counsel, David Oxenford at 202-973-4256.

The MABF asks that you place this letter, as well as any other fliers, registration materials, and affidavits of PSAs aired, with your EEO records.

Thank you for your participation, we hope the event proved useful in your station recruiting efforts.

Sincerely,

A handwritten signature in cursive script that reads "Julie Sochay".

Julie Sochay

Executive Vice President, MAB Foundation

---

819 N. Washington Ave.  
Lansing, MI 48906  
Phone: (517) 484-7444  
Fax: (517) 484-5810  
mabf@michmab.com  
www.michmab.com





October 29, 2008

Welcome to Davenport University's Lansing location! Thank you for participating in the Business and Technology Programs Career Fair. We appreciate the time you are taking out of your busy schedule to meet with the participants today. We trust that you will meet highly qualified candidates for positions you are hoping to fill.

This packet contains information to help you become more familiar with Davenport University and the services offered by Career Services. You will also find step-by-step instructions for our online job database system, DUCareerNet, and details about tuition discounts.

A few housekeeping notes:

1. Restrooms are located directly outside of this room to your right.
2. There is a lounge located at the end of the hallway (left turn exiting the room.) You will find vending machines for soda, snacks and coffee.
3. We would appreciate your completing the evaluation. You may leave it on the table at the conclusion of the career fair. This evaluation will assist our staff in developing the best events for your company and Davenport students to connect.

Please seek me out if any questions or concerns arise during the course of the career fair. I am here to provide any assistance that I can and to facilitate a good career fair experience for you and for Davenport students!

Have a great afternoon and wishing you a successful career fair experience!

Brandi Houghton  
Career Services Coordinator

## Judy Kirk

---

**From:** Brandi Houghton [Brandi.Houghton@davenport.edu]  
**Sent:** Tuesday, October 14, 2008 11:46 AM  
**To:** judy.kirk@wilx.com  
**Subject:** Confirmation for October 29 Career Fair  
**Attachments:** DU Lansing map.doc; Job Fair Employer Info WILX.doc

Ms. Kirk,

This email is to confirm that your company is registered for Davenport University's Business and Technology Programs Career Fair taking place on Wednesday, October 29, 2008. The career fair will run 1:00 – 4:00 p.m. Attached you will find a map with directions on how to get to and park at the Lansing location of Davenport University.

Check-in and set up will begin at 12:00 p.m. on Wednesday, October 29. The event will be located in the Classroom Building, Rooms 101-102. Career fair participants will begin arriving at 1:00 p.m. You will have the opportunity to distribute your organization's literature, talk with candidates, receive resumes, and give employment applications to candidates.

Your company will have one six foot table with two chairs. You are welcome to bring company displays or other company materials. Please be advised that we do not have any easels available for your displays. Let us know if you will need different arrangements.

I would appreciate if you could complete the attached recruitment details form and return to me by Wednesday, October 22, 2008. Along with details about your company background and recruitment details, please provide the name(s) of the recruiter(s) representing your company if different that what is listed.

Please contact me at 517.367.8223 or [brandi.houghton@davenport.edu](mailto:brandi.houghton@davenport.edu) with any questions. We look forward to seeing you October 29 and having a successful recruiting event.

Sincerely,

Brandi Houghton, GCDF  
Career Services Coordinator  
Davenport University  
220 E. Kalamazoo Street  
Lansing, MI 48933  
517.367.8223 ~ Direct  
517.367.8200 ~ Location  
517.484.1132 ~ Fax  
[brandi.houghton@davenport.edu](mailto:brandi.houghton@davenport.edu)  
[www.davenport.edu](http://www.davenport.edu)

3/19/2009

Lansing School District  
Office of Career Preparation/K-12 Outreach  
5815 Wise Rd.  
Lansing, MI. 48911

April 23, 2009

Dear Career Night Participant,

On behalf of the Office of Career Preparation and the Lansing School District we thank you for your participation in the 2009 Career Night event at Hill Career Academy. Your commitment to providing real world career connections for our students has been integral to the success of this district career initiative.

This business and educational partnership brings to the forefront the community's resolve to provide students with an authentic career exploration activity in which they can "Focus On Their Futures."

In today's challenging economic times it is important that our students are given every opportunity to connect their classroom studies with the learning and earning expectations of the working world. Your participation in district career events provides that critical link to the real world of work and lifelong learning.

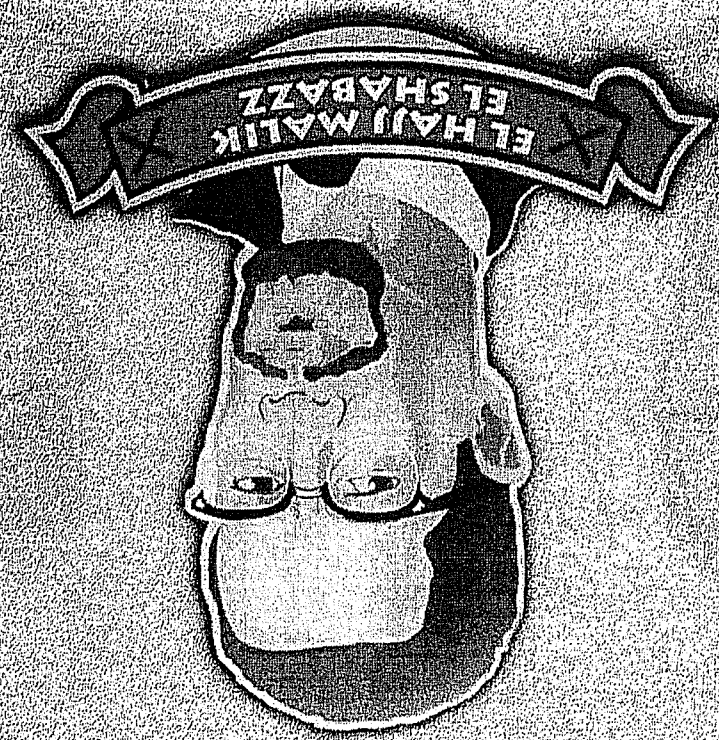
Today's students are tomorrow's workforce leaders. Thank you again for your continued support and help for Lansing's students. We look forward to working with you again on next year's Career Night event.

Respectfully Yours,



Kathleen J. Rypkema  
Career Preparation and Outreach Specialist  
Lansing School District  
755-5061

# EL-HAJJ WALIK EL-SHABAZZ PUBLIC SCHOOL ACADEMY



Heart

Heritage

High Aspirations

## ENROLLMENT PACKET

\*A School named in honor of Malcolm X  
who spent his childhood in Lansing, Michigan

## Special Thanks

### Employers

State of Michigan Civil Service Commission

City of Lansing

Michigan State University

Meijer

Consumer Energy

Sparrow

WILX

Walmart

Manpower

Labor Ready

Paschal Security Systems

Comcast

Save-A-Lot

Family Dollar

Enterprise Car Rental

### Educational Institutions

Michigan State University

Lansing Community College

Northwood University

Cornerstone University

New Horizons

Ross Medical

University of Phoenix

## 2009 Shabazz Academy Job Fair



*Preparing the Next  
Generation For  
Success!*

*Dr. Eugene Cain,  
Chief School Administrator*

**Wednesday, May 20<sup>th</sup>, 2009**

**El-Hajj Malik El-Shabazz  
Public School Academy**

1028 W. Barnes Avenue

Lansing, MI 48910

517-267-8474

[www.shabazzlearning.com](http://www.shabazzlearning.com)

## Welcome

Dr. Cain, the staff and parents of El-Hajj Malik El-Shabazz Public School Academy would like to welcome you to our First Annual Job/Career Fair. This event grew out of our Chief School Administrators' vehement desire to assist his children and their families in whatever way possible. It is his intention that the parents and members of the community are made aware of the many opportunities that are available in Lansing.

Your participation in our Job Fair means a great deal. We believe that it shows your commitment to equipping and maintaining a quality work force in the Mid-Michigan area.

Please continue to partner with us as we endeavor to provide a better environment for our students and Lansing's next generation.

If you have any questions or concerns, feel free to call upon me. I can be reached at 517-712-5242 or at [shabazzdad@yahoo.com](mailto:shabazzdad@yahoo.com).

Haywood Edwards,  
Assistant to the Administrator  
Shabazz Academy

## Event Schedule

### Agenda

- |                   |                          |
|-------------------|--------------------------|
| <b>12:00 p.m.</b> | Set-up                   |
| <b>1:00 P.M.</b>  | Welcome: Dr. Eugene Cain |
| <b>4:00 p.m.</b>  | Dismissal                |

### Directions

The school is located near the intersection of Martin Luther King and Mt. Hope. From 496 take the Martin Luther King exit, go South on MLK and make a Michigan left-turn at Mt. Hope, turn left on Fletcher. Fletcher dead-ends at our parking lot.

### Parking

Please park in the Barnes Avenue parking lot.

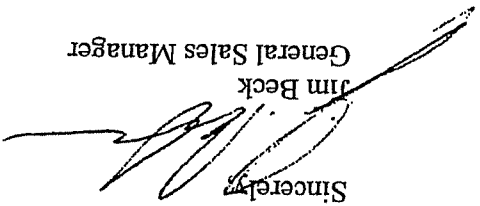


August 29, 2008

Michigan State University  
Attn: Rachel

Dear Rachel,

This letter is to confirm that Kendra [REDACTED] will be working in our News and Creative Services department for 10 hrs per week this fall. If you have any questions, please contact me.

Sincerely,  
  
Jim Beck  
General Sales Manager

500 American Road, Lansing, Michigan 48911  
517-393-0110 • Fax 517-393-8555



To Whom It May Concern:

Mandy [REDACTED] will be an intern in the WILX Sports Department starting the week of May 26th. She will be working a minimum of 25 hours per week. Her duties as an intern with WILX will include: conducting interviews, writing stories, editing on Avid newscutter, logging archive tapes and reporting on stories. We are looking forward to having Mandy join the WILX sports department this summer.

Jeremy Sampson  
Weekend Sports Anchor WILX-TV

500 American Road, Lansing, Michigan 48911  
Lansing 517-393-0110 • Fax 517-393-8555



Unpaid Intern

GRAY TELEVISION, INC. AND SUBSIDIARIES

REVISED-2/17/09

EMPLOYEE INFORMATION DATA FORM A - COMPLETED BY THE EMPLOYEE

EMPLOYEE NAME Matthew LOCATION WFLX COMPLETED BY DATE 5/20/04

PLEASE PRINT ALL INFORMATION

I. EMPLOYEE PERSONAL DATA:

01. Soc. Sec. No. 5 / 20 / 04  
02. Date of Hire: Matthew  
03. Last Name  
04. First Name  
06. Former Last Name/Birth Name  
08. Address: Matthew  
Apt. Matthew  
City/Town Matthew State Matthew Zip Matthew County Matthew  
09. Home Phone Matthew Birth date Matthew Circle One in 11 and 12  
11. ☒ Male ☐ Female  
12. Marital Status: ☒ Single ☐ Married ☐ Widowed ☐ Divorced

II. EMPLOYEE MEDICAL/EMERGENCY DATA:

01. Contact Name Matthew  
02. Address Matthew  
03. City/State/Zip Matthew  
04. Contact Tel. No. Matthew  
05. Relationship Matthew

III. EMPLOYEE SPOUSE/FAMILY-DEPENDENT DATA:

01. Date of Marriage Matthew  
03. Spouse Date of Birth Matthew  
05. Spouse Employed? Yes Matthew No Matthew  
06. Spouse Employer Name Matthew  
07. Does Spouse Have Group Insurance Coverage? Yes Matthew No Matthew  
08. If yes, what was the effective Coverage Date? Matthew  
09. Dependent Data:  
Dependent Names Matthew  
Birth Dates Matthew  
Sex Matthew  
Relationship Matthew  
SSN Matthew

Employee Name: Mathew  
Location: WILK

IV. EMPLOYEE CONFIDENTIAL EEO DATA:

To help us accurately comply with various federal equal opportunity reporting requirements and to assist us in monitoring our affirmative action progress, we request your voluntary assistance and cooperation in supplying the following information. This information is requested for reporting purposes only and will not be used in any way that could adversely effect your employment, compensation, promotion, transfer opportunity or other conditions of employment.

Please indicate which of the following ethnic categories is applicable for you:

0. White ☒ 1. Black or African-American \_\_\_\_\_ 2. Asian \_\_\_\_\_ 3. American Indian or Alaska Native \_\_\_\_\_  
4. Hispanic or Latino \_\_\_\_\_ 5. Native Hawaiian or Other Pacific Islander \_\_\_\_\_ 6. Two or More Races \_\_\_\_\_

V. VEHICLE OPERATION:

Will you be operating a vehicle in the performance of your assigned duties? Yes \_\_\_\_\_ No ☒  
If yes, please request and complete an Initial Drivers Application Form and a Request for Motor Vehicle Report (State) Form now.



Douglas Berry  
Department Of Journalism  
Central Michigan University  
415 Moore Hall  
Mount Pleasant, MI 48858

March 3, 2009

Mr. Paul Crockett  
WILX-TV  
500 American Road  
Lansing, MI 48911

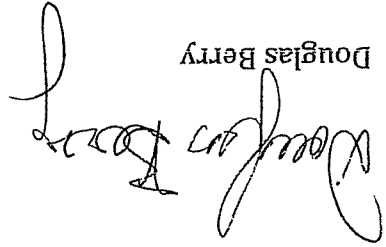
Dear Paul,

I wanted to thank you again for making your presentation on media buying and selling to my Media class on February 24<sup>th</sup>. The students view you with great respect and look forward to your visits.

Your insight is so important to our students. You help confirm so much of the information they get from me. But hearing it from someone who works every day in the industry makes all the difference in the world.

Better get used to being asked to come up to CMU. Because, unless you come to your senses, I'll be asking for yet another return visit to Mount Pleasant this fall.

All the best,

  
Douglas Berry



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Willard Schroeder

Richard Somerville

Stephen Trivers

William J. Wertz

Karole L. White

819 N. Washington Ave.  
Lansing, MI 48906

Phone: (517) 484-7444  
Fax: (517) 484-5810

mabf@michmab.com

www.michmab.com

November 13, 2008

Jim Beck

WILX-TV

500 American Rd  
Lansing, MI 48911

Dear Jim:

On behalf of the MAB Foundation Board of Directors and the BCBC Planning

Committee, thank you for participating in the Broadcasting Career Builder

Conference (BCBC) on Saturday, November 8. Your input and knowledge played an  
integral role in the success of this conference. We saw more than 130 participants!

Your commitment to the future of the broadcasting industry is noted and greatly

appreciated. Thank you for taking the time to speak with students of all levels as well  
as professionals seeking to improve their careers in our industry. We hope you had a  
positive experience and enjoyed interacting with your session attendees and meeting  
other broadcasters.

Jim, thank you again. If you have any questions or suggestions in making our future  
conferences better, please do not hesitate to call me at (517) 484-7444 or email me at  
mabf@michmab.com.

Sincerely,

Julie Sochay

Executive Vice President, MAB Foundation

Michigan Association of Broadcasters Foundation

Judy Kirk

**From:** Julie Sochay [JulieSochay@michmab.com]  
**Sent:** Monday, September 22, 2008 2:28 PM  
**To:** jim.beck@wilx.com  
**Cc:** Mike King; Judy Kirk  
**Subject:** MAB Foundation Student Broadcasting Conference (BCBC) - Panelist Request  
**Importance:** High

Hi Jim,

I just wanted to follow-up with an email after my phone message last week regarding the upcoming MAB Foundation Broadcasting Career Builder Conference (BCBC) on Saturday, November 8 in Lansing. We are hoping you would be interested and available to serve as a panelist on the "Creating Job Security by Creating Broadcast Revenue" panel. The BCBC is primarily a student and new broadcaster oriented conference. We see about 150 college and high school students attend every year and many walk away excited about pursuing a career in broadcasting. WILX-TV also participates in the Career Cafe (our career fair) that take place during the day.

Here are all of the details:

When: Saturday, November 8  
Where: Lansing Community College-West Campus  
Session title: Creating Job Security by Creating Broadcast Revenue  
Session time: 10:45am - 11:45am

Session description: Considering the state of Michigan's economy, to secure a job means that you must be able to create revenue. This holds true in broadcast sales, marketing and promotion positions. The more money you can make for the station, the more secure your job is. This session will give attendees the direction needed to help secure and excel at a job in broadcasting.

Basically, we would like to have you speak from the television sales side. Let me know if you would be interested. To see complete details about the BCBC please visit the official web site here: [www.mybcbc.com](http://www.mybcbc.com)

Thank you for your consideration and I look forward to hearing from you soon! Julie

**Julie Sochay**  
Executive Vice President, MAB Foundation  
Publications Manager  
Michigan Association of Broadcasters  
819 N. Washington Ave.  
Lansing, MI 48906  
PH: 800.968.7622 -or- 517.484.7444  
FX: 517.484.5810  
[sochay@michmab.com](mailto:sochay@michmab.com)  
[www.michmab.com](http://www.michmab.com)

*Broadcasting Career Fair*! WMU 10/1; CMU 10/7; Specs Howard School 10/16 | [www.michiganbroadcastcareers.com](http://www.michiganbroadcastcareers.com)

Broadcasting Career Builder Conference | Saturday, November 8 | Lansing | Ask me about it!

*This electronic message transmission contains information from the Michigan Association of Broadcasters (MAB) that may be confidential or privileged. The information is intended solely for the recipient(s)/members of the MAB and use by any other party is not authorized. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please notify the MAB at 800/968-7622.*

**Springport High School**  
 300 W. Main  
 Springport, MI 49284  
 (517) 857-3475

April 28, 2009

Dear Portfolio Presentation Panel Member,


Thank you for agreeing to serve as a panel member for this semester's portfolio presentation and exit interviews for our seniors. This would not be possible without your support.

All seniors at Springport High School are required to take the Senior Transitions course where they design a portfolio of their accomplishments throughout high school. All students have created a paper or hard-copy portfolio and a digital web-based portfolio for their presentation. They will be expected to analyze the artifacts they have placed in them and then answer any interview questions presented by the panel.

As a panel member, you will listen to the student presentations that reflect the student's career interest. Since they are grouped by career pathway, therefore, you should be listening to students whose career choices reflect your own. I will serve as the facilitator on this panel to answer any questions you may have along the way, since I designed and instruct the course. All presentations will be graded utilizing the rubric in your packet. Below you will find the specific presentation date, time, and location. Again, thank you for agreeing to serve on this panel and I look forward to seeing you on your scheduled date.

If I can provide additional information or answer any questions, please do not hesitate to contact me at 517-857-3475 or by email at [megan.merrill@springportschools.net](mailto:megan.merrill@springportschools.net)

Sincerely,

  
 Megan Merrill  
 Senior Transitions Instructor

Pathway	Number of Students you will be grading	Date	Time	Location
Arts & Communications	3	Friday May 22, 2009	1:00 pm – 3:00 pm	Springport Public Schools Board Room (located at the Superintendent's office)