

OPEN MEETINGS

Northwest Indiana Public Broadcasting, Inc. (NIPB) in order to comply with open meetings requirements of the Act provides for the following:

All meetings of NIPB's governing body and any committee of its governing body are open to the public.

All meetings of NIPB's Community Advisory Board or any advisory body of the governing board are open to the public.

All persons are allowed to attend any open meeting of the board, committee or advisory board, without requiring, as condition of attendance, that the person register or provide such person's name or any other information, except as would be reasonably required to maintain a safe meeting environment.

If a meeting is closed pursuant to the exceptions recognized by the law, NIPB will make available to the public, within a reasonable period of time after the closed meeting, a written statement containing an explanation of the reason(s) for closing the meeting.

NIPB may conduct meetings of the governing body, its committees or advisory groups that are not open to the public as long as they deal with matters considered to be exceptions to the open meeting requirement.

Reasonable Notice:

NIPB will give reasonable notice to the public of the fact, time and place of an open meeting at least one week (7 days) in advance of the scheduled date of an open meeting. Information regarding the meeting will be issued by the President/CEO to the webmaster, and the notice of the meeting will be posted on NIPB's website with information of date, time and place, or information on where an individual can call to find the date, time and place of the meeting. Information regarding the meeting will also be issued by the President/CEO to the News Director to manage the on air announcements on both television and radio. An example of this notice:

"Northwest Indiana Public Broadcasting, Inc. will hold its regularly monthly Board of Directors meeting at 4:00 p.m. on July 11, xxxx, at the offices of Hoepfner, Wagner & Evans, in Merrillville, IN. This meeting is open to the public. For further information, please call 219-756-5656, or go to www.lakeshoreptv.com."

NIPB will also communicate by letter, e-mail, fax, phone, or in person to any individuals who have specifically request to be notified of a particular meeting, or all meetings held by NIPB that are open to the public. All persons requesting this information, and their contact information, will be kept confidential in the office of the President/CEO. As soon as the details

of the meeting are established, this communication will be directed from the office of the President/CEO (by the person in this position), or through the Executive Assistant to the President/CEO.

NIPB will make on-air announcements on at least three consecutive days once during each calendar quarter that explain the station's open meeting policy and provide specifics about how the public can obtain information regarding specific dates, times, and locations. This will be done at the beginning of each fiscal year, with a written work order from the office of the President/CEO to the Production Department to produce a spot for air containing information as to where an individual can obtain details on all NIPB's open meetings, in accordance with CPB's Communications Act. This work order will contain specific dates and times for this spot to be aired on NIPB's television and radio channels. When the spot has been completed, it will be sent to the Programming/Traffic Department for scheduling in accordance with the station work order. In addition, the production spot will be saved onto a DVD and stored in a file in the office of the President/CEO. All documented flights of this production will be saved in NIPB's station broadcast logs for up to years, in accordance with FCC regulations.

Closed Meetings:

If a session is closed to the public, a written statement containing an explanation of the reason(s) for closing the meeting will be created by the office of the President/CEO, and will be distributed in the same manner as the notice of the open meeting. This notice will be placed on our website by the station webmaster, sent by email, mail, fax, or telephone to anyone requesting notification by those delivery methods, and announced on air within reasonable time following the closed session. The notice will also be made available at the station for any individual calling the station, or physically coming in to the station. An example of such notice is shown below:

"Northwest Indiana Public Broadcasting, Inc. held its regularly monthly Board of Directors meeting at 4:00 p.m. on July 11, xxxx, at the offices of Hoepfner, Wagner & Evans, in Merrillville, IN. This meeting went into closed session to discuss confidential personnel matters."

When a regularly scheduled meeting that is open to the public has been determined to be a closed meeting for reasons allowed in the Certification Requirements for Station Grant Recipients, a written notice will be available at the meeting and distributed to the public prior to the start of the meeting. This notice will also be disseminated in the same manner as the notice of an open meeting.

Certification of NIPB's continued compliance with the open meetings requirement is completed each year as part of the Certification of Eligibility included in the Stations Grant Management System (ISIS). This eligibility is executed by President/CEO of the station, and by the Vice President of Administration.