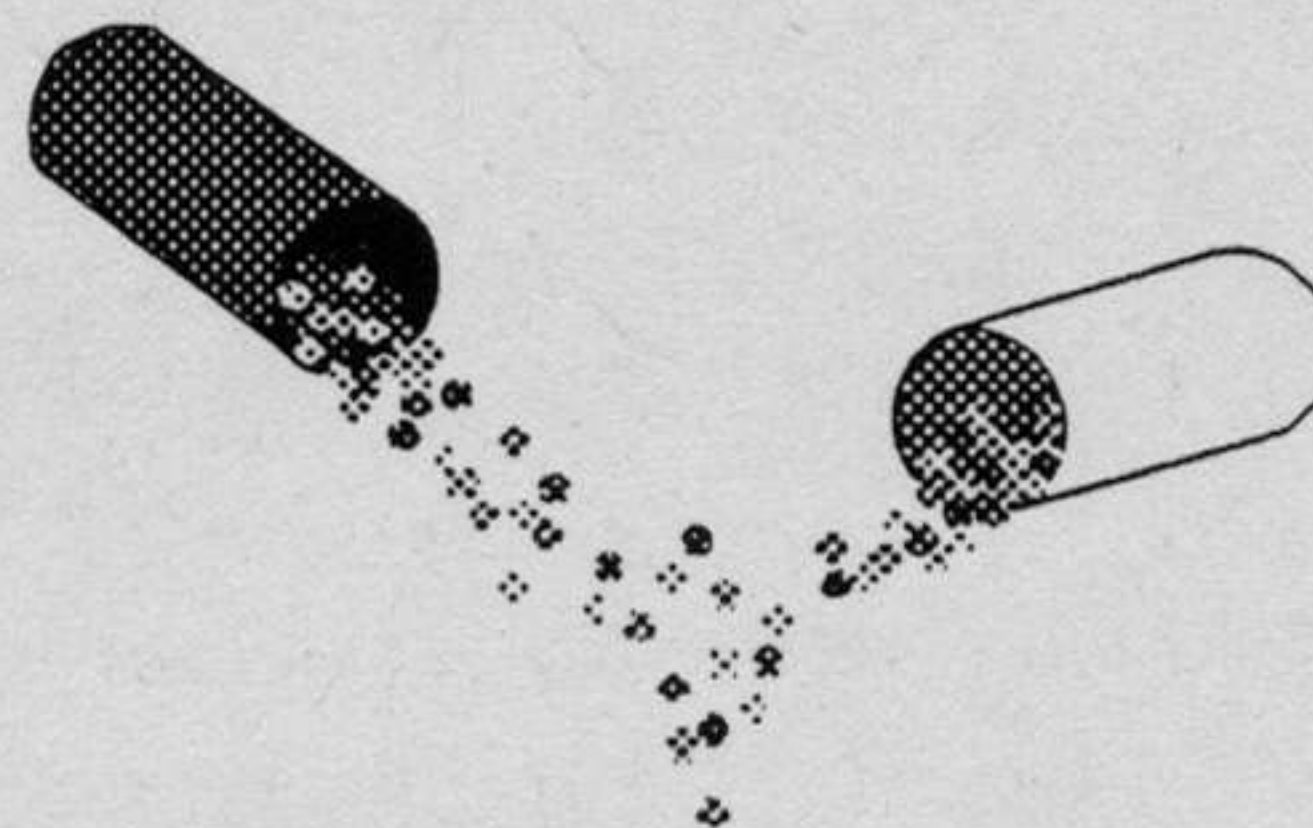


CAPSule



Sept. 1, 1995

Volume 2.3

HELP! HELP! HELP!

Further on in CAPSule under Sales you will read about an breakfast meeting CKCO is hosting on September 6/95. We would really appreciate your assistance with parking in the morning. It would be a great help if you could park at the south end of the parking lot until noon hour.

Thanks very much for your help.

Peter Jackman



H.R. HUDDLE

The Health and Safety Minutes are now located across from the cafeteria bulletin board.

You will also notice a Workers Compensation poster indicating

the procedure to follow in case of a work related injury or disease. The poster states the worker must:

1. Promptly obtain first aid
2. Notify the employer of any injury.
3. Notify the employer of the possible onset of a work related disease or condition.
4. Choose your own doctor or qualified practitioner. Once you have chosen, you may not change doctors without the Workers' Compensation Board's (WCB) permission.
5. Complete and return all WCB forms promptly.

Please ensure your supervisor and Human Resources are notified!

One more note from H/R - please inform us when there is a change in the number of dependents you are covering under your group insurance. **ALL** children must be named on your group policy!

REC CLUB UPDATE

Music **1995 Christmas Party**

We distributed 190 questionnaires regarding the choice of music for this year's Christmas Party and received 43 responses. The breakdown is

11 votes for the Black Forest Band, 14 for a Disc Jockey and 18 for Eddie & The Edsels -- and the winner is **Eddie & The Edsels.**

If anyone who is not currently a member of the Rec Club Committee would like to assist with the 1995 Christmas Party please give me a call at Extension 416.



Fall Event

On September 23rd, 1995 members of the CKCO TELEVISION Rec Club will be attending The Drayton Festival Theatre's production of "**Dads** the Musical".

Combine this with a bus ride through the country in a luxurious Coach, and you have the makings of a perfect fall evening. The sign-up sheet is in the Cafeteria now and the deadline for sign-up is Friday, September 8, 1995. If you are not located at 864 King St., please call Deb Robertson at 578-1313, Ext. 316 to reserve your spot.

A deposit of \$20.00 per person is required to confirm your reservation. Please make sure Deb Robertson has this by September 12th. Your deposit will be returned to you at the Theatre.

Sign Up Now and watch the Bulletin Board for further details!

Winnefred Habel



CONGRATULATIONS!

To **SUSAN and GARY O'NEIL** on the birth of an 8 lb. 10 oz baby boy on Friday, August 18/95. Mom and baby are fine, Gary is very tired.

For those of you who may not know, Gary is the Chatham/Sarnia rep in Channel 42.

ENGINEERING

Ask An Engineer?

Here it is the last week of the Summer, the Engineering Department has been very busy installing a new Production Control Room.. This past week saw the control room being put through it's paces as CKCO Action News started rehearsal's. On September 5 the new Control Room will go *ON LINE*, the first show being the Noon News.

The new production room is a State of the Art Facility incorporating the latest in technology. The new 32 input Ross Switcher and Ampex ADO will allow our new Promotion and News Graphics packages to be used to the fullest extent. Tied in also to the system is a Chyron Infini! character generator, providing the utmost in flexibility and quality graphics. Communication is an important part also in the installation. A new Clear Com intercom system will give us access to all Production and Technical areas with ease and flexibility that can be modified in instant. This will take the communication nightmare out of special event coverage and make our next election easier. On the audio side a Studer Revox 36 input console will bring CKCO officially into the 90's with Full Stereo production capabilities and digital performance. There are several special features that will make live events go smoother with extensive patching and a Mix Minus that can be used with the RF Truck. and other live event use.

Early July saw our RF Truck known as CKCOM1 make its debut. Final additions were made in August including a Complex unit for ease of set up and operation by a single technical body. Numerous live hits have already been done and all of the trucks capabilities have been tested. Ask Jim Troyak, I'm sure he would give you the tour of the truck..

Next CAPsule Ask an Engineer ? will include an update on the Silicon Graphics and Weather systems.

Submitted By

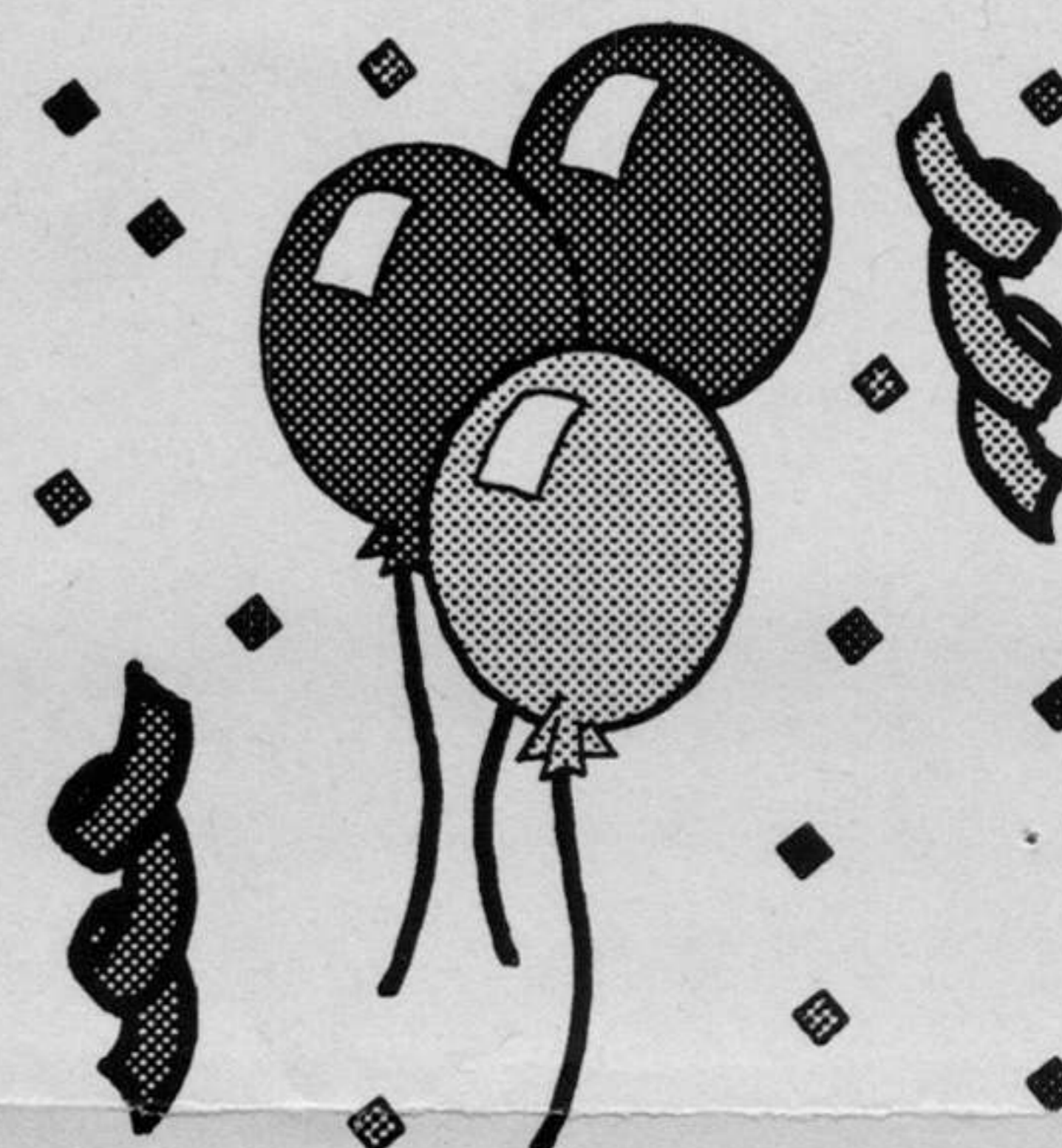
Brian Clemens.

NEWS FROM ELECTROHOME

Electrohome has a neat contest on. They are looking for short stories on how you spent your summer vacation for **Sparks & Chips** (Electrohome news letter). The entries must be submitted by September 5/95, can include a picture and there are prizes to be won.

Seems to me with all the journalists on staff we should clean up.

CHANGE OF DATE



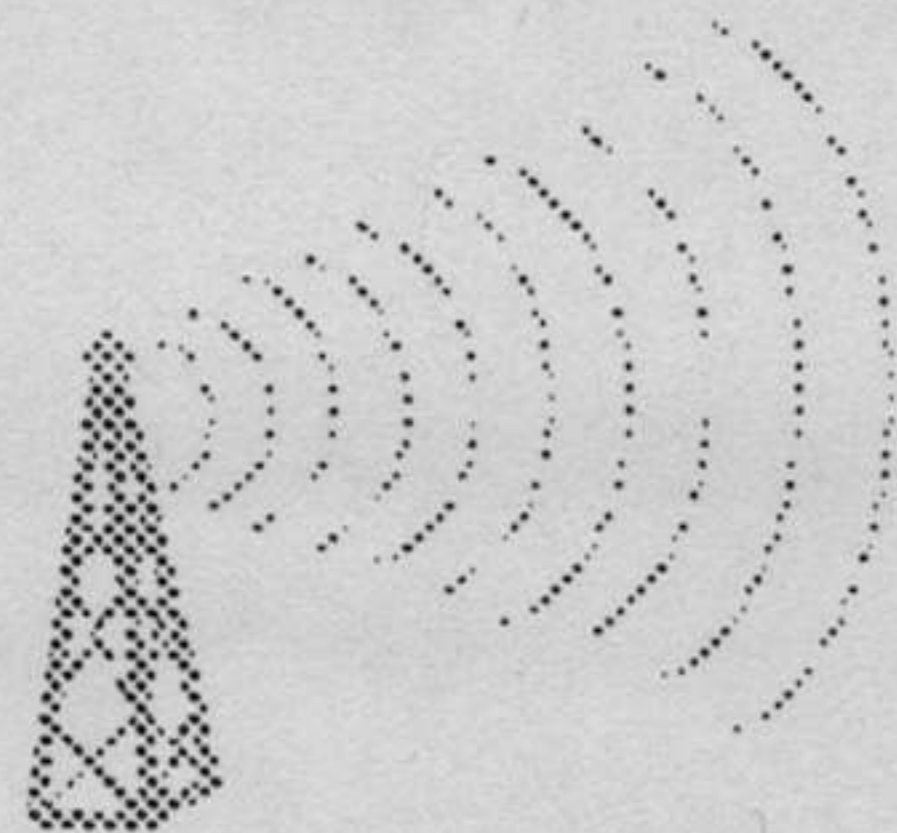
Due to holidays, previous committments etc. a change of date was necessary for the staff gathering for **REG SELLNER**.

It will be on **TUESDAY, SEPTEMBER 26/95 AT THE TRANSYLVANNIA CLUB** BEGINNING AT 5:00 P.M. AND LASTING TIL ?????

Make a note in your calendar.

Dennis.

FROM THE NEWSROOM



CAPsule Tidbits from News

Photographer/Reporter Shane Roberts started working in London on Monday, August 28th, bringing the total number of staff in our London Bureau to 3 full time and 1 part time. A replacement for Shane at Queen's Park will be announced at a later time.

The new News Set is almost ready for the September 11th launch date. We have begun the first of the rehearsals this week, with more scheduled for next week. The next phase of the September 11th launch will be training for the "new" weather system.

The 'Live Eye' microwave truck is up and running. We have done numerous "live hits" over the past week or two... with Jim Troyak doing a great job !!!

Some of the news cruisers are sporting a 'new look'. You can see the new CKCO logo as well as the "Action News" logo on a couple of them.. on the street where you live!!

OPERATIONS & PRODUCTION

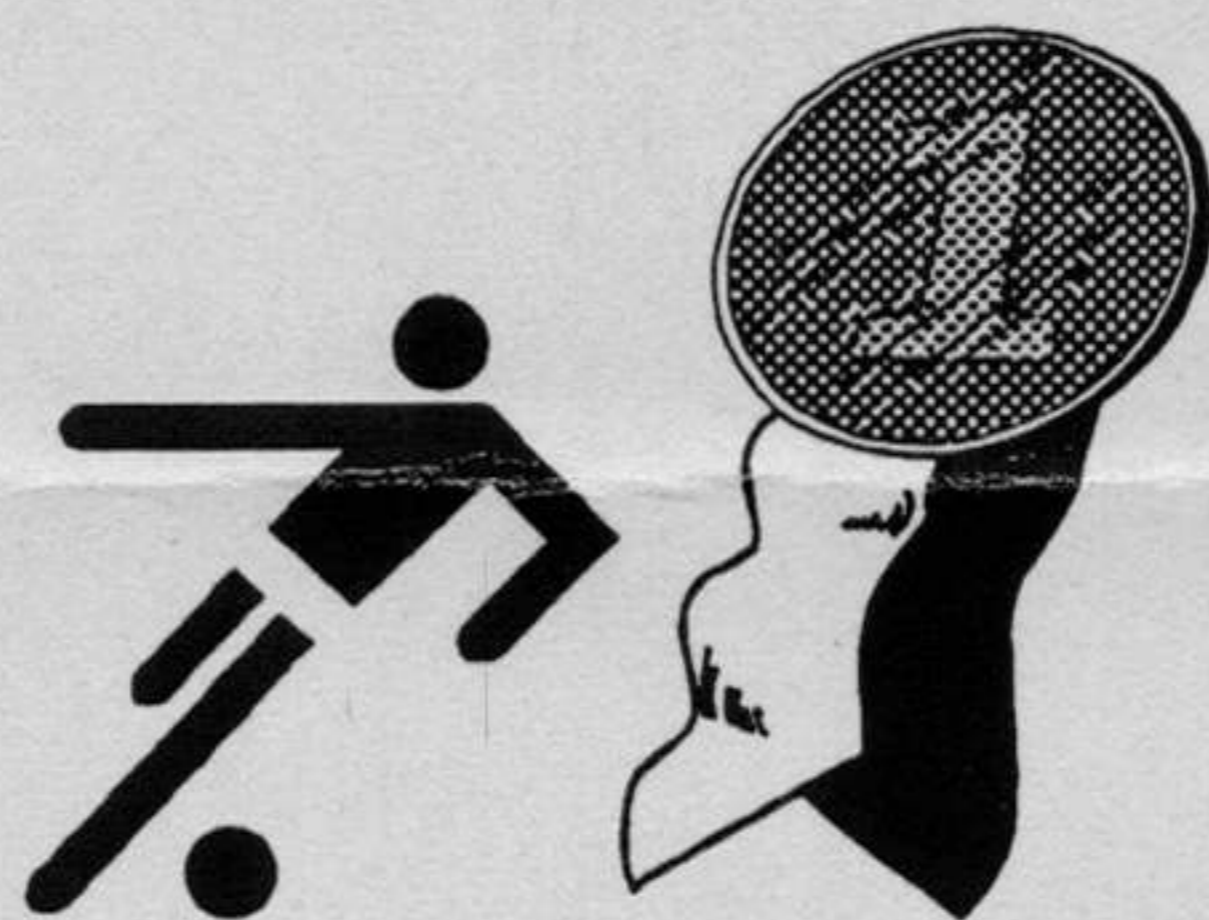
If you are wondering where the profits from the coffee fund initiated while Marj was on holidays went, wonder no more. The profits went to the **PAT FITZGERALD FUND** that HUTCH and I are administering.

Each year the employees of **CKCO** Television donate a cheque in the amount of \$500.00 for the **PAT FITZGERALD AWARD** to a Conestoga College student. This year's recipient is Mike Paonni, a second year student.

Thanks for your support again.

Keep smiling.

THE HAPPY GRUMP.



K - W CORPORATE CHALLENGE '95

Don't forget - the K-WCorporate Challenge is **Sunday, September 10/95** at

Waterloo Park. Come on out and cheer the **CKCO** team on.

SEPTEMBER ANNIVERSARIES

This month 29 people are celebrating anniversaries with **CKCO** in September. Leading off is Larry Ernewein who started on September 16, 1963 - 32 years where does the time go! Joe Brenner has been on staff since September 9, 1973 and Ron Johnston came on board September 6, 1976. Other September anniversaries are:

Rick Howe	09/20/76
Joe Ulmer	09/11/78
Deb McCrudden	09/25/78
Norm Smith	09/04/79
Ken Elliott	09/10/79
Don Cameron	09/17/79
Ute Neugebauer	09/28/81
Ed Fox	09/15/83
Frank Lynn	09/16/85
Daiene Vernile	09/12/88
Mike Yaworski	09/05/89
Julie-Marie Innes	09/11/89
Gail Gortmaker	09/01/90
Vicki Gough	09/01/90
David Gross	09/01/90
Gar Lewis	09/01/90
Steve Simic	09/01/90
Richard Thomas	09/01/90
Cameron Crassweller	09/04/90
Ann Gebhart	09/17/90
Lisa LaFlamme	09/08/92
Cris Waurechen	09/16/92
Guy LePage	09/21/92
Gary O'Neil	09/06/94
Kate Ingram	09/26/94

Congratulations to all!

SALES, SALES, SALES

There is a lot of activity going on in the Sales Department these days. A breakfast meeting is being planned for September 6 and many of our local advertisers have been invited. We will be presenting the **CKCO** new look, including the logo, news studio, the weather package, the **LIVE EYE**, our fall schedule and the **CKCO ACTION-LINE**. David Wolfe, our Loyalty Marketing consultant, will be here to make a presentation.

As part of the excitement, we will be doing a 2 minute commercial for Martens Furniture using the **Live Eye** to demonstrate it's capabilities to our advertisers.

A full report on the happenings will be in the September 29 CAPsule.



BIRTHDAYS FOR THE MONTH OF SEPTEMBER

Henning Gumme 09/02
 Lisa Lackenbauer 09/05
 Steve Simic 09/06
 Ken Elliott 09/07
 Rebecca Whatmore 09/07
 Elaine Economoff 09/08
 Buck Dunseith 09/11
 Wolfgang Urschel 09/15
 Nancy Richards 09/16
 Michael Foley 09/18
 Paul Nyout 09/18
 Ray Irwin 09/19
 Shirley Lai 09/19

Stephanie Ludlam 09/19
 Julie-Marie Innes 09/19
 Ron Johnston 09/21
 Brenda Spencer 09/22
 Tom Knowlton 09/23
 Jeff Soltysiak 09/24
 Alan Fraser 09/26
 Wayne Kooyman 09/26
 Su McKillop 09/26
 Ron Molland 09/27
 Michael O'Driscoll 09/30

Happy Birthday all!!

PHOTOCOPIER UPDATE

Part two of the copier requirements survey will be starting shortly with key users throughout the building being interviewed. This will provide Xerox with a complete overview of our requirements and a report will be made based on that. Management will review all the information and a decision will be made on the replacement of our copying equipment.

Hang in there everyone relief is on the way the existing leases expire in Dec./95.

NEW LOGO & BUSINESS CARDS

Just to keep everyone up to speed on the changes that are happening - new business cards are being ordered with the new logo on them. The cards will not have titles on them and only four of the following numbers can appear:

- Telephone number
- Fax number
- Toll Free number
- Toronto Direct number
- Cellular number
- E mail address

If you have any questions on the above contact Deborah Robertson or Sandy Clarke.

ODDS & ENDS

Labour Day weekend is here. Were did the summer go? I hope all of you had a wonderful summer and are looking forward to the fall. Thanksgiving and Halloween are coming up and Christmas is less than four months away. Busy times ahead.

CKCO has a lot of exciting new projects underway. The next few weeks will be a lot of hard work for all. Don't loose your sense of humour!

I understand the Watson family is all moved in and Kitchener is beginning to feel like home.

HATS, HATS, HATS

At last they're in. You can pick yours up from Sandy Clarke in Promotion. \$25.00 each is the price (tax included).

There won't be a CAPsule on September 15/95. However, there will be an issue on September 29th.

Till then have a grand fine long weekend.

Ann

HELP WANTED

Urgent!

2 volunteers are required for Tuesday, September 5/95 from 7-9 pm and Sunday, September 10/95 for the day. Please see Chris Uhrig or call her at ext. 317.

CAPSule



Sept. 29 1995

Volume 2.4

**UNITED WAY IS
UNDERWAY**

**PLEASE MAKE IT YOUR
WAY TO HELP OTHERS**

Never let it be said that television is a boring business. We have had a lot of excitement at CKCO Television in the last month. Our new News Set, new weather system, whole new look and of course the big news of last week regarding the deal with Electrohome and Baton.

From all reports the new look is a resounding success and all the new equipment is working well.

Congratulations to all involved on a great effort and a great new look.

The Electrohome/Baton Deal. Nothing new to-date on the big deal. I will keep you up-to-date as this progresses.

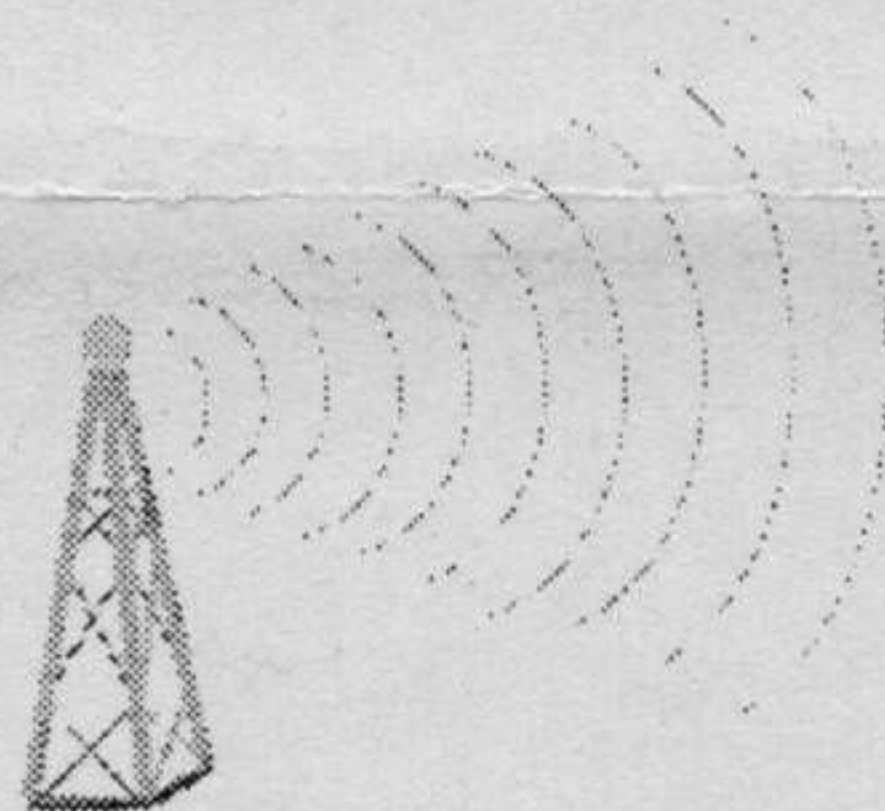
The United Way Campaign is underway and Bruce Johnston is our

Chair. Your support for this cause is really needed and will be appreciated.

I am looking forward to Oktoberfest in Kitchener. It is something I haven't experienced before and I'm sure will be a lot of fun. The parade, the sausage, the beer. See you at the Festhalls.

Dennis

FROM THE NEWSROOM



CAPsule Tidbits from News

The new News Set was launched on September 11th.. right on schedule... along with the new "GRAPHICS" program. We have most of the bugs worked out... but have been doing some fine

tuning over the past couple of weeks.

=====

The new weather system went to air on September 18th. **Dave MacDonald** had the privilege of launching it ... **WEATHER WAND** and all !!! To date **Dave, Don Cameron & Tom Knowlton** have all had a chance to **strut their stuff ... with some getting more creative than others !!!** Dave & his 'weather wand' even got mentioned on KOOL FM last week !!!

=====

The 'Live Eye' microwave truck was busy last week at the Plowing Match... with **David Imrie and crew** doing a fine job !!! Every day during the match we did 2 to 3 "Live Hits" with David on our Noon News... as well as a 1/2 hour 'live' Opening Ceremonies with **Jeff Hutcheson** as Master of Ceremonies. Talk about both David & Hutch 'outstanding in their field' !!

Daiene Vernile is getting used to her new responsibilities as Producer of News at Noon and Six. Being a producer is nothing new to Daiene.. but doing 2

live newscasts each day has been be a bit of a change to say the least... but with Daiene's organisational skills the transition has been going very well. Good luck Daiene !!

=====

Just got the word from **Chris Matlock** all the way from Africa... he's staying on the "dark continent". In his letter Chris says, "It has been a great 11 years for me in that newsroom and I owe many of you a great deal of thanks for helping reach another goal. I hope that some of the people I work for over here are half as good as you folks !!" We wish Chris all the best for the future.

=====

Dan Foster is the latest "news" person to take that walk up the aisle !! Dan & Maria tied the knot on September 23rd and are right now on their honeymoon in Greece.

That's it for this week.. catch you later !!!

Kathy Fedy.

OPERATIONS & PRODUCTION

Well I hope you all had a good Summer and are ready for the Fall. I have a request for all who use station vehicles on occasion. When you are finished using the vehicles,

please make sure there is plenty of gas for the next person. Should I tell you the story about the person who was so excited about going on holidays they forget to fill the tank up and left it on dry. Thanks for your co-operation on this, until next time.

Prosit,
Henning

P.S. Yes, Oktoberfest is just around the corner.

EMPLOYEE OF THE MONTH

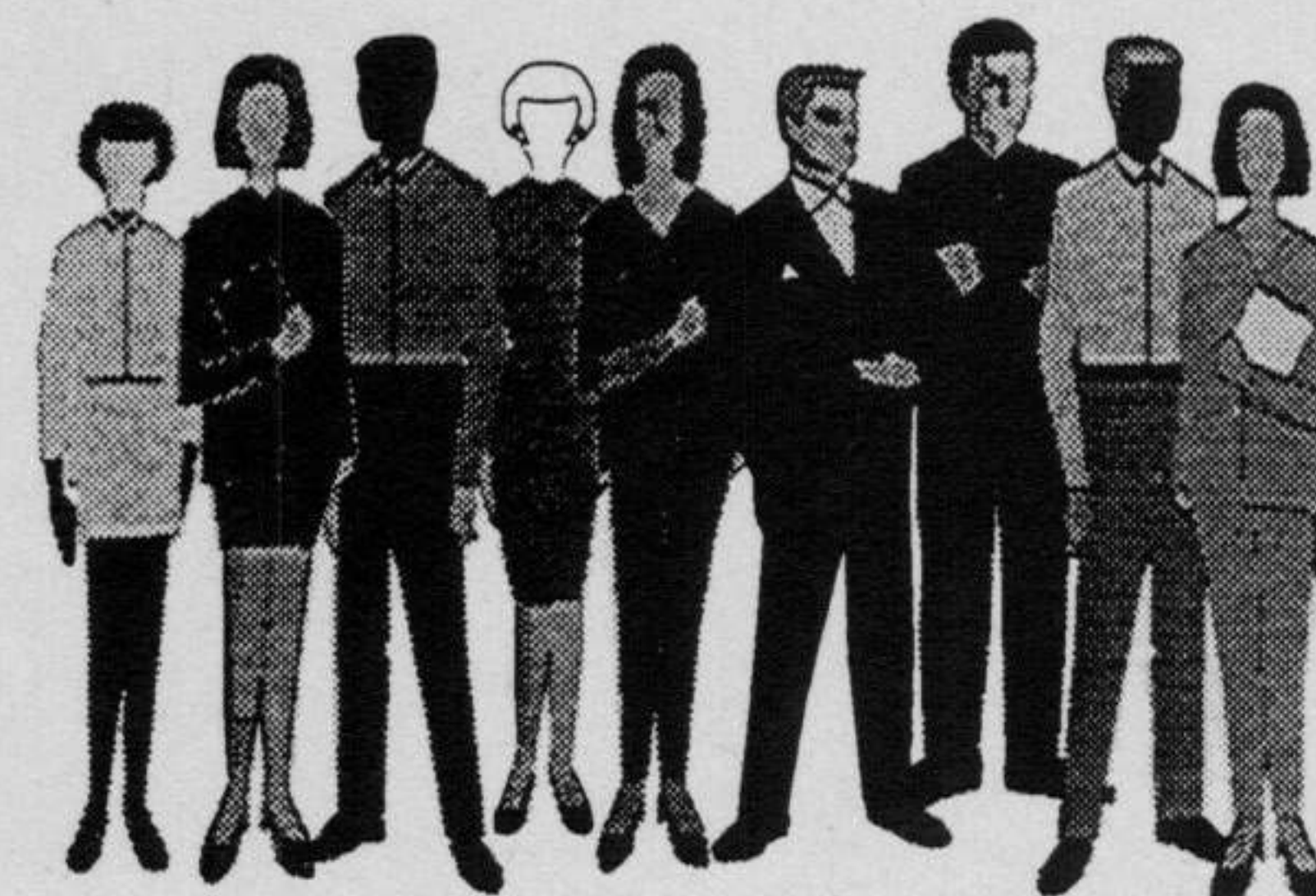
The Employee of the Month for August as determined by the Vision Committee is none other than **Reg Seller**.

The nomination remarks recognise Reg's 40 years of dedicated service. Reg helped to make CKCO a community entity. Reg's long-time support of the United Way and the effort he made to publish the newsletter to keep all the employees informed were also recognized.

Reg's plaque and cheque was presented to him at the Trans on Tuesday, September 26/95.

Speaking of Reg and the Trans the staff good bye to Reg was on Tuesday, September 26/95 at the Trans. Henning was the M.C , Dennis presented

Reg with his Employee of the Month plaque and cheque and then turned the proceedings over to Don Willcox who had lots of good things to say about Reg and his work for CKCO. Lisa Lackenbauer presented Reg with a parting gift of a new CKCO Television T-Shirt with "ALWAYS a P.R." emblazoned on the back. Lots of laughs and a tear or two. Don't be a stranger Reg.



H R HUDDLE

EMPLOYMENT EQUITY

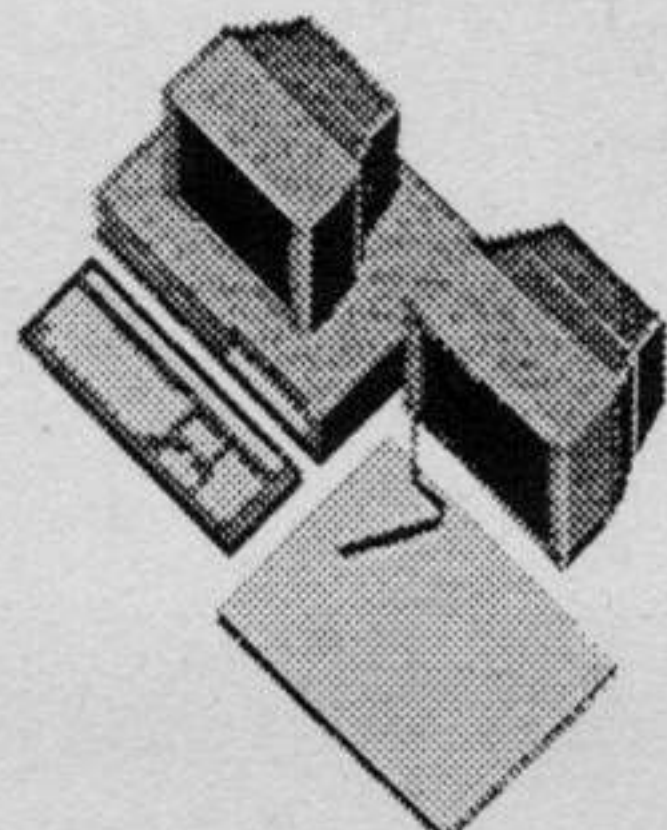
CKCO Television has developed an Employment Equity Plan to ensure it's policies and procedures are equitable. Managers and Supervisors will be receiving an Employment Equity binder on Friday, September 29, 1995. Please take a look at it.



TELEPHONES

&

COMPUTERS



Chris Uhrig will be the person to call if you have Computer or Telephone problems. Chris' extension is 317.

WHAT BUGS CALLERS??

A recent survey asked 564 business people what bothers them most about the way a business phone is answered. Forty-two percent of respondents cited automated phone menus; 25% are annoyed when a phone isn't answered by the third or fourth ring; and 21% are bothered by busy toll-free numbers.

When asked to identify the most annoying employee phone habit, 34% mentioned using the hold button without asking the caller for permission to do so.

Other phone habits of company employees that bother respondents:
Being uninformed about the subject of the caller's inquiry - 30%.
Using poor grammar - 15%
Not identifying who is speaking - 11%
Mangling the company name - 6%.

REC CLUB UPDATE

It was a cold morning, great day for the 1995 Corporate Challenge. The CKCO Team placed 12th (Awesome)!! The Record placed 68th.

The Team:

Captain:

Chris Uhrig

Team Members:

Lisa LaFlamme

Nancy MacDougall

Deborah

Robertson

Susan Mondoux

Jeff Hutcheson

Chris Dunseith

Tom Farwell

Phil Maeers

Olaf Heinzl

Volunteers:

Angie Mercer

Bruce Emmerson

Cheering:

Sarah Hutcheson

The only injuries were due to the flipper event (don't ask). Video is around the station. Thanks to Sandy Clarke they all looked good.

Chris Uhrig.

OTHER STUFF

Our condolences to Nancy Richards on the lose of her father. Our thoughts are with you Nancy.

The Rec Club trip to Drayton to see DADS was a success. A good turnout

and a really funny play. Alex Moustakas was at his entertaining best. Thanks to the Rec Club and Sales for putting this together.

Once again I must apologize to two staffers, this time I spelled their names wrong.

Sorry to Ute Neugebauer and Paul Nyhout.

We are around the corner from Thanksgiving and Oktoberfest. The food bank will be doing their thing for Thanksgiving. When you do your grocery shopping think of the food bank and the less fortunate and add an item or two. Non-perishable foods are the order of the day.

Over the last few weeks staff and the station have received numerous kudos and I have taken the liberty to summarize them here:

From Anne Marie Goetz, Dan Wright's Assistant at Electrohome, complements to Henning Grumme and Alex Spiridonov for the "excellent job" done editing the Display Technologies Electrohome opening ceremonies. Anne Marie goes on to say how it was a "rush job" and how much she appreciated the professional work. "It was a pleasure to show the CKCO'd version".

The Communications Department of St. Mary's General sent a fax re the

new News set. "WOW" along with their congratulations. Al Gibson extended thanks and praise to Steve Parr and Shane Roberts for their fine effort and great coverage of the Bernardo jury deliberations and verdict, adding that CFPL bailed out to CFTO around noon. Good work guys!

A message from Bruce Cowie on the BBM Summer survey - he, and all of us here, really liked our jump to 138,700 for the Monday to Sunday 6:00 p.m. to 7:00 p.m. News. An increase of **18.5%** over 1994.

A quick note from Sandy Clarke re Rick Hull Voice-Overs. Our contract with Rick expires at midnight on September 30/95. As of then Rick's voice **CANNOT BE USED IN ANY APPLICATION, BROADCAST OR NON-BROADCAST.**

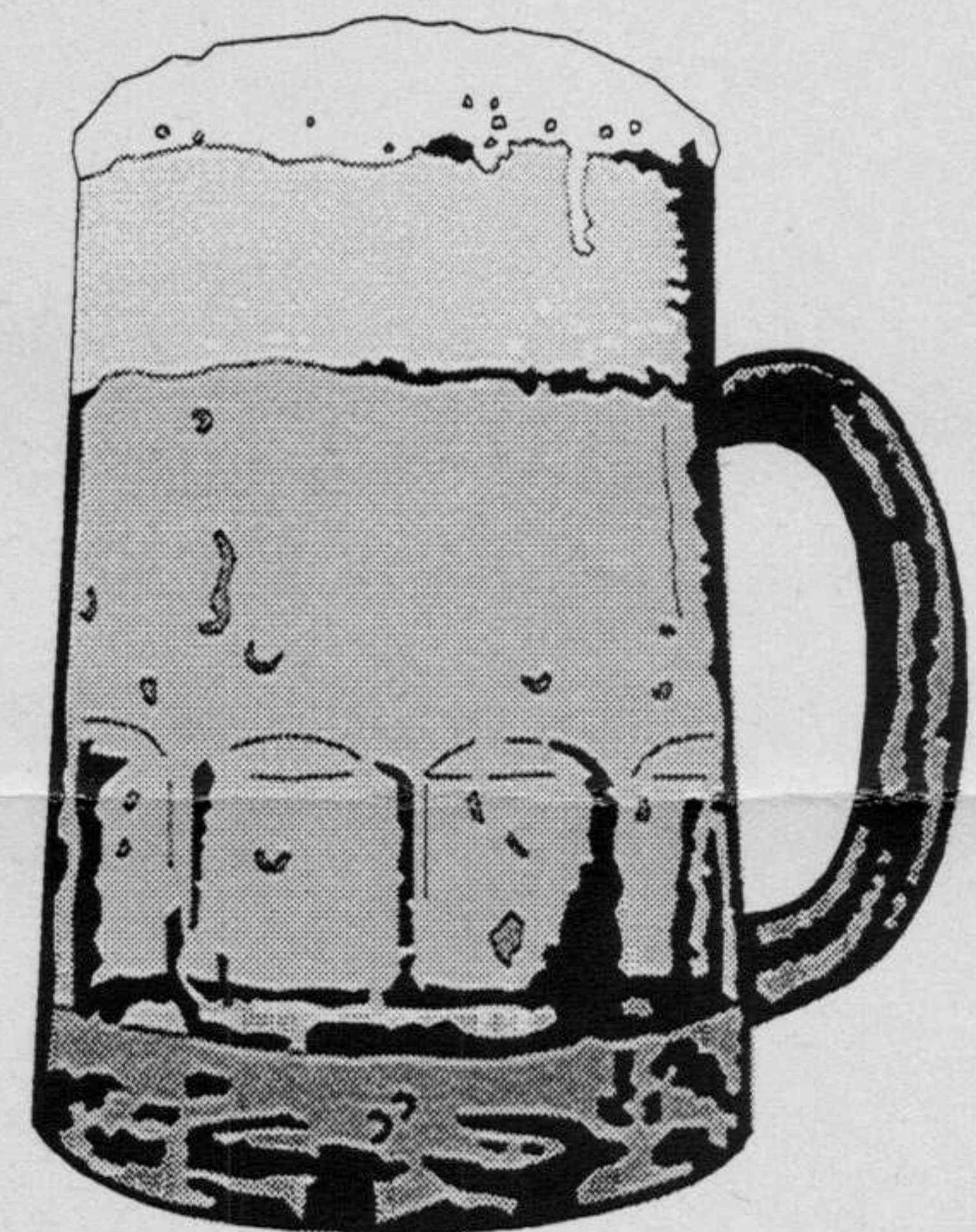
That's it for this time, have a wonderful Thanksgiving

Ann

**DO YOUR PART
FOR THE
UNITED WAY
CAMPAIGN!**

**FOR JUST \$3.00 PER
WEEK (4 COFFEES A
WEEK) FOR ONE
YEAR YOU CAN
PROVIDE ENOUGH
FOOD HAMPERS FOR
31 NEEDY FAMILIES
IN OUR COMMUNITY
THROUGH THE
UNITED WAY.**

**DON'T FORGET
PAYROLL DEDUCTION
IS AVAILABLE!**



**EIN
PROSIT!!**