



**1. Call to Order**

PCTA Chairman Carol Warren called the meeting to order at 8:34 a.m.

**2. Roll Call**

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Steve Nagel	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Keith Bohr	Huntington Beach	Present
Chair Carol Warren	Stanton	Present	Director Joe Carchio	Huntington Beach	Present

**Staff members present**

Bill Marticorena	Attorney
Nicole Cass	Assistant Director
Louis Rocha	Video Production Coordinator

**Also present**

Laurie Frymire	Huntington Beach
Matt Mogensen	Fountain Valley
Julie Roman	Stanton
Matthew R.	Stanton
LaVada Cordasco	Westminster
Diana Dobbert	Westminster
Mary Morales	Guest

**3. Approval of Minutes:** Director Warren requested the minutes reflect current board positions as two titles had not been updated. Director Ta moved approval of the February 16, 2011 meeting minutes; seconded by Director Vo, the motion passed unanimously. Director Shawver abstained.

**4. Public Comments:** None.

**5. Approval of Expenditures:** Director Rice moved simultaneous approval for the Register of Demands No. 6638 to 6735, Administrative and PEG Treasurer’s Reports for February and March 2011; seconded by Director Carchio, the motion passed unanimously.

**6. Reports**

**A. Report of Board Members:** Director Warren requested a programming update and Director Shawver requested verification for the Easter Event coverage in Stanton.

**B. Report of the PCTA Attorney:** None.

**C. Report of Administration –** Assistant Director Nicole Cass provided the Board with a summary of business items that occurred during the past thirty days, including copies of price and channel change notifications from each video service provider.

She provided the Board with a copy of correspondence sent to Time Warner requesting remittance of withheld Franchise Fees (attributed to the PCTA by Time Warner) for covering CPUC costs associated with implementing DIVCA, but has had no response from Time Warner.

Additional items covered by Miss Cass touched on current staffing levels, meeting with the Video Production Coordinator to review each member city’s submitted list of 2011 activity event calendars for possible production requests, the continued cost analysis and search for equipment to replace unreliable music services used as the background audio for video bulletin board slides, progress in generating separate contracts to reimburse the cities of Huntington Beach and Westminster for their public meeting coverage, the receipt for all Conflict of Interest (700) Forms, the anticipation of the complete draft audit for Board review in May, staff attendance at the OCC Job and Internship fair where students with an academic or professional interest in production could receive school credit for participating in PCTA productions, and a meeting with the PCTA business insurance broker to update our policy and check for any lack of coverage due to the

growth of the organization over the past year. She concluded her report with two save-the-date recommendations for the Board, to reserve June 2<sup>nd</sup> for the SCAN NATOA Annual Conference, as well as September 20-23<sup>rd</sup> for the NATOA Annual Conference in San Francisco before handing off to Mr. Rocha who provided an update of all underway PCTA productions.

## 7. Unfinished Business

**A. City of Huntington Beach: Revised Contract for Public Meeting Coverage Reimbursement** – Laurie Frymire presented a revised contract to reimburse the City of Huntington Beach for the production costs of airing public meeting coverage on their government access channel. Director Rice moved approval of the revised contract; seconded by Director Ta, the motion passed unanimously.

## 8. New Business

**A. PEG Remaining Equipment List FY 2010/11** – Miss Cass and Mr. Rocha provided a revised list of the remaining equipment necessary for the PCTA production studio that was approved with the FY 2010-11 budgets, but was not purchased. Mr. Rocha pointed out that advances in technology and new versions of similar products allow the PCTA to save several thousand dollars over the original quote provided in June 2010. Director Ta moved approval of the listed equipment; seconded by Director Carchio, the motion passed unanimously.

**B. Production Contract Renewal: Associate Producer/Sr. Production Assistant, Yollenna Morales** – Miss Cass provided the Board with a contract due for renewal for the PCTA's first production staff member, Yollenna Morales. Over the past year Mr. Rocha has given Miss Morales increasingly complex duties and responsibilities in the area of production, as well as assigning her the task of training new contractors in the area of Video Bulletin Board creation, and program rack ingesting and playback procedures. Miss Cass and Mr. Rocha recommended the Board approve the new contract, which includes a \$0.75 per hour raise, and a title change to include Associate Producer. Director Rice moved approval of the contract renewal; seconded by Director Nagel, the motion passed unanimously.

**C. Production Contract: On-camera Talent, Kent French** – Assistant Director Miss Cass presented the Board with a draft contract for Kent French who has been used as both on-camera (Huntington Beach 4<sup>th</sup> of July Parade) and in-studio (CityWORKS) talent on past PCTA productions. Mr. French was present at the March meeting where his contract was originally brought for passage, but was unable to be introduced or speak to the Board as there was no quorum. Director Ta moved approval of the revised contract; seconded by Director Warren, the motion passed unanimously.

**D. Production Contract: On-camera Talent/ Production Assistant, Danny Hitt** – Assistant Director Miss Cass presented the Board with a draft contract for Danny Hitt who has previously served as on-camera and voice-over talent for PCTA productions. As the reaction to his services has been very positive from the member cities which he has done work thus far, staff wished to place him under formal annual contract for his talent and production services. Mr. Hitt was present to introduce himself to the Board, give a quick summary of his qualifications, and production experience as talent personality in the Southern California area. Director Rice moved approval of the revised contract; seconded by Director Bohr, the motion passed unanimously.

9. Chairwoman Warren **ADJOURNED** the meeting to **8:30 A.M. Wednesday, May 18<sup>th</sup>, 2011**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass  
Assistant Director