



1. Call to Order

PCTA Chairwoman Margie Rice called the meeting to order at 8:30 a.m.

2. Roll Call

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Vice-chair 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

Michelle Molko	Attorney
John Borack	Interim General Manager
Louis Rocha	Video Production Coordinator

Also present

Laurie Frymire	Huntington Beach
Diana Dobbert	Westminster
Julie Roman	Stanton
LaVada Cordasco	Westminster

3. Approval of Minutes: Director Ta moved simultaneous approval of the October 19th and November 2nd, 2011 meeting minutes; seconded by Director Warren, the motion passed unanimously.

4. Public Comments: None.

5. Approval of Expenditures: Director Carchio moved approval for the Register of Demands (Item 5A) No. 6988 to 7130; seconded by Director Ta, the motion passed. Director Shawver abstained. Items 5B and 5C were tabled until the December meeting.

6. Reports

A. Report of Board Members: Director Carchio met with Time Warner Cable liaison Kristy Hennessey to request removal of the PCTA phone number from residential cable bills. Director Shawver requested Mr. Borack generate a policy related to removal of PCTA work product, equipment or supplies from the premises.

B. Report of the PCTA Attorney: None.

C. Report of Administration: Mr. Rocha updated the board regarding application materials reviewed for a freelance editor, updating timelines for all current productions, and relayed the information that SCAN was recertified as a chapter of NATOA.

7. Unfinished Business

A. Sub-committee to Review and Consider Modifications to Executive Director Job Description, Appointment of Interim Executive Director, and Recruitment of General Manager – The website oversight was added to the responsibility of the General Manager. This item was moved to Closed Session while changes are being made to the duties of each position. Director Bohr moved approval of amending the General Manager responsibility to include the website; seconded by Director Shawver, the motion passed unanimously.

B. Receive and File: Board Workshop Presentation on Organizational Structure and Planning – This item was moved to Closed Session for review.

C. DRAFT: FY 2011-12 PCTA Administrative & Government Access Channels Budget – This item was moved to Closed Session for review.

8. New Business

A. Appointment of Interim General Manager and Immediate Augmentation of Management Duties and Compensation – This item was discussed in Closed Session. Report: Director Carchio moved to offer the current Interim General Manager position to John Borack, for a 90 day period, to be reevaluated at the end of the period; seconded by Director Nagel the motion passed unanimously. Mr. Borack accepted the offer.

B. Review: PCTA Binder of Working Documents - Miss Cass was not present to give this report. The item was tabled to the December meeting.

C. RESOLUTION No. 2011-2: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY (“PCTA”) AUTHORIZING CERTAIN INDIVIDUALS TO MAKE DEPOSITS, WITHDRAWALS, AND TRANSFERS ON THE ACCOUNTS OF PCTA AT THE LOCAL AGENCY INVESTMENT FUND. – Director Shawver moved to add Director Vo as an authorized signature; seconded by Director Warren, the motion passed unanimously.

D. RESOLUTION NO. 2011-3: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY (“PCTA”) AUTHORIZING CERTAIN INDIVIDUALS TO MAKE DEPOSITS, WITHDRAWALS AND TRANSFERS ON THE ACCOUNTS OF PCTA AT THE BANK OF AMERICA’S FOUNTAIN VALLEY BRANCH. – Director Shawver moved to add Director Vo as an authorized signature; seconded by Director Rice, the motion passed unanimously.

E. Production Contract Renewal and Augmentation: Associate Producer, Joe Coulter – This contract renewal reflected increases in responsibility and changes in duties for one of the PCTA’s original production staffers. Director Ta moved approval of the contract; seconded by Director Carchio, the motion passed unanimously.

F. City of Westminster Request for PEG Expense Reimbursement – Expenses were presented to the Board for approval to be reimbursed to the City of Westminster. Director Shawver moved approval of the request for reimbursement; seconded by Director Ta, the motion passed unanimously.

9. Closed Session

A. Review of Draft Managing Director, Video Production Manager and Clerk Positions: There was discussion, but no formal action was taken on this item in closed session to finalize augmenting the positions. Any other position details that were discussed are reflected under that agenda item.

10. Chairwoman Rice ADJOURNED the meeting to **8:30 A.M. Wednesday, December 21st, 2011**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass
Assistant Director