



MINUTES

Regular Meeting of July 18, 2012

**10200 Slater Avenue
Fountain Valley, California 92708**

1. Call to Order

PCTA Chairwoman Mayor Margie Rice called the meeting to order at 8:31 a.m.

2. Roll Call

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

PCTA Staff members and city present

Michelle Molko	Attorney
John Borack	PCTA General Manager
Nicole Cass	PCTA Assistant Manager
Louis Rocha	PCTA Video Production Coord.

Also present

Julie Roman	Stanton
Diana Dobbert	Westminster
Matt Mogensen	Fountain Valley

3. Approval of Minutes: Director **Ta** moved approval of the **June 20, 2012** meeting minutes; seconded by Director **Carchio**, the motion passed unanimously. Director Nagel abstained.

4. Public Comments: None.

5. Approval of Expenditures: Director **Shawver** moved approval for the Register of Demands No. **7581 to 7639**; seconded by Director **Ta**, the motion passed. Director **Shawver** moved approval for the Treasurer's **June (preliminary) 2012** Report; seconded by Director **Ta**, the motion passed. Director **Ta** moved approval for the P.E.G. **June (preliminary) 2012** Report; seconded by Director **Shawver**, the motion passed.

6. Reports

A. Report of Board Members: Director Ta commented on his attendance at the SCAN NATOA conference and workshops. Director Shawver commented on his recent experience with AT&T customer service in repairing his issues at home with his bundled service.

B. Report of the PCTA Attorney: Attorney Michelle Molko attended the 4th of July Parade and was very impressed with the PCTA set-up, crew and scale of production.

C. Report of Administration: Mr. Borack relayed several current business items to the board including, attending the SCAN NATOA Spring Conference, reminding those with plans for the NATOA conference to keep the administration office informed of any needs in advance of the trip, commented on live coverage of the Huntington Beach 4th of July parade carried on Time Warner, AT&T, and Verizon footprint. Mr. Borack provided copies of those press releases printed in the last 30 days for PCTA production events, and proposed additional marketing efforts for the channel, as well as staff reviews as he nears the six month mark for managing the organization to continue to look for improvements to practices and procedures within the agency. He also updated the board on incorporating daily management of the Westminster productions with the current PCTA schedules as staffing changes occur at that city such as the summer concerts and council meeting coverage. Other administration items discussed included the channel and rate change notifications sent from the video service providers.

Mr. Rocha updated the board on timelines for all government access productions and staff continues to assess the visual workings of several studio components to improve on the overall look of the set, the appearance of the guests who appear on camera, as well as consideration of a contract for the make-up artist used on some studio shoots including several recent CityWorks episodes.

7. Unfinished Business: None.

8. New Business: A. Production Contract Augmentation, C. Sue Braun: Mr. Rocha highlighted differences in duties and the more conservative pay scale negotiated for those duties being added to Ms Braun's contract. Director Shawver moved approval of the additions to her contract; seconded by Director Vo, the motion passed unanimously.

B. City of Westminster Public Meeting Coverage Reimbursement Request: Mr. Borack presented the Board with a request for reimbursement for the public meeting coverage in the City of Westminster. Pursuant to the city's agreement with the PCTA all meetings met the requirements for the contract and staff recommended approval of the request. Director Shawver moved approval of the request; seconded by director Ta the motion passed unanimously.

9. Chairwoman Rice ADJOURNED the meeting to **8:30 A.M.** Wednesday, **August 15th, 2012**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass
Assistant Director