

Regular Meeting of August 21st, 2013

10200 Slater Avenue
Fountain Valley, California 92708

1. **Call to Order:** PCTA Chairman Michael Vo called the meeting to order at 8:38 a.m.

2. **Roll Call**

Director Tri Ta	Westminster	Absent	Chairman Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Joe Shaw	Huntington Beach	Absent
Director Carol Warren	Stanton	Present	Vice-chair Joe Carchio	Huntington Beach	Present

PCTA Staff members and city present

Michelle Molko	Attorney
John Borack	General Manager
Louis Rocha	Manager of Video Production

Also present

Diana Dobbert	Westminster
Matt Mogensen	Fountain Valley
Julie Roman	Stanton
Teri Baker	Huntington Beach

3. **Approval of Minutes:** Director **Brothers** moved approval of the **July 17, 2013** meeting minutes; seconded by Director **Warren**, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Brothers** moved approval for the Register of Demands No. **8273-8333**; seconded by Director **Shawver**, the motion passed. Director **Brothers** moved approval of the **July 2013** Treasurer’s Administrative Report; seconded by Director **Carchio**, the motion passed. Director **Shawver** moved approval of the **July 2013** PEG Treasurer’s Report; seconded by Director **Brothers**, the motion passed.

6. **Reports: A. Report of Board Members:** Director Rice commented on the excellent quality of the production aired on the Westminster Memorial in her city. Director Vo mentioned the good use of cross-promoting our programming by having the PCTA’s YouTube page link listed on the PCTA website. Director Shawver and Warren commented about the possibility of creating a Smartphone interface application for viewing PCTA’s programming on mobile devices.

B. Report of Administration: General Manager John Borack summarized the report which included press releases printed in the last 30 days for PCTA production events, channel and rate change notifications from the video service providers, an upcoming meeting with the City of Tustin regarding joint venture production operations, as well as being contacted by the City of Los Alamitos for similar services. Also discussed was Time Warner’s planned conversion of PEG channels from analog to digital and the PCTA’s ability to possibly take over playback and operation of channel 6. Board members agreed that PCTA shows, which have credits, should also include the names of current board members. Lastly, Mr. Rocha updated the Board on timelines for all government access productions and via the production status spreadsheet, which is also e-mailed to the Board weekly. Director Carchio inquired as to the status of Huntington Beach’s production request entitled, “Reflections of Former Mayors”. Staff commented that coordinating with the designated host for taping has been challenging. The City of Huntington Beach staff and the Board members from their city will determine how best to move forward with the production, and relay that information to the PCTA for future taping.

C. Report of the PCTA Attorney: Michelle Molko presented the Board with an urgent request for action which developed after the posting of the agenda. Bank of America has requested formal board authorization for completing an application for a line of credit to manage the PCTA’s purchases which

cannot be handled via check. Director Rice moved approval of the request to authorize the necessary paperwork; and seconded by Director Brothers, the motion passed unanimously. Chairman Vo and Vice-Chair Carchio provided the required signatures. She also mentioned progress on a project with staff to revise the standard contract used for production vendors and will be meeting with staff for finalize revisions for use in all contracts going forward.

7. Unfinished Business

A. Review Healthcare and Benefits Policy & Disbursement Processes: Miss Molko presented the Board with a redline version incorporating revisions approved at a previous meeting. Director Shawver made a motion to approve the revisions; seconded by Director Carchio, the motion passed unanimously.

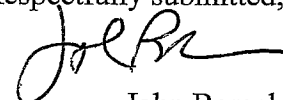
B. Review Travel Expense Reimbursement Policy: Mr. Borack presented the Board with a redline version of the policy revisions requested by the Board last month requiring attendees to attend at least half of all conference sessions covered by the registration to request expense reimbursements. Director Shawver moved approval of the revisions; seconded by Director Carchio, the motion passed unanimously.

8. New Business

A. Video Streaming Reimbursement Request for WTV3: Director Shawver moved approval of the reimbursement; seconded by Director Carchio, the motion passed unanimously.

10. Chairman Vo ADJOURNED the meeting to 8:30 A.M. Wednesday, October 16th, 2013, at the Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,



John Borack
General Manager