



Regular Meeting of October 16th, 2013

10200 Slater Avenue
Fountain Valley, California 92708

1. **Call to Order:** PCTA Chairman Michael Vo called the meeting to order at 8:37 a.m.

2. **Roll Call**

Director Tri Ta	Westminster	Present	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	City of Westminster
Teri Baker	City of Huntington Beach
Laurie Frymire	City of Huntington Beach

3. **Approval of Minutes:** Director **Rice** moved approval of the **August 21, 2013** meeting minutes; seconded by Director **Brothers**, the motion passed unanimously, with Director **Ta** abstaining.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Brothers** moved approval for the Register of Demands No. **8334-8433**; seconded by Director **Ta**, the motion passed. Director **Brothers** moved approval of the **August/September 2013** Treasurer’s Administrative Report; seconded by Director **Ta**, the motion passed. Director **Rice** moved approval of the **August/September 2013** PEG Treasurer’s Report; seconded by Director **Ta**, the motion passed.

6. **Closed Session – Pursuant to Government Code 54956.9 and 54956.8**

A. Public Employee Discipline/Dismissal/Release: Board ratified dismissal of one employee. Moved by Director **Warren** and seconded by Director **Carchio**, the motion passed unanimously.

7. **Reports:**

A. Report of Board Members: Director **Brothers** commented on her trip to the national NATOA conference in Orlando, FL: she reported that there was not much good news, with many consumers abandoning cable and watching programming online and franchise and PEG fees concurrently being reduced. One challenge for the future, she reported, will be how to forecast for substantially reduced budgets. Director **Vo** reported that the PCTA will begin producing live television coverage of the Fountain Valley City Council meetings beginning November 5, 2013. Director **Vo** also mentioned that the City of Fountain Valley’s holiday tree lighting will take place on December 7. Director **Carchio** commented on repeats of “Orange Slices” and how the program could be better scheduled; it was decided that once enough episodes of the program are produced, the episodes will be aired in a “staggered” fashion, as opposed to running each program for one month at a time.

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, rate change and programming notifications from the video service providers, a meeting with Rainbow Disposal regarding possible partnering by airing of their informational programming, a conversation with Cal State Long Beach regarding airing some of their programming, and an announcement regarding PCTA being nominated for Western Access Video Excellence Awards. Video production manager **Louis Rocha**

presented the production status report, which included an update on his attendance at the national NATOA conference, where he served as a presenter during one session and gathered tips on improving the quality of productions, which he will pass on to PCTA producers.

C. Report of the PCTA Attorney: Michelle Molko reported that she is monitoring the cutting of analog service by cable companies are, and how legislators are reacting to the issue.

8. Unfinished Business: None

9. New Business

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

B. Production Contract – Danny Hitt: Director **Rice** moved approval of the contract; seconded by Director **Warren**, the motion passed unanimously.

C. Encoder purchase for Fountain Valley City Council Meeting: Director **Rice** moved approval of the purchase of an encoder in the amount of \$4,600 for use in the Fountain Valley City Council meeting telecasts; seconded by Director **Shawver**, the motion passed unanimously.

D. Position Review – Assistant to the General Manager: The board suggested a title change to administrative assistant, as well as proposing the salary for the position to be between \$45,000 and \$50,000 per year, depending on experience. In addition, the board proposed a three month probationary period for the position, not to include holidays or benefits. Director **Ta** moved approval of the revised job description; seconded by Director **Carchio**, the motion passed unanimously.

Chairman Vo **ADJOURNED** the meeting to **8:30 A.M.** Wednesday, **November 20th, 2013**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,



John Borack
General Manager