

Regular Meeting of November 20, 2013

10200 Slater Avenue
Fountain Valley, California 92708

1. **Call to Order:** PCTA Chairman Michael Vo called the meeting to order at 8:36 a.m.

2. **Roll Call**

Director Tri Ta	Westminster	Present	Chairman Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Absent	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
Julie Roman	City of Stanton
Laurie Frymore	City of Huntington Beach

3. **Approval of Minutes:** Director **Ta** moved approval of the **October 16, 2013** meeting minutes; seconded by Director **Brothers**, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Ta** moved approval for the Register of Demands No. **8434-8493**; seconded by Director **Shawver**, the motion passed. Director **Brothers** moved approval of the **October 2013** Treasurer's Administrative Report; seconded by Director **Ta**, the motion passed. Director **Shawver** moved approval of the **October 2013** PEG Treasurer's Report; seconded by Director **Ta**, the motion passed.

6. **Reports:**

A. Report of Board Members: Director **Brothers** thanked PCTA staff for their work on televising Fountain Valley City Council meetings and mentioned that a copy of the first televised meeting will be given to the Fountain Valley Historical Society. Director **Carchio** complimented PCTA host Valerie Starn on her interview with retired Huntington Beach police chief Ken Small, and Director **Shawver** thanked PCTA staff for their efforts in producing Stanton's state of the city video.

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; PCTA staff meeting with Assemblyman Travis Allen's office regarding possible programming partnerships; an announcement of PCTA winning four WAVE Awards (and a second-place finish in the national NATOA competition); the City of Fountain Valley honoring PCTA with a certificate of recognition at a city council meeting; and an update on Fountain Valley City Council meeting coverage. Video production manager **Louis Rocha** presented the production status report.

C. Report of the PCTA Attorney: None.

Unfinished Business: Update on administrative assistant position. Staff presented the revised job posting for the administrative assistant position to the board, who determined (after input from PCTA attorney Michelle Molko) that the salary range for the position will be between \$30,000 and \$50,000 per

year, depending upon experience and qualifications. Interviews with qualified applicants will be held during December.

8. New Business

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

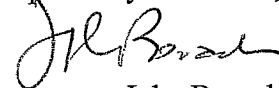
B. State Controller's Office Filings - General Manager **John Borack** reported to the board that he has worked with PCTA accountant Judy Smith and PCTA attorney Michelle Molko to ensure that all filings are up to date.

C. Letter from AT&T regarding video service provider/PEG support fee remittances - General Manager **John Borack** reported to the board that PCTA received a letter from AT&T, claiming overpayment to PCTA of PEG supports fees over the past three years in the amount of \$6,720.23. The board requested more detail from AT&T regarding the overpayment; PCTA staff will follow up.

D. Review: Policy for airing of PCTA programming on YouTube. PCTA staff brought forward a policy that would allow for PCTA-produced programming to air exclusively on the channels for two weeks prior to being shown online. Director **Brothers** instead suggested a four-week time frame. Director **Shawver** moved approval of the amended policy; seconded by Director **Brothers**, the motion passed unanimously.

9. Chairman Vo ADJOURNED the meeting to **8:30 A.M. Wednesday, December 18, 2013**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,



John Borack
General Manager