



MINUTES

Regular Meeting of November 16, 2016

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

1. Call to Order: Chair **Ta** called the meeting to order at 9:08 a.m.

2. Roll Call

Chair Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Absent
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Absent
Director Dave Shawver	Stanton	Present	Director Mike Posey	Huntington Beach	Absent
Director Carol Warren	Stanton	Present	Vice Chair Barbara Delgleize	Huntington Beach	Present

PCTA staff members present

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Christine M. Gilbert	Administrative Assistant

Also present

Diana Dobbert	City of Westminster
Tim Davis	City of Fountain Valley
Julie Roman	City of Stanton
Julie Toledo	City of Huntington Beach

3. Public Comments: None.

4. Consent Calendar: Director **Rice** motioned to approve the consent calendar; seconded by Director **Shawver**, the motion passed unanimously as to those present, with Chair **Ta** abstaining from 4A, the October 19, 2016 Meeting Minutes.

5. Reports:

A. Report of Board Members: None.

B. Report of Administration: General Manager **Borack** summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press coverage, including “Westminster City Council Candidates Vie for Votes in Forum,” in the *Westminster Journal*, 10/27/16; “PCTA Wins National Awards” in *Fountain Valley Living Magazine*, November 2016; “BBN on TV” in the Fountain Valley High School News and Announcements, 10/12/16; “PCTA Election Night Coverage shared on Facebook; “PCTA Produces Stanton State of the City Video” on the City of Stanton Facebook page and Twitter; an updated customer complaint log; a sample of the new Spectrum Billing Statement; an update and reminder of General Manager **Borack**’s time off beginning November 21, 2016; an overview of PCTA Live Election Night Coverage; and an update on 1099s vs. W-2s. Video Production Manager **Rocha** presented the production status report.

C. Report of Attorney: None.

6. New Business:

A. Board Succession Discussion: General Manager **Borack** presented the topic of Board Succession, in which each year the Board of Directors elects or re-elects a Chairman and Vice-Chairman. After some discussion by the Board, it was found that most of the member cities will have confirmed their City's Board appointments by the December 21 meeting. Director **Warren** motioned to defer the item to the December 2016 Meeting; seconded by Director **Rice**, the motion passed unanimously as to those present.

B. Discussion of a Draft Letter Prohibiting Unauthorized Use of PCTA Programming: General Manager **Borack** summarized the need for drafting a policy designed to prevent unauthorized use of PCTA programming, to possibly include a form presented with copies of DVDs provided to the public that would require a signature stating the program will not be used or posted on social media or elsewhere without prior authorization from PCTA. Director **Warren** motioned to draft a policy and form prohibiting unauthorized use of PCTA programming; seconded by Director **Rice**, the motion passed unanimously as to those present.

7. **Old Business:** None.

8. Vice Chair **Delgleize** **ADJOURNED** the meeting to **9:00 A.M.** Wednesday, **December 21, 2016** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager