



**1. Call to Order**

PCTA Chairwoman Carol Warren called the meeting to order at 8:39 a.m.

**2. Roll Call**

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

**Staff members present**

Bill Marticorena	Attorney
Nicole Cass	Assistant Director
Louis Rocha	Video Production Coordinator

**Also present**

Laurie Frymire	Huntington Beach
Matt Mogensen	Fountain Valley
Julie Roman	Stanton
LaVada Cordasco	Westminster
Diana Dobbert	Westminster

**3. Approval of Minutes:** Director Rice moved approval of the May 18, 2011 meeting minutes; seconded by Director Carchio, the motion passed unanimously.

**4. Public Comments:** None.

**5. Approval of Expenditures:** Director Rice moved approval for the Register of Demands No. 6782 to 6848, Administrative, and PEG Treasurer’s Reports for May 2011; seconded by Director Ta, the motion passed unanimously.

**6. Reports**

**A. Report of Board Members:** Director Rice commented on her attendance at the SCAN NATOA Annual Conference which discussed telecommunications regulatory as well as production issues facing local governments. She met with several industry professionals from other Southern California cities and is interested in having staff contact them regarding information about the government access channel operations in their respective cities. She also inquired about the noise level her staff is dealing with due to equipment installed by AT&T to send WTV3 to local residents.

**B. Report of the PCTA Attorney:** None.

**C. Report of Administration:** Assistant Director Nicole Cass provided the Board with a summary of business items during the past thirty days, including channel change notifications from each video service provider. Additional items covered were current staffing levels, including expanding the production pool to meet the increased summer production demand, summarizing news and legislative developments shared at the SCAN NATOA Conference held June 2<sup>nd</sup> in Long Beach. She concluded her report with a remaining save-the-date recommendation for September 20-23<sup>rd</sup> for the NATOA Annual Conference in San Francisco, before handing off to Mr. Rocha who provided an update of all recently completed or underway PCTA productions.

**7. Unfinished Business**

**A. City of Westminster: Contract for Public Meeting Coverage Reimbursement –** The City of Westminster provided the Board with a draft contract to reimburse for staffing costs associated with videotaping and preparing public meetings for playback on their government access channel. Director Bohr moved approval of the contract; seconded by Director Ta, the motion passed unanimously.

**B. Sub-committee to Review and Consider Modifications to Executive Director Job Description, Appointment of Interim Executive Director, and Recruitment of General Manager –** There was no meeting to report.

**8. New Business**

**A. DRAFT: 2011-12 PCTA Administrative & Government Access Channels Budget** – Miss Cass provided the board with a draft budget for the 2011-12 fiscal year that included a one percent decrease overall on the administrative portion. Director Rice requested revenue information be added to both budgets showing past and projected income used to fund both budgets. Director Rice moved to table the budget until after the closed session as that item may impact the passing of the budget; seconded by Director Vo, the motion to table the budget passed unanimously. Following the closed session the motion was amended to continue the current fiscal year budget as staff will return with a revised draft at the July 20 meeting.

**B. Westminster: New Production Contract for Producer, C. Sue Braun** – Miss Cass provided the board with a draft contract for C. Sue Braun to produce studio and other video production segments. Due to a bottle neck at the managing and producer level, the City of Westminster requested this producer be hired for productions that have been tabled may begin with pre-production. Director Bohr moved approval of the contract; seconded by Director Vo the motion passed unanimously.

**9. Closed Session**

**A. Closed Session: Assistant Director and Video Production Coordinator Positions Review:** No formal action was taken in closed session to augment the positions. Chairwoman Warren requested Miss Cass return with the positions on the July agenda as a regular business item, after the board and staff make recommendations for changes to the classification, and job description tasks for all three budgeted positions.

10. Chairwoman Warren **ADJOURNED** the meeting to **8:30 A.M. Wednesday, July 20<sup>th</sup>, 2011**, at the **Fountain Valley City Hall, Conference Room 1**.

Respectfully submitted,

Nicole Cass  
Assistant Director