

July 10, 2013

MINUTES OF A REGULAR MEETING OF THE TORRANCE CABLE TELEVISION ADVISORY BOARD.

1. CALL MEETING TO ORDER:

The Torrance Cable Television Advisory Board convened in a regular meeting on Wednesday, July 10, 2013, at 7:01 p.m. in the Multipurpose Room located in the Stanley E. Remelmeyer Telecommunications Center.

2. ROLL CALL:

Present: Commissioners Brennan, De Rago (07:08 p.m.), Gow, Kellogg, Ozenne (07:08 p.m.), Seferian, and Chairman Frantz

Also Present: Cindy Hibbard, Secretary
Don Fefie, TCtv Coordinator
Michael D. Smith, Cable & Community Relations Manager

Excused: None

Absent: None

3. FLAG SALUTE:

The salute to the flag of the United States of America was led by Commissioner Ozenne.

4. MOTION TO ACCEPT AND FILE REPORT ON POSTING OF AGENDA:

MOTION: *Commissioner Brennan moved to accept and file the report of the City Clerk on posting of the agenda for this meeting. This motion seconded by Commissioner Ozenne, carried with an aye vote.*

5. ANNOUNCEMENT OF WITHDRAWN OR DEFERRED ITEMS - NONE

6. APPROVAL OF MINUTES

A) June 12, 2013

MOTION: *Commissioner Ozenne moved to approve the minutes of June 12, 2013. This motion seconded by Commissioner Brennan, motion carried with an aye vote.*

7. SCHEDULED BUSINESS:

A) Community Matters – NONE

- B) **Committee Reports**
 - 1) **Producer Incentive – NONE**
 - 2) **TCtv Awards – NONE**
 - 3) **CTAB Rules of Order – NONE**

- C) **Report of the Community Television Center – June, 2013**

Staff provided an overview of the facility usage highlighting producer projects and programming submitted.

Brief discussion followed.

MOTION: *Commissioner Gow moved to accept the Torrance Community Television Center Reports for June 2013. This motion seconded by Commissioner Ozenne, motion carried with aye vote.*

- D) **Report of Legislative and Cable Related Activities**

Manager Smith summarized the following:

Brief discussion followed.

MOTION: *Commissioner Ozenne moved to accept the Legislative and Cable Related Report for June 2013. This motion seconded by Commissioner Gow, motion carried with aye vote.*

- E) **Old Business**

- 1) **A recommendation from the Cable & Community Relations Manager that the Cable Television Advisory Board discuss the replacement of carpet and furniture in the Telecommunications Center.**

Overview provided by Manager Smith. The bids were received on June 13, 2013. The lowest responsible bidder came in significantly below the estimate. City staff is working with bidder to clarify some points and anticipate award of contract this month.

Brief discussion followed.

MOTION: *Commissioner Seferian moved to accept and file this report. This motion seconded by Commissioner Frantz, motion carried with aye vote.*

- F) **New Business**

- 1) **A recommendation from the Cable & Community Relations Manager that the Chairperson appoint one new member and select the chairperson to the Operating Policies and Procedure Committee.**

MOTION: *Commissioner Gow was nominated as a member and Commissioner Ozenne as Chairman, carried with a unanimous vote.*

Commissioner Brennan resigned from the Committee.

- 2) **A recommendation from the Cable & Community Relations Manager that the Chairperson appoint one new member to the Producer Incentive Committee.**

MOTION: *Commissioner Gow was nominated, carried with a unanimous vote.*

8. ADDENDUM MATTERS - NONE

9. ORAL COMMUNICATIONS:

- A) Commissioner Brennan resigned from the TCtv Video Programming Awards Committee.
- B) Commissioner Brennan extended a welcome to the Board to Commissioner Gow.
- C) Commissioner Ozenne also extended a welcome to the Board to Commissioner Gow.
- D) Commissioner Kellogg also extended a welcome to the Board to Commissioner Gow.
- E) Commissioner De Rago also extended a welcome to the Board to Commissioner Gow.
- F) Commissioner Seferian also extended a welcome to the Board to Commissioner Gow.
- G) Chairman Frantz also extended a welcome to the Board to Commissioner Gow.
- H) Chairman Frantz thanked staff for a tour of the newly remodeled studio production control room and encouraged his colleagues to do the same.
- I) Chairman Frantz encouraged the Awards Committee to meet before the next meeting to begin planning the ceremony in January. He also asked about getting an improved business list for solicitation of donations.
- J) Chairman Frantz discussed the possibility of advertising TCtv at the Farmer Market.
- K) Chairman Frantz inquired about the possibility of non-profit organizations receiving training in television production. Without objection, this was assigned to the Producer Incentive Committee.

10. ADJOURNMENT:

Chairman Frantz adjourned the meeting of July 10, 2013, at 7:44 p.m. in memory of Mr. Bob Gow, to reconvene on September 11, 2013 Wednesday, at 7:00 p.m.

Respectfully submitted,



Michael D. Smith
Cable & Community Relations Manager