

October 29, 2013

MINUTES OF THE CABLE TELEVISION ADVISORY BOARD OPERATING POLICY AND PROCEDURES COMMITTEE.

1. CALL MEETING TO ORDER:

The Torrance Cable Television Advisory Board Operating Policy and Procedures Committee met on Tuesday, October 29, 2013 at 6:32 p.m. in the 1st Floor Multipurpose Room located in the Stanley E. Remelmeyer Telecommunications Center.

ROLL CALL:

Present: Commissioners: Gow, and Chair Ozenne

Also Present: Cindy Hibbard, Secretary
Don Fefie, TCtv Coordinator

Absent: Kellogg

Public: NONE

2. SCHEDULED BUSINESS

Develop and provide informal Rules of Order for the Cable Television Advisory Board and Committees.

The committee discussed several possible changes that would be specific to this committee.

MOTION by Gow: A recommendation by Commissioner Gow that the Commission adopt, strictly as a reference with no binding authority, the Commission Procedural Guide, and assign to the Policy and Procedure Committee responsibility for proposing updates and revisions to the Guide as necessary, so that it can continue to be a useful resource to new members. Second by Ozenne.

3. ORAL COMMUNICATIONS: NONE

4. ADJOURNMENT:

Chairperson Ozenne adjourned the meeting of October 29, 2013 at 6:57 p.m.

**Respectfully Submitted,
/s/**

Don Fefie
TCtv Coordinator

NOTED:

Michael D. Smith
Cable and Community Relations Manager

Gow

Kellogg

Chair Ozenne