

June 12, 2002

**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, June 12, 2002, at 7:10 p.m. in the Torrance Community Television studio located in the Telecommunications Center.

**2. ROLL CALL:**

**Present:** Commissioners: Cahill, Korman, Haussmann, Mikulicich Jr. (arrived 7:20 p.m.), Perkins, Tsao, and Chair Craft

**Also Present:** Cindy Hibbard, Clerk Typist  
Brian Anderson, Acting Coordinator  
Michael Smith, Cable Television Administrator

**Excused:** None

**3. FLAG SALUTE:**

Commissioner Korman led the salute to the flag.

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

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

**5. APPROVAL OF MINUTES:**

*April 10, 2002 minutes were not approved due to the incorrect date listed on the Commission Agenda. The minutes will return to the Commission on July 10, 2002.*

**6. SCHEDULED BUSINESS:**

a) Community Matters – NONE

b) Committee Reports

(1) Producer Incentive – NONE

(2) Franchise Renewal – NONE

**(3) Operating Policies and Procedures**

The Committee met on April 25, 2002 and discussed a local access survey. The Committee developed recommendation to staff: 1) that a 30 second public service announcement (PSA) be produced about TCTV to run on all public, educational, and government access (PEG) channels, and if possible, Time Warner local avails; 2) update Operating, Policies and Procedures manual to reflect the current channel position of 28; 3) if needed, add public domain and/or school programming to augment the channel's line-up.

Brief discussion followed.

**MOTION:** *Commissioner Cahill moved to accept the Operating, Policies and Procedures Committee Report for April 2002. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

**(4) Video Programming Awards**

The 10<sup>th</sup> Annual ceremony was held May 24<sup>th</sup> in the Cultural Arts Center Meeting Room. Corporate support continued this year with Exxon Mobil as the Platinum Sponsor, Time Warner, and The Print Network at the Gold level for a total of \$2,000. This money was used to offset the cost of the ceremony. Unfortunately, the ceremony only attracted 50 guest including Producers. Half of those who won "Decade Awards" were not present.

The sponsor thank you letters were mailed under Chairman Craft's signature.

Brief discussion followed.

**MOTION:** *Commissioner Mikulicich Jr. moved to accept the Video Programming Awards Committee Report for April 2002. This motion, seconded by Commissioner Tsao, carried with an aye vote.*

**(5) Future of Access - NONE**

**c) Report of Community Television Center**

**1) April, 2002**

Administrator Smith discussed the statistics for the month. He highlighted 4 new programs were completed compared to 2 in 2001 and 10 in 2000. He also noted field usage was at 68%, post-production usage at 39% and studio usage at 58%. TCTV also gave 14 members of the Cub Scouts a tour of the facility.

Brief discussion followed.

**MOTION:** *Commissioner Cahill moved to accept the Torrance Community Television Center Report for April 2002. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

**2) Report of Community Television Center - May, 2002**

Administrator Smith discussed the statistics for the month. He highlighted 10 new programs were completed compared to 2 in 2001 and 7 in 2000. He also noted field usage was at 42%, post-production usage at 21% and studio usage at 10%.

Brief discussion followed.

**MOTION:** *Commissioner Haussmann moved to accept the Torrance Community Television Center Report for May 2002. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

**d) Report of Legislative and Cable Related Activities – May, 2002**

Administrator Smith gave a brief summary of the report. He mentioned the channel changes and video-on-demand services Time Warner will implement on July 2, 2002. He also mentioned the Federal Communications Commission issued a Declaratory ruling on its Cable Modem Notice of Inquiry (NOI) as well as the pending notice of bankruptcy by Adelphia Communications Corp. Administrator Smith also noted that the States of California and Nevada Chapter of the National Association of Telecommunications Officers and Advisors (SCAN NATOA) will host a meeting on June 20<sup>th</sup> to discuss Adelphia. He also reported that board members from the Los Angeles Information Technology Agency are concerned about approving AT&T Broadband's franchise transfer request, primarily because AT&T won't provide detailed information on how AT&T Comcast will be run and how it will finance the requirements of the franchises. Finally, he mentioned that Charter Communications Inc. said Wednesday that it has launched high-definition television in five markets including Burbank/Glendale & Alhambra/Pasadena.

Brief discussion followed.

**MOTION:** *Commissioner Cahill moved to accept the Legislative and Cable Related Activities Report for April 2002. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

**e) Old Business - NONE**

**f) New Business**

1) A recommendation from the Cable Television Administrator that the Cable Television Advisory Board elect a Chairperson and Vice-Chairperson for the fiscal year 2002/03.

**MOTION:** *Commissioner Haussmann moved to elect Commissioner Cahill as Chairperson. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

**MOTION:** *Commissioner Mikulicich Jr. moved to elect Commissioner Perkins as Vice Chairperson. This motion, seconded by Commissioner Cahill, carried with an aye vote.*

2) Appointment of Member and Chair to the Producer Incentive Committee.

**MOTION:** *Chairman Craft appointed Commissioner Mikulicich Jr. as Chairperson and Commissioners Tsao and Craft as members.*

- 3) Appointment of Member and Chair to the Franchise Renewal Committee.

**MOTION:** *Chairman Craft appointed Commissioners Korman and Perkins as members.*

- 4) Appointment of Member and Chair to the Future of Access Committee.

**MOTION:** *Chairman Craft appointed Commissioner Tsao as a member.*

- 5) Appointment of a Member to the Operating Policies and Procedures Committee.

**MOTION:** *Chairman Craft appointed Commissioner Haussmann as a member.*

- 6) A recommendation from the Cable Television Administrator that the Cable Television Advisory Board accept and file TCTV New User and Producer Statistics covering 1990 through May 31, 2002.

**MOTION:** *Commissioner Mikulicich Jr. moved to accept and file TCTV New User and Producer Statistics covering 1990 through May 31, 2002. This motion, seconded by Commissioner Perkins, carried with an aye vote.*

- 7) A recommendation from the Cable Television Administrator that the Cable Television Advisory Board accept and file the TCTV New User Marketing Survey covering 1996 through May 31, 2002.

**MOTION:** *Commissioner Perkins moved to accept and file the TCTV New User Marketing Survey covering 1996 through May 31, 2002. This motion, seconded by Commissioner Cahill, carried with an aye vote.*

- g) **Addendum Matters – NONE**

## **7. ORAL COMMUNICATIONS:**

- a) Secretary Hibbard wished all fathers and Happy Father's Day.
- b) Acting Coordinator Anderson stated his door was open to anyone that wanted to come and discuss TCTV operations.
- c) Administrator Smith also wished all fathers and Happy Father's Day.
- d) Commissioner Cahill welcomed Dale Korman to the Commission.
- e) Commissioner Cahill expressed appreciation to staff for the TCTV Awards ceremony, and said she thought they were well done.
- f) Commissioner Haussmann wished everyone happiness during the month.
- g) Commissioner Haussmann inquired about the possibility of conducting Committee meetings through conference calls.
- h) Commissioner Haussmann asked if Time Warner would be interested in leaving television set's on CitiCABLE channel 3 when they install cable and provide service.
- i) Commissioner Haussmann mentioned while watching TCTV channel 28 one evening, she noticed one of the bulletin board pages had frozen.
- j) Commissioner Mikulicich, Jr. welcomed Dale Korman to the Commission.
- k) Commissioner Mikulicich, Jr. wished everyone a Happy Flag Day.
- l) Commissioner Mikulicich, Jr. also expressed appreciation to staff for the TCTV Awards ceremony, and said he too thought they were well done.
- m) Commissioner Perkins wished everyone a Happy Fourth of July.
- n) Commissioner Tsao welcomed Dale Korman to the Commission.

- o) Commissioner Korman expressed her appreciation for being appointed to the Commission and to be present at the meeting this evening.
- p) Chair Craft welcomed Dale Korman to the Commission.
- q) Chair Craft also mentioned the program that his daughter hosts on KOCE is shown Tuesday's and Thursday's at 5:00 and 6:00 p.m.

**8. ADJOURNMENT:**

Chair Craft adjourned the meeting at 9:05 p.m. to reconvene on Wednesday, July 10, 2002 at 7:00 p.m.

Respectfully submitted,

Michael D. Smith  
Cable Television Administrator