

August 13, 2003

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, August 13, 2003, at 7:10 p.m. in the Torrance Community Television studio located in the Stanley E. Remelmeyer Telecommunications Center.

2. ROLL CALL:

Present: Commissioners: Carlson, Craft, Hausmann, Korman, Tsao, and Chair Perkins

Also Present: Cindy Hibbard, Clerk Typist
Mark J. Doddy, TCTV Coordinator
Michael D. Smith, Cable Television Administrator

Excused: Mikulicich Jr.

3. FLAG SALUTE:

Commissioner Craft led the salute to the flag.

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

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

5. APPROVAL OF MINUTES:

a) July 9, 2003

Minutes were not included in mailing to the Board; therefore they did not have sufficient time for review. Approval was held for the September meeting.

6. SCHEDULED BUSINESS:

a) Community Matters – NONE

b) Committee Reports

(1) Producer Incentive

The Committee conducted the July 11th meeting which featured “Advanced Camera Techniques and How to Shoot a Show in the Camera”. This session was lead by professional photographer and editor, Brian Anderson along with TCTV Staff and recent California State University at Long Beach graduate, Franklin Retana. Ten guests attended and were very pleased with the program.

The August 1st meeting was also very successful with seventeen guests. This meeting featured Chef Mark Doddy for the first-ever TCTV B.B.Q. Potluck. Mark was assisted in the planning and hosting by Cindy Hibbard.

Commissioner Haussmann volunteered to help staff with any future gatherings where hospitality assistance is needed.

The next meeting is September 6th, P.C. Editing Techniques 101. It will also be lead by Brian Anderson.

MOTION: *Commissioner Korman moved to accept the Producer Incentive Committee Report for July 2003. This motion, seconded by Commissioner Craft, motion carried with aye vote.*

(2) Franchise Renewal – NONE

(3) Operating Policies and Procedures – NONE

(4) Future of Access – NONE

(5) Video Programming Awards

The Committee has been very busy planning the ceremony scheduled for January 30, 2004. The sponsorship letter and sponsors list has been finalized. The theme has also been selected, “The Wonderful World of the Stanleys”. Letters to solicit donations will be mailed in September 15th with Committee members placing personal phone calls to each addressee the following week.

MOTION: *Commissioner Carlson moved to accept the Video Programming Awards Committee Report for July 2003. This motion, seconded by Commissioner Korman, motion carried with aye vote.*

C. Report of Community Television Center - July, 2003

Coordinator Doddy discussed statistics for the month. He highlighted 7 new programs were completed compared to 15 in 2002 and 3 in 2001.

He also noted studio usage was up significantly over last month to 59%. He mentioned Field Equipment Reservations continue to be low at 14%. Staff anticipates Field

equipment to remain low due to the rules changes that allows producers to use their own equipment.

Fifteen new Users were certified through the monthly New Users Orientation Session. One was certified through the Its Your TV Brochure. Three Users graduated from the Pre Production Planning workshop.

Brief discussion followed.

MOTION: *Commissioner Carlson moved to accept the Torrance Community Television Center Report for July 2003. This motion, seconded by Commissioner Tsao, motion carried with aye vote.*

D. Report of Legislative and Cable Related Activities – July, 2003

Administrator Smith gave a brief summary of the report. Cable industry continues to report customer additions for high-speed Internet service are the fastest-growing product.

The much-anticipated initial public offering of AOL Time Warner Inc.'s cable-television unit has been put on indefinite hold; AOL/TWI said the urgency to raise that money has diminished.

Brief discussion followed.

MOTION: *Commissioner Haussmann moved to accept the Legislative and Cable Related Activities Report for July 2003. This motion, seconded by Commissioner Carlson, carried with an aye vote.*

E. Old Business - NONE

F. New Business - NONE

G. Addendum Matters – NONE

7. ORAL COMMUNICATIONS:

- a) Secretary Hibbard wished everyone a happy Labor Day.
- b) Coordinator Doddy encouraged everyone to attend the upcoming Producer Get-together on Friday, September 5, 2003 P.C. Editing 101.
- c) Coordinator Doddy invited everyone to attend the CSULB Jazz and Blues Festival.
- d) Coordinator Doddy welcomed Harmony Tangonan to the TCTV staff as a new Production Assistant.
- e) Coordinator Doddy also wished everyone a happy Labor Day.
- f) Administrator Smith mentioned his family dog, Ginger Lee competed in the dog show held by the South Bay Kennel Club at North Torrance High. Ginger Lee won in two categories: Best female Soft Coated Wheaten Terrier and Best of Winners.

- g) Commissioner Carlson expressed thanks to the staff for working so hard on coordinating the Producer Get-together B.B.Q. on August 1st.
- h) Commissioner Craft mentioned his youngest daughter completed a book, "Think it, do it, finding your courage" for battered women.
- i) Commissioner Craft also wished everyone a happy Labor Day.
- j) Commissioner Craft also congratulated staff on the success of the Producer Get-together B.B.Q. on August 1st.
- k) Commissioner Korman encouraged everyone to get a health check-up.
- l) Commissioner Korman invited everyone to tune into HGTV, "Design for a Dime" on August 25th and 30th at 7:00 p.m. Her daughter works for the series and has completed a feature on her home.
- m) Commissioner Korman also wished everyone a happy Labor Day.
- n) Commissioner Korman reminded everyone of the upcoming Torrance Symphony Concert, August 24th and invited Commissioners to try "Smokin' Joe's B.B.Q.'s before the concert.
- o) Commissioner Haussmann announced the planet Mars will be the closest for viewing on August 27th. This will be the closest it has come to our planet in nearly 60,000 years.
- p) Commissioner Tsao inquired if the Awards Committee would be interested in giving money instead of product prizes at the 12th Annual Awards program to the winners.
- q) Commissioner Tsao inquired if staff was considering capital replacement of field equipment since use is low.
- r) Commissioner Tsao also congratulated staff on the success of the Producer Get-together B.B.Q. on August 1st.

8. ADJOURNMENT:

Chair Perkins adjourned the meeting to reconvene on Wednesday, September 10, 2003 at 7:00 p.m.

Respectfully submitted,

Michael D. Smith
Cable Television Administrator