

**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, December 13, 2000, at 7:10 p.m. in the Torrance Community Television studio located in the Telecommunications Center.

**2. ROLL CALL**

**Present:** Commissioners: Cahill Craft, Kaur, Mikulicich Jr., (arrival time 7:15 p.m.), and Chair Tsao

**Also Present:** Michael Smith, Administrator  
Mary, Secretary

**Absent:** Commissioner Haussmann (Excused)  
Commissioner Stadler (Excused)

**3. FLAG SALUTE**

Led by Commissioner Cahill

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

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

**5. APPROVAL OF MINUTES**

**MOTION:** *Commissioner Cahill moved to approve the minutes for the November 8, 2000 meeting. This motion seconded by Commissioner Craft, carried with an aye vote.*

**NOTE:** *Administrator Smith informed the Board that due to a problem with the recording equipment, the minutes were taken from memory. He requested each member who was present at the November meeting to review the orals presented to ensure they reflect what was said.*

**6. SCHEDULED BUSINESS**

**A. Community Matters – NONE**

**B. Committee Reports**

1. **Producer Incentive** - It was reported by Commissioner Mikulicich that no meeting was held in November 2000. It would appear that March, 2001 would be when the next get-together will be held. It was reported that five non-profits that are interested in doing something at some point, and several more who are unsure.

**MOTION:** *Commissioner Craft moved to accept the oral report of the Producer Incentive Committee. This motion, seconded by Commissioner Cahill, carried with an aye vote.*

2. **Franchise Renewal – NONE**
3. **Operating Policies and Procedures– NONE**
4. **Video Awards Program**

Administrator Smith handed out a report that showed the status of donations since the last meeting. It was mentioned that nineteen different programs from ten different Producers have been received, which is sufficient to continue with plans for the Awards ceremony.

**MOTION:** *Commissioner Kaur moved to accept the oral Video Awards Program Committee report. This motion, seconded by Commissioner Mikulicich, Jr., carried with an aye vote.*

**C. Report of Community Television Center**

1. **November, 2000**

Administrator Smith gave a brief summary of the report. He noted that the facility usage is significantly down for the month of November. There was one multi-camera event covered, which was an El Camino College football game. One scheduled event was canceled due to the production van being repainted.

It was reported that the "Call for Entries" was mailed to eligible Producers in November. It was reported that a new project was assigned to the Production Assistants. They are logging all videotapes ever produced in TCTV into a Microsoft Access database. Once completed, it will be very easy to locate program titles, summary of producer's work, etc. from the database.

**MOTION:** *Commissioner Craft moved to accept the Torrance Community Television Center for November 2000. This motion, seconded by Commissioner Kaur, carried with an aye vote.*

**D. Report of Legislative and Cable Related Activities – November, 2000**

Administrator Smith reported that the City Council has elected to take the January 9, 2001, Council meeting to the Wilson Park Sports complex, where it will be wired to go live. At the same time, CitiCABLE Channel 22 will be switching to Channel 3. The Mayor will make the announcement of the change at the beginning of the meeting, and

ask the viewers to switch to Channel 3. The January 23, 2001 meeting will be held at North High School.

Administrator Smith reported that AOL is not satisfied with all the concessions required by the FTC, and it is unknown whether they will follow through with the merger with Time Warner.

Administrator Smith gave a brief summary of the report.

**MOTION:** *Commissioner Craft moved to accept the Legislative and Cable Related Activities Report for November 2000. This motion, seconded by Commissioner Mikulicich, Jr., carried with an aye vote.*

- E. Old Business - NONE**
- F. New Business - NONE**
- G. ADDENDUM MATTERS - NONE**

**7. ORAL COMMUNICATIONS**

- A. Administrator Smith wished everybody a Merry Christmas and Happy New Year.
- B. Administrator Smith suggested to Chair Tsao that because the Awards Ceremony will be held in February 2001, that a meeting be held in January and go dark in February.
- C. Administrator Smith wished his wife a Happy First Anniversary, which will actually be on Monday, December 18, 2000.
- D. Commissioner Mikulicich, Jr. echoed the various Holiday wishes.
- E. Commissioner Kaur asked if the Board was losing any Commissioners this year due to term limits. (Commissioners Tsao and Hausmann indicated they plan to reapply)
- F. Commissioner Kaur announced that the Torrance Area Chamber of Commerce would have an open house at the Chamber on December 14, 2000.
- G. Commissioner Kaur reported that the Christmas Mixer being held on December 14, 2000 would accept guests. The cost is \$1.00.
- H. Commissioner Craft wished everyone Happy Holidays.
- I. Commissioner Craft announced that his daughter is doing a program called "Mastering Education" on KOCE, out of Orange County, on Channel 25 on cable, from 8 a.m. – 9 a.m., there will be two episodes.
- J. Commissioner Cahill wished everybody a Merry Christmas and Happy New Year.
- K. Chair Tsao announced the Torrance Area Chamber of Commerce Christmas Mixer would be held at the Hilton Hotel from 5 to 7:30 p.m., on December 19, 2000.
- L. Chair Tsao wished everybody a Happy New Year.

**8. ADJOURNMENT:**

Chair Tsao adjourned the meeting at 8:00 p.m., to reconvene on Wednesday, January 10, 2001, at 7:00 p.m.

Respectfully submitted,

Michael D. Smith  
Cable Television Administrator

mt/MDS

Roll Call: Cahill  Craft  Kaur  Mikulicich, Jr.  Stadler  Hausmann  Tsao