

November 20, 2013

MINUTES OF THE CABLE TELEVISION ADVISORY BOARD PRODUCER INCENTIVE COMMITTEE.

1. CALL MEETING TO ORDER:

The Torrance Cable Television Advisory Board Producer Incentive Committee met on Tuesday, November 20, 2013 at 7:25 p.m. in the 1st Floor Multipurpose Room located in the Stanley E. Remelmeyer Telecommunications Center.

ROLL CALL:

Present: Commissioners: Gow, Kellogg and Chair De Rago

Also Present: Cindy Hibbard, Secretary

Absent: NONE

Public: NONE

2. SCHEDULED BUSINESS

- a) Develop a TCtv Open House to be held in 2014.
- b) Complete the Monthly Producer Get Together schedule.
- c) Develop a program with TUSD and the City of Torrance that would give Torrance Students an opportunity to learn and create video content at Torrance Community Television.

The discussed the scheduled business and made the following motions:

PRODUCER GET TOGETHER

MOTION by Gow: Motion to adjust the 2014 Friday Night monthly producer “Get Together” as adjusted per this meeting. Second by Kellogg.

MOTION by Gow: The “Tell Us What You Think” event should have a camera set-up so that we can record the event on camera. Second by Kellogg.

MOTION by De Rago: Each CTAB host needs to be responsible for 4 items:

- 1. Get the text (blurb of the event) out to Cindy three weeks in advance.
- 2. Line up your speaker with name by the time that text goes out.
- 3. Have the guest test out any audio or video equipment needed prior to the event start.
- 4. Make preparations for food and drink.

Second by Kellogg.

MOTION by De Rago: To get on the agenda for the CTAB board to review the proposed 2014 Friday Night Producer Get Together Schedule as revised tonight including the hosting responsibilities. Second by Kellogg.

OPEN HOUSE

MOTION by Gow: I move that we accept April 19, 2014 from 10am to 2:00pm as the TCtv Open House event. Second by Kellogg.

MOTION by Gow: Motion that CTAB members in work two shifts from 10:00am to 12:00pm, and from 12:00pm to 2:00pm. Second by Kellogg.

MOTION by De Rago: We discuss with CTAB about inviting City Council and other key individuals including TUSD personnel, Park and Recreation, SCROC, El Camino etc. Second by Gow.

TUSD

MOTION by De Rago: To get on the December agenda CTAB meeting to present a motion of discovery session with key members of El Camino and TUSD and invite them to one of our monthly CTAB meetings to begin the discussion. Second by Gow.

3. ORAL COMMUNICATIONS:

Gow announced that his granddaughter was born yesterday November 19th and everyone is very happy.

4. ADJOURNMENT:

Chairperson De Rago adjourned the meeting of November 20, 2013 8:25 p.m.

Respectfully Submitted,

Don Fefie
TCtv Coordinator

NOTED:

Michael D. Smith
Cable and Community Relations Manager

Gow

Kellogg

Chair De Rago