

November 18, 2006

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, November 8, 2006, at 7:05 p.m. in the Torrance Community Television Classroom located in the Stanley E. Remelmeyer Telecommunications Center.

2. ROLL CALL:

Present: Commissioners: Carlson, Korman, Rivera, and Chair Sunshine

Also Present: Cindy Hibbard, Clerk Typist
Mark J. Doddy, Community Television Coordinator
Michael D. Smith, Cable & Community Relations Manager

Excused: Nishinaga and Perkins

Absent: NONE

3. FLAG SALUTE:

Commissioner Carlson led the salute to the flag.

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

MOTION: *Commissioner Korman 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. ANNOUNCEMENT OF WITHDRAWN OR DEFERRED ITEMS - Item 7F3 was removed.

6. APPROVAL OF MINUTES

A) July 12, 2006

MOTION: *Commissioner Korman moved to approve the minutes for July 12, 2006, until the next meeting. This motion seconded by Commissioner Carlson, motion carried with an aye vote.*

B) September 13, 2006

MOTION: *Commissioner Carlson moved to approve the minutes for September 13, 2006, until the next meeting. This motion seconded by Commissioner Korman, motion carried with an aye vote.*

7. SCHEDULED BUSINESS:

A) Community Matters – NONE

B) Committee Reports

1) Producer Incentive Committee - NONE

2) Awards Committee Report – October

Staff reported that the judging was scheduled for December 11 and 12. Judges are from various cities, government channels, different City departments, and community. Staff is working on the selection of prizes, the program, and invitations.

Brief discussion followed.

MOTION: *Commissioner Carlson moved to accept the Awards Committee Report for October 2006. This motion seconded by Commissioner Rivera, motion carried with aye vote.*

C) Report of the Community Television Center

1) September, 2006 - Coordinator Doddy discussed statistics for the month. He highlighted 16 new programs were completed compared to 11 in 2005 and 12 in 2004. He also noted studio usage was significantly up at 79%, field camera check-outs for the DV Field Camcorders were moderate at 46%. Post-production was up at 53% this month compared to 49% last year. New Users Orientation had 02 attendees with 01 being certified. One potential new User was mailed an It's Your TV Brochure and 09 Producers attended the Producer Posse. The Posse decided to produce and shoot a program on Skin Care and Relaxation. 15 students from Golden West College Business of Television participated in a tour and presentation of our operations.

Brief discussion followed.

MOTION: *Commissioner Rivera moved to accept the Torrance Community Television Center Report for September 2006. This motion seconded by Commissioner Carlson, motion carried with aye vote.*

2) October, 2006 - Coordinator Doddy discussed statistics for the month. He highlighted 20 new programs were completed compared to 12 in 2005 and 19 in 2004. He also noted studio usage drop from last month to 60%, field camera check-outs for the DV Field Camcorders were up at 63%. Post-production was down at 30% this month compared to 44% last year. 02 potential new User was attended Orientation Session, 1 Certified. The Producer Posse and Producer Get-Together were cancelled. Staff conducted a tour for Cub Scouts Den 3.

Brief discussion followed.

MOTION: *Commissioner Korman moved to accept the Torrance Community Television Center Report for October 2006. This motion seconded by Commissioner Carlson, motion carried with aye vote.*

D) Report of Legislative and Cable Related Activities – NONE

E) Old Business - NONE

F) New Business

- 1) A recommendation from the Cable & Community Relations Manager that the Chairperson appoint a new member to the Producer Incentive Committee.

Brief discussion followed.

APPOINTMENT: *Chairman Sunshine appointed Commissioner Korman to the Committee.*

MOTION: *Commissioner Carlson moved to support the appointments, this motion, seconded by Commissioner Rivera, carried with an aye vote.*

- 2) A recommendation from the Cable & Community Relations Manager that the Chairperson appoint a new member to Operating Policy and Procedures Committee.

Brief discussion followed.

APPOINTMENT: *Chairman Sunshine appointed Commissioner Carlson to the Committee.*

MOTION: *Commissioner Carlson moved to support the appointments, this motion, seconded by Commissioner Rivera, carried with an aye vote.*

- 3) Recommendation of the Cable & Community Relations Manager that the Commission accept and file a rate increase notice from Time Warner Cable concerning cable related services in the City of Torrance.

G) ADDENDUM MATTERS - NONE

8. ORAL COMMUNICATIONS:

- a) Coordinator Doddy wished everyone a happy Thanksgiving Day.
- b) Manager Smith also wished everyone a happy Thanksgiving Day.
- c) Manager Smith also mentioned following last weeks City Council meeting, the division name has been changed to the Office of Cable and Community Relations, along with additional duties assumed.
- d) Commissioner Carlson wished everyone a happy Thanksgiving Day.
- e) Commissioner Korman thanked staff and volunteers for recording the Torrance Symphony
- f) Commissioner Korman thanked staff for allowing the Torrance Symphony to participate in the Holiday PSA service.

- g) Commissioner Rivera mentioned he attended the Commissioner training.
- h) Chair Sunshine also wished everyone a happy Thanksgiving Day.

9. ADJOURNMENT:

Chairman Sunshine adjourned the meeting of September 13, 2006 to reconvene on Wednesday, December 13, 2006 at 7:00 p.m.

Respectfully submitted,

Michael D. Smith
Cable & Community Relations Manager

Roll Call: Carlson ☐ Korman ☐ Nishinaga ☐ Perkins ☐ Rivera ☐ Sunshine ☐