

December 8, 2004

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 8, 2004, at 7:13 p.m. in the Torrance Community Television Classroom located in the Stanley E. Remelmeyer Telecommunications Center.

2. ROLL CALL:

Present: Commissioners: Carlson, Haussmann, Perkins, Tsao, and Vice Chair Taniguchi

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

Excused: Commissioners Craft and Korman

3. FLAG SALUTE:

Commissioner Tsao led the salute to the flag.

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

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

5. APPROVAL OF MINUTES – NOVEMBER 10, 2004

MOTION: *Commissioner Haussmann moved to approve the minutes for the November 10, 2004, meeting as amended. This motion seconded by Commissioner Perkins, carried with an aye vote.*

6. SCHEDULED BUSINESS:

A) Community Matters – NONE

B) Committee Reports

1. Producer Incentive Committee - October

Commissioner Tsao and staff provided the following report.

The Producer Get-Together meeting topic for October 1st was "Preparing for the Stanley's". Staff provided Producers with all of the information needed to enter the contest and an overview of what judges look for in their entries.

Staff showed and discussed a video collection of last year's winners. The group discussed pro's and con's of each program and why they thought they might have won. The November 5th meeting will produce holiday greetings.

Discussion followed.

MOTION: *Commissioner Carlson moved to accept the Producer Incentive Committee Report for November 2004. This motion, seconded by Commissioner Tsao, motion carried with aye vote.*

2. 13th Annual TCTV Video Programming Awards Committee

The Call for Entries forms were mailed to all eligible producers. Staff personally contacted all eligible producers by phone and email, encouraging their participation this year.

Potential Judges have been contacted and are selecting the date that best fits their schedules. Judging will occur December 8 and 9, 2004.

Torrance Symphony has donated \$200 again this year towards support of the ceremony.

Discussion followed.

MOTION: *Commissioner Carlson moved to accept the 13th Annual TCTV Video Programming Committee Report for November 2004. This motion, seconded by Commissioner Tsao, motion carried with aye vote.*

C) Report of the Community Television Center

Coordinator Doddy discussed statistics for the month. He highlighted 19 new programs were completed compared to 9 in 2003 and 16 in 2002. He also noted studio usage was above average at 73%, while field camera check-outs continue to rise since the addition of the new DV Field Camcorder at 54%. Post-production was below average at 34% this month compared to 45% last year. 4 people attended, and 2 became Certified Users at the New Users Orientation Session. 10 Producers attended the Producer Posse session. 10 attended the monthly Producer Get-Together.

The Producers decided again to create a Halloween presentation for this month's Producer Posse. The characters all competed to be the host of the next Halloween special. The program stayed on schedule. Two new attendees participated along with a few of the regulars. The same group decided to all work together on a Holiday program for December.

Brief discussion followed.

MOTION: *Commissioner Perkins moved to accept the Torrance Community Television Center Report for November 2004. This motion, seconded by Commissioner Haussmann, motion carried with aye vote.*

D) Report of Legislative and Cable Related Activities – October, 2004

Manager Smith gave a brief summary of the report.

Brief discussion followed.

MOTION: *Commissioner Perkins moved to accept the Legislative and Cable Related Activities Report for November 2004. This motion, seconded by Commissioner Tsao, carried with an aye vote.*

E) Old Business - NONE

F) New Business- NONE

7. ADDENDUM MATTERS – NONE

8. ORAL COMMUNICATIONS:

- a) Clerk Typist Hibbard thanked Commissioners Haussmann and Tsao for their service to the City.
- b) Clerk Typist Hibbard wished everyone a happy New Year and Merry Christmas.
- c) Coordinator Doddy
- d) Manager Smith mentioned that channel 28's logo was now included in the program listings on the internet at various sites. Two in particular are <http://www.zap2it.com> and <http://tv.yahoo.com/> (enter Torrance zip code).
- e) Manager Smith also wished everyone a happy Thanksgiving.
- f) Commissioner Carlson also wished everyone a happy Thanksgiving
- g) Commissioner Craft announced the South Bay Ballet presentation of the Nutcracker at the Armstrong Theatre December 4th, 5th, 12th, and 19th.
- h) Commissioner Haussmann announced the Fourth Cross-Quarter Day (November 5th – 8th): Halloween, Samhain (Celtic: "summer's end"), Feast of All Saints.
- i) Commissioner Haussmann also wished everyone a happy Groundhog Day 2005, since there won't be a meeting in January.
- j) Commissioner Perkins wished also wished everyone a happy Thanksgiving.
- k) Commissioner Perkins wished everyone a happy Veterans Day tomorrow.
- l) Commissioner Taniguchi also wished everyone a happy Thanksgiving.
- m) Chairwoman Korman also wished everyone a happy Thanksgiving.
- n) Chairwoman Korman announced her daughter had been promoted to Coordinating Producer for the Extreme Makeover: Home Edition program.
- o) Chairwoman Korman announced she was going to visit her new grandchild in Denver.

8. ADJOURNMENT:

Chairwoman Korman adjourned the meeting to reconvene on Wednesday, December 8, 2004 at 7:00 p.m.

Respectfully submitted,

Michael D. Smith
Cable & Community Relations Manager

Roll Call: Carlson Craft Hausmann Perkins Taniguchi Tsao Korman