

**PASADENA COMMUNITY ACCESS CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING
150 S LOS ROBLES AVE
PASADENA, CA 91101**

Minutes of Pasadena Community Access Corporation

This regular meeting of the PCAC Board of Directors was held on Tuesday, January 7, 2014 at 150 S. Los Robles Ave., Suite 450.

I. INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL

- Howie Zechner, Vice Chair, called this regular meeting to order at 7:14 p.m.

The names of those who attended the meeting are listed below:

- **Present Board of Directors:**

George Falardeau
William Boyer
Tim Winter
Beth Leyden
Howie Zechner
Robert Oltman
Hoyt Hillsman

- **Absent:**

Lizelle Singian Brandt

- **Staff:**

Keri Stokstad
Belen Johnson

II. APPROVAL OF MINUTES

- **MOTION:** *Tim Winter moved to approve minutes for November 5, 2013 as amended. Seconded by Robert Oltman. The motion passed with unanimous consent.*

III. PUBLIC COMMENTS

- **MOTION:** Howie Zechner moved to review the producer's fees, how they're set up and what they're used for in the future. Seconded by Robert Oltman. The motion passed with unanimous consent.

IV. TREASURER REPORT

- Tim Winter provided the Treasurer report to the board.

V. EXECUTIVE DIRECTOR REPORT

- Keri Stokstad provided the Executive Director report to the board.

VI. OLD BUSINESS

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**

- We received one complaint during the month of December. The complaint has been addressed and is now considered closed with no additional follow up.

• **PCAC OPERATING AGREEMENT – INFORMATION ITEM**

- Steve Mermell, Assistant City Manager, City of Pasadena is scheduled to present the PCAC Governance report at the February meeting.

VII. NEW BUSINESS

a. PCAC 990 TAX FILINGS – ACTION ITEM

- **MOTION:** *Tim Winter moved to accept the 990 Tax Forms as presented. Seconded by Beth Leyden. The motion passed with unanimous consent.*

b. SET NEW MEETING LOCATION FROM SUITE 450 TO SUITE 101 – ACTION ITEM

- **MOTION:** *Robert Oltman moved to set new meeting location to suite 101. Seconded by William Boyer. The motion passed with unanimous consent.*

VIII. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES

IX. ARROYO CHANNEL PRODUCER LIASON REPORT

- Howie Zechner provided the Producer Liaison oral report to the board.

X. CITY OF PASADENA REPORT

- William Boyer provided the City of Pasadena oral report to the board.

XI. PASADENA UNIFIED SCHOOL DISTRICT REPORT

- Beth Leyden provided the PUSD oral report to the board.

XII. PASADENA CITY COLLEGE REPORT

- No report was provided to the board.

XIII. FUTURE MEETING DATES

- February 4, 2014 at 150 S. Los Robles Ave., Suite 101.
- March 4, 2014 at 150 S. Los Robles Ave., Suite 101.

XIV. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XV. ADJOURNMENT

MOTION: *Hoyt Hillsman moved to adjourn the meeting. Seconded by William Boyer. The motion passed with unanimous consent.*

The meeting adjourned at 8:51 p.m.