

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

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

- Lizelle Singian Brandt, Board President, called this special meeting to order at ____ p.m.

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

- **Present Board of Directors:**
 - George Falardeau – District 1 Representative
 - Tom Majich – District 2 Representative
 - Robert Oltman – District 3 Representative
 - Howie Zechner – District 4 Representative
 - Tim Winter – District 6 Representative
 - Hoyt Hilsman – District 7 Representative
 - Lizelle Singian Brandt – Mayor Appointee
 - William Boyer – City Manager Representative
 - Robert Miller – PCC Representative
 - Beth Leyden – PUSD Representative
- **Staff:**
 - Keri Stokstad – Executive Director, PCAC
 - Belen Johnson – Office Coordinator, PCAC

II. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Community Producer and Pasadena resident LaCora Stephens commented on her concern regarding diversity on the board in comparison to the producers/members with Pasadena Media

III. APPROVAL OF MINUTES

CHANGES: The term “oral” was removed from the board representative reports.

MOTION: _____ *Tim? moved to approve minutes for March 4, 2014 as amended.*
Seconded by _____. 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

Prepared by: Belen Johnson, Office Manager
Reviewed by: Keri Stokstad, Executive Director

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**
 - ____complaints reviewed
- **PCAC OPERATING AGREEMENT**
Stokstad stated that Assistant City Manager Steve Mermell will provide the most recent Operating Agreement by the end of March. The OA Ad-hoc committee will review and provide the revised copy for approval at the April Board Meeting

VII. NEW BUSINESS

- **PCAC FY15 BUDGET**
Stokstad presented the FY15 Draft Budget to the board and stated that she will then meet with Assistant City Manager Steve Mermell and Budget Administrator Richard Davis to go over the FY15 Budget. Stokstad will meet with Tim Winter, Tom Majich, and Bob Oltman prior to the formal presentation to the board in April.
- **AGENDA ITEMS PROCEDURE**
Assistant City Attorney Javan Rad provided written documentation of the City of Pasadena's process adding items on the agenda.
Motion to approve document with staff input on process – GF
Second - BM
Vote: Motion Passes (all to 1)
Stokstad will provide a staff report regarding putting items on the agenda.
- **ARCHIVAL OF AUDIO RECORDINGS OF PCAC BOARD MEETINGS**
Motion to archive audio recordings of PCAC Board Meetings – Zechner
Second – BL
Withdrawn
Stokstad directed to report back with process that is consistent with the other City of Pasadena Operating Companies
- **ROLES OF PCAC REPRESENTATIVES**
Discussion regarding board roles and the roles of PCAC representatives...1:20:00
Motion to add creation of committees to the April Board Meeting and define roles of producer liaison - ?
Second - Hilsman
Vote: Motion Passes

VIII. COMMITTEE ASSIGNMENTS, REPORTS AND MEETING SCHEDULES

IX. ARROYO CHANNEL PRODUCER LIASON REPORT

- Howie Zechner provided a report to the board. The next producer meeting is March 20, 2014.

X. CITY OF PASADENA REPORT

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

XI. PASADENA UNIFIED SCHOOL DISTRICT REPORT

- Beth Leyden provided the PUSD report to the board.

XII. PASADENA CITY COLLEGE REPORT

- Bob Miller provided the PCC report to the board.

XIII. FUTURE MEETING DATES

- March 4, 2014 at 150 S. Los Robles Ave., Suite 101.
- April 1, 2014 at 150 S. Los Robles Ave., Suite 101.

XIV. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XV. ADJOURNMENT

MOTION: *Bob Oltman moved to adjourn the meeting in honor of Doris Fifer in her 21 plus years as an employee with PCAC. Seconded by Hoyt Hilsman. The motion passed with unanimous consent.*

The meeting adjourned at 10:08 p.m.