

**PASADENA COMMUNITY ACCESS CORPORATION  
BOARD OF DIRECTORS  
SPECIAL 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, November 4, 2014 at 150 S. Los Robles Ave., Suite 101.

PUBLIC MEETING – 7:00 P.M.

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

- George Falardeau, Board President, called the meeting to order at 7:00 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
  - Robert Miller – PCC Representative
  - Gail Schaper-Gordon – Mayor's Representative
  - William Boyer – City Manager's Office Representative
  - Beth Leyden – PUSD Representative
- **Staff:**
  - Keri Stokstad – Executive Director, PCAC
- **City Legal Representation:**
  - Javan Rad – Assistant City Attorney

**The names of those who did not attend the meeting are listed below:**

- **Absent Board of Directors:**
  - Yuni Parada – District 5 Representative

**II. APPROVAL OF MINUTES**

**MOTION:** *Dr. Robert Miller moved to approve minutes for October 7<sup>th</sup>, 2014.  
Seconded by Hoyt Hilsman. The motion passed unanimously.*

**III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

- A community producer informed the board that at the last producers meeting, the producers finalized a proposal to formulate an advisory council. The proposal included:
  - i. None

Prepared by: Beth Leyden, Secretary and PUSD Representative  
Reviewed by: Keri Stokstad, Executive Director

#### **IV. TREASURER REPORT**

- Tim Winter provided the Treasurer's report to the board, which included a brief overview on the status of the 1% PEG Funds and that they will be deposited into an interest bearing account managed by PCAC.

#### **V. EXECUTIVE DIRECTOR REPORT**

- Keri Stokstad provided the Executive Director report to the board, taking the opportunity to say goodbye to staff member Belen Johnson who was present for her last Board Meeting. Belen will be moving to San Diego with her family. Thanks for all of your hard work and friendship, Belen!

#### **VI. OLD BUSINESS**

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

- There were three complaints. One was about a Broadcast TV surcharge, the second was related to "Taxes Fees & Charges," and the third was from someone with Jigglerbug phone service. All three complaints were addressed and resolved by Charter.

- **PCAC OPERATING AGREEMENT – ACTION ITEM**

- The board held a discussion on this item with the participation of City Manager, Steve Mermell, specifically:
  - Changes to the PCAC Operating Agreement were highlighted
  - Many key terms are now the same as the RBOC and the Convention Center
  - The PCAC OA will be brought forward to the City Council in December
  - Mr. Mermell's greatest wish is to get this finalized by the end of the calendar year.

#### **VII. NEW BUSINESS**

- **FY14 AUDITED FINANCIALS**

- Tabled until the next meeting.

- **INTEREST BEARING ACCOUNT – *Action Item***

- **MOTION:** *Gayle Schaper-Gordon moved that in interest bearing account be set up for the purpose of housing our newly found \$160K Monday. Hoyt Hilsman seconded the motion. The motion passed with unanimous consent.*

- **1% PEG FEE REQUEST – *Action Item***

- The Board held a discussion on this item and tabled it until the next meeting.

#### **VIII. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES**

- None

#### **IX. CITY OF PASADENA REPORT**

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

#### **X. PASADENA UNIFIED SCHOOL DISTRICT REPORT**

- Beth Leyden provided the PUSD report to the board.

**XI. PASADENA CITY COLLEGE REPORT**

- Dr. Robert Miller provided the PCC report to the board.

**XII. FUTURE MEETING DATES**

- December 2<sup>nd</sup>, 2014 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.
- January 6<sup>th</sup>, 2014 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.

**XIII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF**

- George would like future updates from producers.
- Howie announced that the next Producers' Meeting is after our next Board Meeting.
- Keri wants help with planning her conference (August 4<sup>th</sup> – 6<sup>th</sup>).
- Tim would like an updated Board roster.

**XIV. ADJOURNMENT**

**MOTION:** *There was no motion to adjourn the meeting. At 8:10 p.m. George Falardeau adjourned the meeting by presidential decree.*