

**AGENDA REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION
Tuesday, January 6, 2015
7:00 p.m. at 150 S. Los Robles, Suite 101**

BOARD OF DIRECTORS

George Falardeau, Chair (District 1)
Tom Majich (District 2)
Robert Oltman (District 3)
Howie Zechner, Vice Chair (District 4)
Yuni Parada (District 5)
Tim Winter, Treasurer (District 6)
Hoyt Hilsman (District 7)
Gail Schaper-Gordon (Mayor's Representative)
William Boyer (City Manager's Office Representative)
Beth Leyden, Secretary (PUSD Representative)
Robert Miller (PCC Representative)

STAFF

Keri Stokstad, Executive Director

MISSION STATEMENT

The Pasadena Community Access Corporation is dedicated to the community access function of the Pasadena Telecommunications system and shall be operated exclusively for charitable, scientific, literary and educational purposes. In fulfilling these purposes, the corporation shall strive to achieve communication, facilitation, and development of media skills toward the ends of self-expression and community cohesion and improvement.

Item on the agenda may not be called in order listed.

Agendas and supporting documents are available on the Internet at
<http://www.pasadenamedia.org>

Materials related to an item on this Agenda submitted to Pasadena Media after distribution of agenda packet are available for public inspection in the Pasadena Media Administrative office at 150 S. Los Robles Avenue, Suite 450, Pasadena, during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact PCAC at (626) 794-8585. Notification 24 hours prior to the meeting will enable PCAC to make reasonable arrangements to assure accessibility to this meeting.

DISTRIBUTION:

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City Council
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Neighborhood Connections
Los Angeles Times
Pasadena Star News
Pasadena Journal
Pasadena Weekly
Pasadena Now

**NOTICE OF REGULAR MEETING
PASADENA COMMUNITY ACCESS CORPORATION (PCAC)
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Community Access Corporation (PCAC) Operating Company (dba Pasadena Media) is scheduled for **Tuesday, January 6, 2015**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

AGENDA

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF NOVEMBER 4, 2014 AND DECEMBER 17, 2014 BOARD MEETING MINUTES
 - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT: Tim Winter
- EXECUTIVE DIRECTOR REPORT: Keri Stokstad
- OLD BUSINESS
 - PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN
 - Information Item
- NEW BUSINESS - NONE
- COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES
- PASADENA MEDIA PRODUCERS REPORT: Macheo Shabaka
- CITY OF PASADENA REPORT: William Boyer
- PASADENA UNIFIED SCHOOL DISTRICT REPORT: Beth Leyden
- PASADENA CITY COLLEGE REPORT: Bob Miller
- FUTURE MEETING DATES
 - February 3, 2015 at 7:00 p.m. at 150 S. Los Robles, Suite 101
 - March 3, 2015 at 7:00 p.m. at 150 S. Los Robles, Suite 101
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

George Falardeau, Chair, PCAC Board of Directors

I HEREBY CERTIFY that this notice, in its entirety, was posted on both the Council Chambers Bulletin Board, Room 247, and the Information Kiosk (in the rotunda area), at City Hall, 100 N. Garfield Ave., Pasadena, CA, in Pasadena Community Access Corporation Suite 450 and 101, and a copy was distributed to the Central Library for posting on this 2nd day of January, 2015.

Keri Stokstad, Executive Director, PCAC

**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 7th, 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 2nd, 2014 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.
- January 6th, 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 4th – 6th).
- 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.*

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

Minutes of Pasadena Community Access Corporation

This special meeting of the PCAC Board of Directors was held on Wednesday, December 17, 2014 at 150 S. Los Robles Ave., Suite 101.

CLOSED SESSION – 6:30 P.M.

- **BOARD OF DIRECTORS CONFERENCE** with Labor Negotiator – pursuant to Government Code §54957.6 PCAC
 - Representative: George Falardeau
 - Unrepresented Employee: Executive Director
 - A single item was discussed and no reportable action was taken.

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 7:12 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
 - Yuni Parada – District 5 Representative
 - Tim Winter – District 6 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:**
 - Hoyt Hilsman – District 7 Representative
 - Robert Miller – PCC Representative

II. APPROVAL OF MINUTES

Unfortunately, the Minutes from the November 4th, 2014 Board Meeting were not available, so they were not approved. They will be available at the January 6th, 2015 Meeting.

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

III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

- Debra Johnson indicated that the producers want to be connected to Board Members and their respective districts, and inquired as to whether or not photos of the Board Members were available on the PCAC website. Debra also had a few questions regarding the Brown Act to which George Falardeau briefly responded.
- Macheo Shabaka had a few suggestions regarding public comment and the Brown Act to which Javan Rad briefly responded. Macheo also announced the next Producers/Volunteers Quarterly Meeting.
- Cliff Present commented on Grants and Fund Raising.

IV. TREASURER REPORT

- Tim Winter provided the Treasurer's report to the board.

V. EXECUTIVE DIRECTOR REPORT

- Keri Stokstad provided the Executive Director report to the board. PEF 1% Fees are up for FY15. The anticipated total will be \$250,000.

VI. OLD BUSINESS

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**
 - There was one complaint submitted through the Pasadena Media website regarding the lack of options in the City for Internet/Cable TV/Telephone providers other than Charter. This was not (specifically) a Charter complaint.
- **ED EMPLOYMENT AGREEMENT EXTENSION – ACTION ITEM**
 - **MOTION:** *Gail Schaper-Gordon moved to approve the amendment (extension) to the Executive Director's agreement. Howie Zechner seconded the motion. The motion passed unanimously.*

VII. NEW BUSINESS

- **PCAC OPERATING AGREEMENT SIGNING CEREMONY – Ceremonial Item**
 - With as much pomp and circumstance as the moment could provide, George Falardeau, Keri Stokstad, and Javan Rad signed the new PCAC Operating Agreement. Everybody took cell phone pictures.
- **FY14 AUDITED FINANCIALS – ACTION ITEM**
 - Mike Knoll, representing the accounting firm of Brown Armstrong presented the audited financial report as a clean opinion with no exceptions or qualifications. *Tim Winter moved to accept the auditor's report as presented. William Boyer seconded the motion. The motion passed with unanimous consent.*
- **1% PEG FEE CAPITAL EXPENDITURE REQUEST – ACTION ITEM**
 - **MOTION:** *William Boyer moved to accept the 1% PEG Fee Capital Expenditure as requested by Keri Stokstad and recommended by the Channel Managers. Beth Leyden seconded the motion. The motion passed with unanimous consent.*
- **150 S. LOS ROBLES SUITES 450 & 900 LEASES – INFORMATION ITEM**

- The Board held a discussion on this item. More information is required.

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 was not present to provide the PCC report to the board; however, Beth and Keri did their best to present some of it for him.

XII. FUTURE MEETING DATES

- January 6th, 2015 at 7:00 p.m at 150 S. Los Robles Ave., Suite 101.
- February 3rd, 2015 at 7:00 p.m. at 150 S. Los Robles Ave., Suite 101.

XIII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

XIV. ADJOURNMENT

MOTION: *There was no motion to adjourn the meeting. At 8:55 PM George Falardeau adjourned the meeting by presidential decree.*

Pasadena Media

BALANCE SHEET

As of December 31, 2014

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
A103 Petty Cash	175.00
A104 Bank of America Checking (1018)	455,629.69
A107 Bank of America Capital - Restricted (9451)	194,134.14
A110 Paypal	1,582.39
A120 Pex Debit Card	5,005.15
Total Bank Accounts	\$656,526.37
Accounts Receivable	
A200 Accounts Receivable	2,650.00
Total Accounts Receivable	\$2,650.00
Other current assets	
A300 Prepaid Insurance	1,965.33
A350 Security Deposit	1,000.00
A370 Undeposited Funds	250.00
Total Other current assets	\$3,215.33
Total Current Assets	\$662,391.70
Fixed Assets	
A130 Furniture & Fixtures	-0.38
A132 Production Equipment	215,136.75
A136 Accumulated Depreciation	-56,926.00
Total Fixed Assets	\$158,210.37
TOTAL ASSETS	\$820,602.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
L130 Credit Card Payable	-6,331.95
Total Credit Cards	\$ -6,331.95
Other Current Liabilities	
L210 Payroll Liabilities	28,835.91
L211 Other Payroll Liabilities	-376.81
L212 Accrued Vacation	22,276.79
L212.1 Accrued Salaries & Wages	2,945.99
L220 Deferred Income	462,344.80
Total Other Current Liabilities	\$516,026.68
Total Current Liabilities	\$509,694.73
Total Liabilities	\$509,694.73
Equity	

Q300 Opening Bal Equity	-37,301.00
Q310 Retained Earnings	358,341.67
Net Income	-10,133.33
Total Equity	<u>\$310,907.34</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$820,602.07</u></u>

Pasadena Media
BUDGET VS. ACTUAL: BOARD REPORT - FY15 P&L
July - December, 2014

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income					
I510 Altadena Contract	10,000	10,000	0	100.00 %	0.00 %
I525 Editing	200		-200		
I528 Grants & Fundraising	56	10,000	9,944	1.00 %	99.00 %
I531 City of Pasadena Revenue	442,500	849,000	406,500	52.00 %	48.00 %
I535 Interest Income	0	0	-0		
I537 Miscellaneous Income	95		-95		
I539 General Membership	1,150	1,000	-150	115.00 %	-15.00 %
I543 Production Services	1,670	13,000	11,330	13.00 %	87.00 %
Total Income	\$455,671	\$883,000	\$427,329	52.00 %	48.00 %
Gross Profit	\$455,671	\$883,000	\$427,329	52.00 %	48.00 %
Expenses					
E801 Advertising / Promotional	843	5,000	4,157	17.00 %	83.00 %
E804 Automobile Expense	671	10,000	9,329	7.00 %	93.00 %
E805 Awards	275		-275		
E815 Dues and Subscriptions	1,120	1,200	80	93.00 %	7.00 %
E820 Contract Labor	5,355	5,000	-355	107.00 %	-7.00 %
E821 Professional Fees	990	11,000	10,010	9.00 %	91.00 %
E822 Accounting/Bookkeeping	4,383	6,000	1,617	73.00 %	27.00 %
E835 Commercial Insurance	10,250	9,000	-1,250	114.00 %	-14.00 %
E842 Licenses, Permits & Other Tax	144	500	356	29.00 %	71.00 %
E847 Miscellaneous	68		-68		
E849 Office Expense	6,440	12,000	5,561	54.00 %	46.00 %
E851 Employee Benefits	30,897	55,000	24,103	56.00 %	44.00 %
E852 Gross Salaries	295,642	545,460	249,818	54.00 %	46.00 %
E854 Payroll Taxes	29,762	66,950	37,188	44.00 %	56.00 %
E858 Production Expense	158		-158		
E861 Bank and Payroll Fees	152	497	345	31.00 %	69.00 %
E865 Rent - Lease	62,860	119,493	56,633	53.00 %	47.00 %
E869 Production Equipment Repairs	50	3,000	2,950	2.00 %	98.00 %
E873 Production Supplies Expendibles	75	0	-75		
E874 Board Materials	188	500	312	38.00 %	62.00 %
E876 Telecommunications	2,348	4,000	1,652	59.00 %	41.00 %
E877 Cable Drop Fees	1,475	13,900	12,425	11.00 %	89.00 %
E878 Professional Development	2,317	3,000	683	77.00 %	23.00 %
E880 Travel & Lodging	1,851	4,500	2,649	41.00 %	59.00 %
E885 Utilities	5,336	9,000	3,664	59.00 %	41.00 %
E899 Uncategorized Expense	2,235		-2,235		
Total Expenses	\$465,885	\$885,000	\$419,115	53.00 %	47.00 %
Net Operating Income	\$ -10,213	\$ -2,000	\$8,213	511.00 %	-411.00 %
Other Income					
I520 ACM Western WAVE Entry Fees	6,095		-6,095		
I549 Training Income	200	2,000	1,800	10.00 %	90.00 %
I999 PEG Capital Income Recognized	78,974	230,000	151,026	34.00 %	66.00 %
Total Other Income	\$85,269	\$232,000	\$146,731	37.00 %	63.00 %

Other Expenses					
E800 ACM Western WAVE Entry Expense	6,095		-6,095		
E893 Training Expense	120		-120		
E904 PEG Capital Equipment Expense	78,974		-78,974		
Total Other Expenses	\$85,189	\$0	\$ -85,189	0%	0%
Net Other Income	\$80	\$232,000	\$231,920	0.00 %	100.00 %
Net Income	\$ -10,133	\$230,000	\$240,133	-4.00 %	104.00 %

Tuesday, Jan 06, 2015 02:28:40 PM PST GMT-8 - Accrual Basis

Pasadena Media
STATEMENT OF FINANCIAL POSITION
As of December 31, 2014

	TOTAL	
	AS OF DEC 31, 2014	AS OF JUN 30, 2014 (PP)
ASSETS		
Current Assets		
Bank Accounts		
A103 Petty Cash	175	500
A104 Bank of America Checking (1018)	455,630	63,116
A107 Bank of America Capital - Restricted (9451)	194,134	181,166
A110 Paypal	1,582	145
A120 Pex Debit Card	5,005	
Total Bank Accounts	\$656,526	\$244,928
Accounts Receivable		
A200 Accounts Receivable	2,650	227,467
Total Accounts Receivable	\$2,650	\$227,467
Other current assets		
A300 Prepaid Insurance	1,965	1,965
A350 Security Deposit	1,000	1,000
A370 Undeposited Funds	250	250
Total Other current assets	\$3,215	\$3,215
Total Current Assets	\$662,392	\$475,611
Fixed Assets		
A130 Furniture & Fixtures	-0	-0
A132 Production Equipment	215,137	215,137
A136 Accumulated Depreciation	-56,926	-56,926
Total Fixed Assets	\$158,210	\$158,210
TOTAL ASSETS	\$820,602	\$633,821
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	0	6,340
Total Accounts Payable	\$0	\$6,340
Credit Cards		
L130 Credit Card Payable	-6,332	840
Total Credit Cards	\$ -6,332	\$840
Other Current Liabilities		
L210 Payroll Liabilities	28,836	23,104
L211 Other Payroll Liabilities	-377	572
L212 Accrued Vacation	22,277	22,277
L212.1 Accrued Salaries & Wages	2,946	2,946
L220 Deferred Income	462,345	256,701

Total Other Current Liabilities	\$516,027	\$305,600
Total Current Liabilities	\$509,695	\$312,780
Total Liabilities	\$509,695	\$312,780
Equity		
Q300 Opening Bal Equity	-37,301	-37,301
Q310 Retained Earnings	358,342	358,342
Net Income	-10,133	
Total Equity	\$310,907	\$321,041
TOTAL LIABILITIES AND EQUITY	\$820,602	\$633,821

Tuesday, Jan 06, 2015 02:33:29 PM PST GMT-8 - Accrual Basis

DIRECTOR'S REPORT

- Respectfully submitted by Keri Stokstad

Executive Director – Pasadena Community Access Corporation

The Pasadena Community Access Corporation Board of Directors Meeting Tuesday, January 6, 2015 – 7pm

ANNOUNCEMENTS – HAPPY NEW YEAR!

KEY ACHIEVEMENTS:

Board

- No meetings held in December with Board Members due to holidays

Facility

- Completed maintenance and facility upgrades
- Meeting with building manager RE: lease extension

Financial

- 990 Filing preparation in progress for the February 15 filing deadline (please note this is the extended deadline)

Partnerships/Networking

- No meetings since last report due to holiday/maintenance break

Personnel

- Office Administrator/Assistant to the ED position final candidates identified. Interviews to begin this week.

Producer/Member Relations

- No meetings since last report due to holiday/maintenance break

Productions

- Crew provided unprecedented access for Rose Parade and Rose Bowl game
- Crew scheduled for five candidate forums in the next several weeks

Staff reports attached

Operations Report

Prepared by Chris Miller – December 2014

Notable Operations Projects and Their Statuses Conducted During December

- AT&T Arroyo Channel Encoder Failure: Solved
- City Managers' Audio: Solved
- Holiday Maintenance Period: Successful
- HVAC Issue: Ongoing
- Roof Leaks: Solved

1. AT&T Arroyo Channel Encoder Failure: Solved - The same AT&T Arroyo Channel encoder that troubled us a couple months ago failed on December 4th. A viewer emailed us to report that the channel was down at 8:04pm. I was able to log in and verify that it was not operating normally. I called AT&T at 8:15 to troubleshoot. They were unable to reboot the encoder remotely, so I performed a hard reboot locally. This restored the channel feed, but a memory problem remained that would likely take us down again in the near future. A technician replaced the encoder on 12/10 at 11am.

2. City Managers' Audio: Solved - On December 9th at 5pm, I received a call from DoIT about the City Manager's audio feed not working. I was in the area, so I went to City Hall to show them how I had wired the new audio DA last week.

3. Holiday Maintenance Period: Successful - We closed to the public on December 21st and reopened today. During this period, we performed routine maintenance, streamlined some operations and took several items out of service for minor repairs. Tasks included replacement of several cables, installing new camera cable hooks, reconfiguring the control room for the new switcher, painting and repairing set pieces, touching up the green screen, general office cleaning and moving the front desk. We still have a few items being finalized over the next few days, namely the installation of the new switcher in the control room and acoustic panels in the studio.

4. HVAC Issue: Ongoing - During the cold snap, we were unable to heat suite 101 outside of the studio to a comfortable level. We are exploring options with building management.

5. Roof Leaks: Solved - The extended periods of rain revealed several leaks in the roof above the reception area and the green room. No equipment or furniture was damaged. Building maintenance is patching the spots and will switch out damaged ceiling tiles.



PASADENA MEDIA

Member Services Report for the month of December 2014

Channel Programming Reporting:

The Arroyo Channel 744 - Hrs. of Programming

New Producer	New Series	New Local Episodes	New Local Bicycled Episodes	New Regional Episodes (LA County)	New National Episodes
4	3	17	7	0	0
LIVE Show					
0					

Media Training Courses:

We provide the most accessible, valuable training and services to the residents of Pasadena is an established and continual goal of Pasadena Media. The Community Television & Digital Production training courses provides real hands-on experience along with an overview of studio production techniques, theory and community access guidelines.

Orientation = 25

Producing = 14

Studio Camera = 15

Floor Manager = 15

Lighting = 5

Audio = 2

Field Production = 2

Editing Session A = 8

Editing Session B = 5

Pasadena Media Website Analytics:

Due to a temporary website outage and live channel streams down in the course of our move the website analytics will show a drop in usage.

Total Visitors	Device Usage		Peak Visitors: Dec. 10
1192	Computer 81%	Mobile & Tablet 19%	73

Social Media Marketing:



1013 Followers



564 Likes



Scale 1 to 100 - Klout is a tool that measures social influence across the internet. Higher the Klout score, the higher the social influence.

Score 45 - *75% of our influence is from Facebook*

90-Day Score History - Last Updated Jan. 5

90-day High Score: 49.04 90-day Low Score: 45.29

Pasadena Media Production Report December 2014

Studio Productions:

12/2: Is It Reasonable- Producer: Walter Brown
12/2: The People's View- Producer: Macheo Shabaka
12/3: IndoArcheology- Producer: Vaishali Joglekar
12/3: ThaWilsonBlock- Producer: Michael Taylor
12/3: Media Mash Up- Producer: Dean Lee
12/4: Hour of Truth- Producer: Khatchik Chahinian
12/4: Bringing Back the Fire- Producer: Myra Waiters
12/5: CCN Sunrise- Producer: Tami DeVine
12/5: Living in America- Producer: Jon Brookhart
12/5: Real Divas Cook- Producer: Sunshine Burston
12/6: Book Parade- Producer: Richard Wills
12/6: Yeshua Ministries- Producer: Denise Maiden
12/7: Grey's- Producer: Andre Coleman
12/9: Smile and Spread a Little Joy- Producer: Debra Johnson
12/9: Spiritual Speaking- Producer: Linda Leak
12/9: Riq the Critic- Producer: Wannetta Benton
12/10: What's Cooking- Producer: Shay Sanders
12/10: Eddie's Gospel Hour- Producer: Eddie Fulton
12/10: Media Mash Up- Producer: Dean Lee
12/11: Hour of Truth- Producer: Khatchik Chahinian
12/11: In The Kitchen- Producer: Barbara Shay
12/11: Sounds Within- Producer: L.V. Smith
12/12: CCN Sunrise- Producer: Tami DeVine
12/12: Michael Colyar's Very Best- Producer: Michael Colyar
12/13: Eye on Fitness- Producer: Joe Mendoza
12/14: Big Smile!- Producer: Cicero Salmon
12/14: Grey's- Producer: Andre Coleman
12/16: Abundant Harvest- Producer: Dr. Anthony McFarland
12/16: Crossing Bridges- Producer: Nat Nehdar
12/17: The Sounds of Winter- Producer: Jarred Hodgdon
12/17- Media Mash Up- Producer: Dean Lee
12/18: Hour of Truth- Producer: Khatchik Chahinian
12/19: CCN Sunrise- Producer: Tami DeVine
12/19: Ideal Youth- Producer: Luna Petty

34 Productions Recorded in Studio

KPAS/City Productions:

12/1: Pasadena City Council Meeting
12/5: Pasadena Holiday Tree Lighting Event
12/6: Ice Skating Institute Holiday Challenge
12/6: The First Armenian Rose Parade Float
12/8: Pasadena City Council Meeting
12/10: The 66th Anniversary of Human Rights Declaration
12/15: Pasadena City Council Meeting
12/16: Altadena Town Council
12/18: Holiday Safety Tips Press Conference
12/26: PAL Rose Parade Float Preview
12/27: Pasadena Public Library Kwanzaa Celebration
12/30: New's Year Safety and Rules Press Conference
12/30: Pasadena City Special Press Conference

13 City/KPAS Productions Covered

SCAN NATOA CHAPTER MEETING

Thursday, January 15, 2015

T E L E C O M 1 0 1

Please join us for a SCAN chapter meeting that provides a background on all things telecommunications law for local government professionals -- both in the area of wireless facilities and in cable/video franchises, from earliest regulation of the placement of telegraph lines in California in 1850, all the way to recent developments, such as the Federal Communications Commission's recent report and order regarding wireless facilities, as well as a California Court of Appeal's decision giving guidance on the proper use of PEG fees. Speakers will include:

Steven L. Flower, Richards, Watson & Gershon

Gail A. Karish, Best Best & Krieger

Christy Marie Lopez, Aleshire & Wynder






Robert "Tripp" May III, Telecom Law Firm, PC

This chapter meeting is intended not only for experienced attorneys, planners, engineers and producers, but those new to the field, as well.

PASADENA, CALIFORNIA	
Date:	Thursday, January 15, 2015
Registration:	9:00 am
Workshop:	9:30 – NOON
Location:	Pasadena City Hall, Council Chambers 100 N. Garfield Ave., Room S-249 Pasadena, CA 91101
Free Parking:	Paseo Colorado mall, 250 East Colorado Blvd. Pasadena, CA 91101 (bring your parking ticket to obtain a voucher)

Please note that payment must be received no later than January 8, 5:00 p.m. to

qualify for the discounted rate:

Registration Deadline	Before 01/08/15	On or After 01/08/15
Members	\$40.00 	\$55.00  
Non-Members	\$50.00 	\$65.00 

For additional information, contact Javan Rad at 626.744.4141
or JRad@CityofPasadena.Net