

**AGENDA REGULAR MEETING  
PASADENA COMMUNITY ACCESS CORPORATION  
Tuesday, January 5, 2016  
7:00 p.m. at 150 S. Los Robles, Suite 101**

**BOARD OF DIRECTORS**

Ann Marie Hickambottom (District 1)  
Tom Majich, Treasurer (District 2)  
Robert Oltman (District 3)  
Howie Zechner, Vice-Chair (District 4)  
Yuny Parada (District 5)  
Tim Winter (District 6)  
Vacant (District 7)  
Gail Schaper-Gordon, Chair (Mayor's Representative)  
William Boyer, Secretary (City Manager's Office Representative)  
Beth Leyden (PUSD Representative)  
Alexander Boekelheide (PCC Representative)

**STAFF**

Chris Miller, Interim 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:**

PCAC Board of Directors  
City Council  
City Manager  
City Attorney  
City Clerk  
Central Library  
Public Information Officer

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 5, 2016**, starting at **7:00 p.m.**, at **Pasadena Community Access Corporation** located at **150 S. Los Robles Ave., Ste. 101, Pasadena, CA 91101**.

**AGENDA**

**PUBLIC MEETING**

- INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL
- APPROVAL OF DECEMBER 1, 2015 BOARD MEETING MINUTES
  - Motion to Approve
- PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA - Please limit comments to three minutes each.
- TREASURER REPORT: Tom Majich
- EXECUTIVE DIRECTOR REPORT
- OLD BUSINESS
- NEW BUSINESS
  - PEG FUNDING REQUEST FOR EMERGENCY PUBLIC INFORMATION BROADCAST/CABLECAST EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$10,000
    - Action Item
  - AUTHORIZATION TO ENTER INTO CONTRACT FOR PURPOSE OF EXECUTIVE DIRECTOR SEARCH SERVICES
    - Action Item
- ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF
- ADJOURNMENT

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Gail Schaper-Gordon, 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 31st day of December, 2015.

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Quyen Lovrich, Office Manager

**Pasadena Media**  
**Statement of Financial Position**  
As of December 31, 2015

	Total	
	As of Dec 31, 2015	As of Jun 30, 2015 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
A103 Petty Cash	200.00	200.00
A104 Bank of America Checking (1018)	473,838.02	184,510.43
A107 Bank of America Capital - Restricted (9451)	91,434.14	91,434.14
A108 A108 Bank of America Savings (0990)	100,058.99	100,021.70
A110 Paypal	3,117.78	0.00
A120 Pex Debit Card	2,981.55	258.25
Total Bank Accounts	\$ 671,630.48	\$ 376,424.52
Accounts Receivable		
A200 Accounts Receivable	4,655.00	119,042.01
Total Accounts Receivable	\$ 4,655.00	\$ 119,042.01
Other current assets		
A300 Prepaid Insurance	1,972.15	1,972.15
A350 Security Deposit	1,000.00	1,000.00
A370 Undeposited Funds	0.00	425.00
Total Other current assets	\$ 2,972.15	\$ 3,397.15
Total Current Assets	\$ 679,257.63	\$ 498,863.68
Fixed Assets		
A132 Production Equipment	260,103.20	257,804.56
A136 Accumulated Depreciation	-101,910.00	-101,910.00
Total Fixed Assets	\$ 158,193.20	\$ 155,894.56
<b>TOTAL ASSETS</b>	\$ 837,450.83	\$ 654,758.24
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
L100 Accounts Payable	-450.00	2,009.31
Total Accounts Payable	-\$ 450.00	\$ 2,009.31
Other Current Liabilities		
L210 Payroll Liabilities	23,878.05	23,878.05
L210.5 CA SUI / ETT	57.10	510.47
L210.6 Federal Taxes (941/944)	4,723.22	0.00
Total L210 Payroll Liabilities	\$ 28,658.37	\$ 24,388.52
L211 Other Payroll Liabilities		
L211.1 AW-CA State Dis Unit	250.14	0.00
Total L211 Other Payroll Liabilities	\$ 250.14	\$ 0.00
L212 Accrued Vacation	15,374.95	15,374.95
L212.1 Accrued Salaries & Wages	4,678.16	4,678.16
L220 Deferred Income	298,907.68	298,907.68
Total Other Current Liabilities	\$ 347,869.30	\$ 343,349.31
Total Current Liabilities	\$ 347,419.30	\$ 345,358.62
Total Liabilities	\$ 347,419.30	\$ 345,358.62
Equity		
Q300 Opening Bal Equity	-37,301.00	-37,301.00
Q310 Retained Earnings	346,700.62	346,700.62
Net Income	180,631.91	
Total Equity	\$ 490,031.53	\$ 309,399.62
<b>TOTAL LIABILITIES AND EQUITY</b>	\$ 837,450.83	\$ 654,758.24

Monday, Jan 04, 2016 09:03:48 PM GMT-8 - Accrual Basis

**Pasadena Media**  
**BUDGET VS. ACTUALS: PCAC BOARD APPROVED - FY16 P&L**  
July - December, 2015

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
I515 Contributions Income	87.25	2,500.00	3.49 %
I531 City of Pasadena Agreement	720,000.00	960,000.00	75.00 %
I535 Interest Income	37.29	1,000.00	3.73 %
I537 Miscellaneous Income	283.86		
I539 Program Services	3,312.50	6,500.00	50.96 %
I543 Production Services	11,566.38	38,000.00	30.44 %
I547.1 Equipment Auction	4,650.41	1,000.00	465.04 %
<b>Total Income</b>	<b>\$739,937.69</b>	<b>\$1,009,000.00</b>	<b>73.33 %</b>
<b>Gross Profit</b>	<b>\$739,937.69</b>	<b>\$1,009,000.00</b>	<b>73.33 %</b>
<b>Expenses</b>			
E800.1 General Expenses	426,148.54	713,112.00	59.76 %
E819 Fundraising Expense	2,705.38	12,200.00	22.18 %
E847 Miscellaneous	300.00		
E858 Production Expense	913.27	17,000.00	5.37 %
E860 Administrative Expenses	5,244.46	43,800.00	11.97 %
E865.2 Occupancy	118,111.43	222,888.00	52.99 %
Penalties	1,072.63		
<b>Total Expenses</b>	<b>\$554,495.71</b>	<b>\$1,009,000.00</b>	<b>54.95 %</b>
<b>Net Operating Income</b>	<b>\$185,441.98</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Other Income</b>			
I999 PEG Capital Income Recognized		30,000.00	
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>0.00%</b>
<b>Other Expenses</b>			
E904 PEG Capital Equipment Expense	4,810.07	30,000.00	16.03 %
<b>Total Other Expenses</b>	<b>\$4,810.07</b>	<b>\$30,000.00</b>	<b>16.03 %</b>
<b>Net Other Income</b>	<b>\$ -4,810.07</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Net Income</b>	<b>\$180,631.91</b>	<b>\$0.00</b>	<b>0.00%</b>

Monday, Jan 04, 2016 08:41:00 PM PST GMT-8 - Accrual Basis

## **DIRECTOR'S REPORT**

- Respectfully submitted by Chris Miller

Interim Executive Director – Pasadena Community Access Corporation

### **The Pasadena Community Access Corporation Board of Directors Meeting**

**Tuesday, January 5, 2016 – 7:00pm**

**ANNOUNCEMENTS** – The Arroyo Channel 2016 Season 1 has begun and runs through June.

### **KEY ACHIEVEMENTS:**

#### Board

- Meeting with Howie Zechner, Beth Leyden and Yuny Parada re: Handbook Draft
- Meeting with Gail Schaper-Gordon

#### Facility

- Prepared Studio B Proposal
- City DoIT Fiber Project - Discovery re: Fiber Path
- Winter Hiatus Maintenance

#### Financial

- Meeting with Accountant Mike Noll
- Reviewed Audit Draft and Set Meeting with City Controller
- 990 Tax Filing Preparation in Progress for Feb. 15 Extension Deadline

#### Partnerships/Networking

- City DoIT Council Chamber Upgrade Project Consulting
- State of the City Preparation Meetings

#### Personnel

- Pre-Production Process Training

#### Producer/Member Relations

- Weekly eblasts including new videos

#### Productions

- Live El Niño Forum from Convention Center
- Live Rose Parade & Bowl Game Public Safety Press Conference
- Various Tournament of Roses Events Including Live on Green and Bandfest

Attached: Operations Report, Production Services Report, Member Services Report

# Operations Report

Prepared by Chris Miller – December 2015

Notable Operations Projects and Their Statuses Conducted During December

- Winter Hiatus Maintenance: Completed
- City Council Chamber Meeting Management Upgrade: Ongoing
- Arroyo Channel & KPAS Audio/Video Failures: Monitoring
- Fiber Project / PasadenaMedia.org Streaming Issues: Ongoing
- Studio B Project: Proposal Ready
- New Member Management & Reservation System: Conducting Training

1. Winter Hiatus Maintenance: Completed - We closed to the public on December 19th and reopened today. During that period, we performed routine maintenance, streamlined some operations and took several items out of service for minor repairs. Tasks included resetting the TriCaster 460, painting and repairing set pieces, touching up the green screen, conducting inventory and general cleaning.

2. City Council Chamber Meeting Management Upgrade: Ongoing - The project is on schedule. Installation was completed on December 31st and programming has commenced. Testing and clean-up is scheduled this week. The first City Council meeting is January 11th.

3. Arroyo Channel & KPAS Audio/Video Failures: Monitoring - We had several issues on Charter due to the system at City Hall. Two instances with programs failing to play on the Arroyo Channel were connected to a failing hard drive. A replacement drive is there waiting to be installed. Two other instances were likely related to work going on in the room for the meeting management upgrades, as cables were found disconnected. AT&T and streams were unaffected.

4. Fiber Project / PasadenaMedia.org Streaming Issues: Ongoing - DoIT's annual pre-New Year's Day work freeze prevented anything but discovery for the fiber project. With staff continually checking the channel streams, uptime was less of an issue, though the streams were more choppy than in the past. If fiber connectivity can be achieved, we will be able to increase bitrates for higher quality channel streams.

5. Studio B Project: Proposal Ready - Brainstorm approached staff with a deal for an innovative virtual set system shortly after the ACM Conference. This system would provide an ideal space for various types of KPAS productions, our numerous single-person community shows and some of our more adventurous community producers. I have included a proposal with this report for the Channel Managers to review this month in order to go to the board for approval in February.

6. New Member Management & Reservation System: Conducting Training - Our staff began training on RueShare late in December. Over the next few weeks, we will discontinue the use of several systems that this is replacing. We have a goal of rolling out online access to our members in February for reservations and some production management functions including volunteer coordination.

# New Media Studio Project Proposal

Prepared by Chris Miller - December 24, 2015

## OVERVIEW

Pasadena Media has an underutilized space that was originally intended as a second studio. During the first year of operation at this location, the room housed SightDeck equipment through an agreement with iMatte, Inc. Over the past year, it has been utilized a few times a week as a training and meeting room. Other uses such as for Pasadena Media training video shoots, KPAS productions or as a staging area for field shoots are infrequent.

During a tour of our facility at the ACM Conference in August, a discussion with the broadcast graphics and virtual sets company Brainstorm led them to propose the installation of a system called Infinity Set. While Pasadena Media would be responsible for hardware, installation and training costs, Brainstorm would provide their software at no charge in order to gain a test site within the PEG access community. This reduces the cost for such a system from approximately \$70,000 to approximately \$20,000.

## GOALS

1. Create a studio that requires very little set up time. Ideal uses would include spur of the moment KPAS, KLRN and PCC-TV productions such as emergency press conferences, as well as for community members with time constraints for Arroyo Channel programming.
2. Create a studio that requires no crew members. This would benefit community members who have had trouble recruiting volunteers, who would prefer to work alone and/or do not desire to spend a lot of time on pre-production.
3. Continue to be a leader in the PEG access community by providing a versatile and unique virtual set solution.

## SPECIFICATIONS

The proposed equipment list attached contains all items needed that Pasadena Media doesn't already own in order to meet the stated goals. Brainstorm's Infinity Set would provide a state-of-the-art virtual set and graphics package. This technology allows infinite virtual cameras in a trackless virtual environment with integrated 3D graphics using a single camera. The three robotic cameras and associated gear allow for traditional multi-person interviews with on-set and off-set controls. A flat lighting scheme for the room would eliminate the need for time-consuming light plotting.

# PEG FUNDING REQUEST FOR NEW MEDIA STUDIO

Area Of Need	Item Description	Item Make	Item Model	Item Cost	Cost After Discoun	Qty	Subtotal
Studio Cameras	Robotic PTZ Camera	Sony	EVJ-H100S	\$2,999.00	\$2,499.00	3	\$7,497.00
	Camera Wall Mount	Vaddio	535-2000-236	\$70.00	\$69.00	3	\$207.00
	Camera Controller	Sony	RM-BR300	\$1,499.00	\$1,399.00	1	\$1,399.00
							<b>\$9,103.00</b>
Control Room	Virtual Set Production Switcher	Brainstorm	Infinity Set 3DG	\$44,850.00	\$0.00	1	\$0.00
	Infinity Set- Photoshop Plugin	Brainstorm		\$2,500.00	\$0.00	1	\$0.00
	Infinity Set- After Effects Plugin	Brainstorm		\$2,500.00	\$0.00	1	\$0.00
	Infinity Set- Custom Virtual Set	Brainstorm		\$5,000.00	\$2,500.00	1	\$2,500.00
	Infinity Set Onsite Installation, Training & Support	Brainstorm		\$5,250.00	\$5,250.00	1	\$5,250.00
	Infinity Set Certified Workstation	HP/AJA/Brainstorm	z640/Corvid 88/custom	\$13,650.00	\$13,650.00	1	\$13,650.00
	HP 23-inch Touchscreen LED Monitor	HP	S230tm	\$390.00	\$390.00	1	\$390.00
	Monarch HDX H.264 Recorder	Matrox	MHDX/I	\$1,995.00	\$1,995.00	1	\$1,995.00
							<b>\$23,785.00</b>
On Set	C. K. Green Poly Muslin Seamless w/Grommets 9'Hx20'W	S & K	custom	\$453.50	\$453.50	1	\$453.50
	Android Tablet Camera Controller / Cabling	Videobotics	CamRobot	\$849.00	\$849.00	1	\$849.00
							<b>\$1,302.50</b>
Studio Lighting	Five Fluorescent Light Kit	Flolight	KIT-FL-220AWD3GR	\$2,739.75	\$2,499.00	1	\$2,499.00
							<b>\$2,499.00</b>
							<b>\$36,689.50</b>
					tax/freight (approx)		\$3,668.95
					<b>TOTAL</b>		<b>\$40,358.45</b>



## **Pasadena Media Production Report December 2015**

### **KPAS/City/Outside Productions:**

12/1: Pasadena Transit Reveal  
12/1: Community Forum: Is Pasadena Prepared for El Nino 2016?  
12/4: Mayor's Holiday Tree Lighting  
12/5: Fire Station 37 Open House  
12/7: Pasadena City Council Meeting  
12/8: Design Commission Meeting  
12/9: Planning Commission  
12/10: International Human Rights Day  
12/14: Pasadena City Council Meeting  
12/15: Altadena Town Council  
12/16: Welcome Reception for New Directors  
12/16: Board of Zoning Appeals Meeting  
12/17: Holiday Safety Press Conference  
12/22: Rose Parade and Rose Bowl Safety Tips Press Conference  
12/22: Design Commission Meeting  
12/28: Kwanzaa Celebration 2015  
12/28-12/30: Rose Parade Float Decoration Tours  
12/28-12/30: Live on Green Celebration  
12/29: Visitor Hotline Ribbon-Cutting Ceremony  
12/30: Bandfest 2015

20 City/KPAS Productions Covered



## PASADENA MEDIA

### Member Services Report for the month of December 2015

#### Channel Programming Reporting:

##### The Arroyo Channel 744 - Hrs. of Programming

New Producer	Returning Producer	New Series	New Local Episodes	New Local Bicycled Episodes	New Regional Episodes (LA County)
2	20	2	26	5	1
New National Episodes	LIVE Show				
0	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	20
Producing - Session 1	10
Producing - Session 2	10
Studio Camera	20
Floor Manager	20
Director	6
Lighting	9
Audio	10
Character Generation	6
Field Production	6
Editing Session A	8
Editing Session B	4

**Trained Pasadena Media Listed Volunteers: 52**

# Pasadena Media Website Analytics

## Pasadena Media Social Network members:

203 members

Total Visitors	Device Usage		Peak Visitors: Dec 08
1127	Computer 87%	Mobile & Tablet 13%	80

## Social Media Marketing:



1322 Followers



751 Likes



438 Followers



*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 54.08** - 56% of our influence is from: Instagram

90-Day Score History - Last Updated: 1/4/2013

90-day High Score: 57.95    90-day Low Score: 51.65

## Pasadena Media Networking Group (Meetup.com):

103 Media Enthusiasts

## Special Events:

**PEG FUNDING REQUEST FOR EMERGENCY PUBLIC INFORMATION  
BROADCAST/CABLECAST EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$10,000**

Area Of Need	Item Description	Item Make	Item Model	Item Cost	Cost After Discoun	Qty	Subtotal
Live Remote	Encoder	Teradek	Cube 155	\$1,990.00	\$1,907.50	1	\$1,907.50
	Cellular Transmitter	Teradek	Bond	\$2,490.00	\$2,386.01	1	\$2,386.01
	Battery - Panasonic VW-VGB6	Teradek	11/1/0646	\$190.00	\$182.03	2	\$364.06
							<b>\$4,657.57</b>
Cellular Data	AT&T USB Modem	Netgear	340U (AT&T Beam)	\$185.29	\$185.29	1	\$185.29
	Sprint USB Modem	Netgear	341U	\$217.99	\$217.99	1	\$217.99
							<b>\$403.28</b>
Press Conference	Generator	Honda	EB2000IT1A	\$1,197.91	\$1,197.91	1	\$1,197.91
	Press Mic Holder	Ace Backstage Co.	Softpod	\$34.88	\$34.88	2	\$69.76
							<b>\$1,267.67</b>
Control Room	Decoder	Teradek	Cube 355	\$1,890.00	\$1,854.09	1	\$1,854.09
							<b>\$1,854.09</b>
					<b>TOTAL</b>		<b>\$8,182.61</b>

## **PASADENA COMMUNITY ACCESS CORPORATION (PCAC)**

MINUTES FOR THE REGULARLY SCHEDULED MEETING OF THE PCAC BOARD OF DIRECTORS, REGULAR MEETING, DECEMBER 1, 2015

MEETING HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA, CALIFORNIA, 91101

CLOSED SESSION SCHEDULED FOR 7 P.M.

AGENDIZED SPECIAL MEETING HELD 6:30 P.M. (SEPARATE MINUTES)

### **MINUTES FOR THE REGULAR DECEMBER 1, 2015 MEETING PER POSTED AGENDA AS FOLLOWS**

#### **1. CALL TO ORDER/ROLL CALL/INTRO OF NEW BOARD MEMBERS**

Board Vice Chair Gail Schaper-Gordon called meeting to order at 7:12 p.m.

Roll Call of Board Members & Staff:

Ann Marie Hickambottom, District 1, present  
Tom Majich, Treasurer, District 2, absent  
Robert Oltman, District 3, present  
Howie Zechner, District 4, present  
Yuny Parada, District 5, present  
Tim Winter, District 6, present  
District 7, vacant  
Gail Schaper-Gordon, Vice-Chair, Mayor's Representative, present  
Beth Leyden, PUSD Representative, present  
Alexander Boekelheide, PCC Representative, present  
William Boyer, Secretary, City of Pasadena, City Manager Representative, present/late  
Chris Miller, PCAC Chief Operations Officer, present  
Javan Rad, City Attorney's Office, present

Formal introduction of New Member Alexander Boekelheide, Pasadena City College, Executive Director of Strategic Communications and Marketing. Mr. Boekelheidie replaces outgoing PCC (KPCC-TV) representative, Dr. Robert Miller.

#### **2. APPROVAL OF Sept. 1, 2015 meeting minutes**

Approved as presented and corrected – date change needed from Aug. 4 to Sept. 1, 2015. Motion to approve by Zechner; second by Boekelheide Minutes approved

### 3. PUBLIC COMMENT ON MATTERS NOT ON AGENDA

Two speakers, representing the "Pasadena Media Producers Advisory Council" regarding more streaming services for content and more Pasadena Media staff to work as crew for producers' shows. Comments received and noted.

### 4. TREASURER'S REPORT

As presented per Board packets. Informational item only. No action taken.

### 5. EXECUTIVE DIRECTOR'S REPORT

Informational item as presented by Chief Operations Officer Miller

No action taken

Public Comment from Producers Advisory Council representatives again asking for Pasadena Media staff to be their crew; requesting update on the Draft Producer Handbook.

### 6. OLD BUSINESS –none

### 7. NEW BUSINESS

#### A) PCAC BOARD OFFICERS ELECTIONS

Vice Chair Schaper-Gordon nominated to be new Chair by Winter; Second by Hickambottom. Nomination closed by board consent and unanimous approval.

Zechner nominated to be new Vice Chair by Leyden; Second by Winter. Nomination closed by board consent and unanimous approval.

#### B) APPROVAL OF EMPLOYMENT AGREEMENT – INTERIM EXECUTIVE DIRECTOR- CHRIS MILLER

Agreement approved as presented. Moved by Zechner, Second by Leyden. Unanimous approval.

No public comment.

### 8. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF

Misc. holiday greetings; Winter shared detailed about Rose Parade Queen Winter (daughter).

### 9. FUTURE MEETING DATES

- Jan. 5, 2016, 7 p.m., PCAC, 150 S. Los Robles, Suite 101

#### 10. ADJOURMENT

Oltman moved; Zechner second. Meeting adjourned 8:15 p.m.

## **PASADENA COMMUNITY ACCESS CORPORATION (PCAC)**

MINUTES FOR THE SPECIAL MEETING OF THE PCAC BOARD OF DIRECTORS,  
DECEMBER 1, 2015

MEETING HELD AT PCAC, 150 S. LOS ROBLES AVE., SUITE 101, PASADENA,  
CALIFORNIA, 91101

MEETING HELD FOR PRIMARY PURPOSE OF A CLOSED SESSION REGARDING  
PUBLIC EMPLOYMENT:

Employee Title(s): Executive Director, Interim Executive Director

1. Vice Chair Gail Schaper-Gordon called meeting to order at 6:35 p.m.

Board Members & Staff Present/Absent:

Ann Marie Hickambottom, District 1, present  
Tom Majich, Treasurer, District 2, present  
Robert Oltman, District 3, present  
Howie Zechner, District 4, present  
Yuny Parada, District 5, present  
Tim Winter, District 6, present  
District 7, vacant  
Gail Schaper-Gordon, Vice-Chair, Mayor's Representative, present  
Beth Leyden, PUSD Representative, absent  
Alexander Boekelheide, PCC Representative, present  
William Boyer, Secretary, City of Pasadena, City Manager Representative,  
present/  
Chris Miller, PCAC Chief Operations Officer, present  
Javan Rad, City Attorney's Office, present

2. No public comment requests noted

3. Board adjourned to Closed Session

4. Board adjourned from Closed Session at 6:55 p.m. with no reportable action reported  
out by Vice Chair Schaper-Gordon

5. Board took 15-minute break prior to start of regularly scheduled meeting