



Mr. Nelson stated that producer outreach is growing. He has been working with a non-profit organization that represents many non-profit organizations in the area. He has also been in contact with the Safety Council about shows. He asked board members to refer any interested parties or potential sponsors to him.

Mr. Nelson is getting bids on cleaning services and blinds for the studio. The outside sign should be ready soon. He stated that an opening date has not yet been determined. He also needs to get a studio ladder to be used to adjust lights.

Mr. Nelson stated that he has had some small workshops with individuals putting together new shows. He is directing them on what is needed.

He is working with a provider for the equipment to connect to both CenturyLink and Cox. Overall things are going quickly and smoothly.

Mr. Smith asked how many people were involved in the workshops and who has been assisting them. Mr. Nelson responded that he has been doing them in the evening and has one scheduled for every night this week except Friday. He is just letting those interested know what they need to do. He is also talking about the editing equipment available in addition to production.

Mr. Cogar asked if the supplier for the distribution amp has changed. Mr. Nelson responded that it has. He stated that Mr. Miller has more information. Mr. Cogar asked if this equipment will allow broadcast on Prism. Mr. Nelson responded that it would. Mr. Cogar asked Mr. Adams about TKN on Prism. Mr. Adams responded that he has not been able to find out when it will be on Prism. Mr. Fullerton stated that he last heard that TKN would be on CenturyLink in December, but he has not been updated.

Mr. Cogar asked if the Safety Council representative was a producer. Mr. Nelson responded that he met with the CEO but there will be more meetings to determine how to start.

Mr. Weyerman asked about volunteers and interns and if after they were trained their services would be available to anyone who wants to produce. Mr. Nelson responded that he would like them to be able to do some of everything in the operation so that they could work with producers on in-studio shows. Ms. Williams asked if something has been set up with the schools to allow for credit. Mr. Nelson responded that high schools mostly need hours to graduate. For college students, it is up to the university or class to get credit. He will work with departments. Mr. Cogar stated that he would like to get something activated for the next quarter or semester.

## b. Staff Update

- Discuss Process to review Nelson/Craddock Contracts

Mr. Fullerton reported that the Executive Committee met December 5 to discuss the contracts. He added that Mr. Smith attended in place of Mr. Cogar. More information will be given under item 6.

- Policy and Procedure Overview

Mr. Miller gave an overview of the latest edits. He received comments based on the meeting last month. The major revisions include: changing reference of producer to user; deleting the 90 day requirement as long as the content is not sold; deleted studio training fee of \$100 per person so there will be no training cost and eliminated two crew positions in live programming so the requirement is now four crew members. There were some other minor clean up changes.

## c. Finance Update

Mr. Miller distributed an updated report and reviewed the numbers.

## 6. New Business

e/f. Approve Extension of Contract with Jim Nelson and Chris Craddock

Mr. Lee reported that the Executive Committee met to discuss the contractual arrangements with Mr. Nelson and Mr. Craddock. Both contracts expire at the end of December.

**Motion by Mr. Lee that both contracts be extended under the current terms and conditions for a period of 90 days commencing upon the date that each expires (different for each contract) at the same monthly base rate. Second by Mr. Smith. All in favor.**

The Board did not call for public comments for the vote was withdrawn to allow for comment.

Bonnie Cosentino, 1010 South 67<sup>th</sup> Street. Ms. Cosentino implored the Board to give all the help it can to Mr. Nelson. She then commented on some objectionable material and items she felt were more advertising than a program. She asked why tax dollars are going to this. She feels there are no standards.

**The vote was retaken at the close of public comments. All in favor.**

a. Board Action on Items from Reports

None.

b/c. Approve Payment of Bills/Purchase of Equipment

Mr. Miller distributed a listing of bills paid and one needing approval. The approval request was from AVI for equipment. Mr. Miller stated that no bids were received at the bid opening last month for the equipment so he was advised that the next step was to get quotes based on the engineer's estimate. There was discussion of the cost difference from the estimate. Mr. Miller and Mr. Nelson stated that the equipment cost is about the same but AVI is adding additional services, such as installation/integration and support. Mr. Nelson stated that he has met with AVI and is comfortable with the cost and equipment. He added that this is the same company that provided the Leightronix equipment. There was additional discussion on the bid process. Mr. Weyerman asked about a time line. Mr. Nelson responded that he was told 90 days maximum. Some equipment could be available earlier to start training. Mr. Miller stated that they are looking at some temporary solutions to start production. There was additional discussion of what was included in each proposal (the original estimate and AVI proposal). Mr. Smith asked about the life expectancy of the equipment. Mr. Nelson responded that it depends on the usage, but possibly five years. Mr. Weyerman added that the technology will also change in that time. Mr. Cogar asked about a depreciation schedule. Mr. Miller will check with Finance.

Mr. Fullerton then opened this item for public comments. There were none.

**Motion by Mr. Weyerman to approve the purchase from AVI. Second by Mr. Cogar. All in favor.**

d. Action on Policies and Procedures Changes

Mr. Fullerton stated that this was outlined under item 5. Mr. Weyerman asked for more information on the 90 day item. Mr. Miller reviewed the previous policy and the change made. He stated that once a show has been aired on KPAO, it can be shown elsewhere as long as it is not for profit. Ms. Williams asked what happens if it is found that someone does air their show for profit. Mr. Miller responded that if any rules are broken, a producer can lose their use of the studio.

Mr. Fullerton reminded everyone that the public hearing on this item was held last month. Dr. Mendenhall, 3715 Hamilton Street, submitted a handout for the Board.

Mr. Cogar stated that if these policies and procedures do not pass, he will introduce additional changes. He feels the Board might have been too hasty and not thought through some of the policies and procedures. However, things will change once the system is in place. He will give it 90-120 days to see how things work.

**Motion by Mr. Theophilus to adopt the policies and procedures as revised. Second by Mr. Weyerman.**

Mr. Cogar stated he is agreeing with reservation and the right to revisit this in 90-120 days. Mr. Theophilus stated that the Board always has the right to revisit any issue and he does not wish to change his motion to include any reservations.

**All in favor.**

g. Schedule a Studio Open House

Mr. Miller stated that he would like to lay this item over. Ms. Williams stated that we need to start putting things on the books to get going. She has heard from many people who want to get started. The sooner we get people in the sooner we get new programs. Mr. Smith agreed, asking about scheduling a pre-open house or walk through tour. Mr. Fullerton responded that it is up to Mr. Nelson whether this can be done. Mr. Nelson stated that he would like to wait until equipment received. However, tours without the equipment can be done at any time. Mr. Theophilus asked Mr. Nelson when they could be set. Mr. Nelson responded that evenings would be best. Mr. Miller interjected that he would like to put out a newsletter with notice of the new policies and procedures and information on tours. One possibility discussed was every Wednesday in January from 6:00 p.m. to 8:00 p.m. Staff will work out the details. Ms. Williams stated that she would like to see this happen in January. Mr. Mumgaard added that the board can meet at the studio. Mr. Weyerman stated that he would like the board to meet bi-monthly to keep things moving, and meeting at least once at the studio.

**Motion by Mr. Weyerman to adopt bi-monthly meetings with one to be held at the studio. Second by Ms. Williams.**

Mr. Smith asked about a time line. Mr. Cogar stated that it would be a challenge for him to attend bi-monthly meetings. Mr. Mumgaard stated that the by-laws provide for regular monthly meetings. Special meetings can be called by the Board. If more than one meeting is held per month, one would have to be called a special meeting. Mr.

Theophilus asked about subcommittees and if they could meet in between regular meetings to keep things moving. He stated that that would alleviate the need for all Board members to attend more meetings. Mr. Mumgaard responded that that would be acceptable. Mr. Weyerman agreed as long as that would get things done. Mr. Theophilus asked what subcommittees are needed and what topics are to be covered. He asked if a subcommittee could be created to create the needed subcommittees. In January they could report on tasks and decide who wants to take them on. Mr. Mumgaard stated that would work. Mr. Fullerton agreed that the Board could meet at the studio in January and possibly conduct the subcommittee issues via e-mail. Input could be received and then in January subcommittees formed. He reminded everyone that a subcommittee is limited to a maximum of three members. Mr. Theophilus asked if e-mails involving all members were subject to open meetings requirements. Mr. Mumgaard responded that it is a fine line. E-mails to all Board members would be covered under open meetings laws. E-mails to individuals or three or fewer members are fine, as long as there is not a discussion by the majority in one e-mail. Mr. Weyerman agreed that the Board should meet at the studio in January and that everyone needs to think about what needs to be accomplished and what subcommittees should be formed to keep moving forward and discuss in January. Mr. Miller suggested that all Board members send ideas to him and he will organize them to be included on the January agenda.

Mr. Lee left the meeting at 5:14 p.m.

Mr. Theophilus reminded the Board that a previous motion had been made. Mr. Mumgaard stated that the decision on the January meeting should be considered under item 10. **Mr. Weyerman withdrew his previous motion to meet bi-monthly.**

#### 7. Appeals

None.

#### 8. Executive Session

None.

#### 9. Public Comments

Mark Welsch, 5611 Howard Street. Mr. Welsch stated that because of the action taken today, Democracy Now will be over, assuming the policies and procedures take effect now. He shared information he has researched about producers using the studio and contacted the major stations about studio time. He received a response from three of four and all stated that they had no available studio time. Mr. Welsch asked if anyone knew of

any studio where producers could go to produce a show and no one did. He stated that he feels that the time slots will not be filled by shows produced in the studio.

Casee Rice, 12928 "D" Plaza. Ms. Rice stated that she is working on a new show. She feels that this channel gives opportunity to many people.

10. Setting of Next Meeting Date

**Motion by Mr. Weyerman that the meeting scheduled for Monday, January 13, 2014, 4:00 p.m., be held at 4725 "F" Street. Second by Ms. Williams. All in favor.**

11. Adjournment

Approximately 5:24 p.m.

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Secretary  
Cable Television Access Corporation

/tlb