MINUTES OF THE CABLE COMMUNICATIONS COMMISSION
Monday - February 12, 1996
7:00 p.m.
Providence Newberg Hospital - Conference Room 5
501 Villa Road
Newberg, Oregon 97132

Members Present:	Jack Eichhorn Mona Harper Scott Headley	Jim Morrison Peggy Hall
Others Present:	Tom Coulter (TCI) Harry Morter Terrence D. Mahr, City Attorney	Katherine McEneaney (TCI)
Absent:	Juan Palacios MaryAnn Mitchell	Bryan Lynch

I. Approval of January 9, 1996 Minutes.

MOTION: Harper/Headley to approve the January 9, 1996 minutes. (5 yes/3 Absent). Motion carried.

II. Budget

1. Availability of funds for the purchase of tapes for citizen use and coordination of upcoming election events.

TDM reviewed the City of Newberg's budget expenditures. Discussion was held concerning the amount the City receives from TCI and the amount of expenditures for taping and tape stock. TDM advised that the money is part of the City Council's general fund account and $5,000 is allocated to the Commission. The Cable Commission Ordinance No. 2106 (Section 11) provides for further direction. TDM and Peggy Hall further discussed the City's budget process and how it would relate to the Commission's funding.

Scott Headley asked that the matter be discussed at a future meeting concerning the budget process, the funds that are available for tape stock and taping. Discussion was also held concerning who owns the tape that is aired on Channel 9. TDM indicated that the tapes would be the property of the Commission. Tom Coulter indicated that he had not received any other tapes from Josh Nauman except for the City Council or Planning Commission. Peggy Hall indicated that she would contact Josh to find out where the other meeting tapes were (School District, Park & Rec, etc.).

Scott Headley further inquired about the amount of money that the City receives (.."in 1981 dollars"). Mr. Headley stated that he would like to inquire into additional funding in "1996 dollars" the amount TCI would be paying.

Discussion was held on taping local events in the various cities. TDM indicated that Josh Nauman does a great job in providing taping for City Council, School District and Park and Rec meetings. He is dependable and has made it a point to provide video service.

TDM indicated that he would obtain information concerning the amount of money TCI pays the City and the expenses related to the Commission (video taping fees and tape stock). Discussion was held concerning implementing a subcommittee to look into the budgetary portion of the Commission. Mr. Headley volunteered to participate on this sub-committee.
Tom Coulter presented Jim Morrison a tape stock request.

MOTION: Headley/Eichhorn to authorize the Chairman to review the request for tape stock and provide tape stock for the studio. (5 Yes/3 Absent). Motion carried.

Discussion was held concerning Commission members not attending. Chairman Jim Morrison stated that he would contact the Commission members not in attendance to confirm they wished to remain on the Commission, or whether there could be alternates appointed.

III. Networking with Other Cities/Cable Commissions

1. **Update from Terry Mahr re: other cities involvement**
2. **Update from Jim Morrison re: other agencies/civic groups**

TDM indicated that he has had conversations with Cliff Ross (City of McMinnville) concerning coordinating both Commissions. Discussion was held concerning informal agreements and possible joint Commission meetings in the next 2 months. Mr. Morrison stated that he felt that the Commission should have everything in place by November. Mr. Morrison provided a time sequence concerning events that need to take place to effectuate the Commission's goals in franchise renewal and local access programming (Channel 9). Attached is the format presented.

Discussion was held concerning providing cable in classrooms and the Senior Center. Ms. McEneaney stated that Bryan Lynch has been working with the School District in providing cable access to the schools. Mr. Lynch is very knowledgeable in this area. Discussion was held concerning holding a meeting involving educational purposes and also to determine what is requested (informational). Discussion was also held concerning providing flyers in water bills and advertisement in the Newberg Graphic concerning an open meeting to receive input. Additional advertising resources would be the Chamber bulletin, School District newsletter, Dundee Business Association, etc. TDM stated that the Chamber provides a "business after hours" event that might be helpful. Discussion was held concerning a survey. Ms. McEneaney stated that she would have the advertising/sales and production staff help out. Mr. Morrison restated that he would like to see public input meetings in March or April.

Organizations to contact:

Rotary	Kiwanis	City Club
Soroptimist Club	20/30 Club	Jaycees

3. **Joint meetings - attend other Cable Commission meetings**

TDM stated that he would coordinate with other cities in implementing the review of other cities' Commission meetings.

IV. Franchise Renewal Process

1. **Review for consultant/assistance - tabled to next meeting**

V. **Continued Business:**

1. Channel 9 - Local Access
   - (a) Programming - Scheduling/Tiers
   - (b) Subcommittee to coordinate events
   - (c) Moderator/Coordinator
2. Studio Equipment Inventory

Discussion was held concerning programming and scheduling consistent events such as the City Council meetings, School Board and Park and Rec meetings. The Commission members indicated a desire to come up with a programming schedule.

Tom Coulter stated that he would provide a current listing of the studio equipment available for use by the public. Mr. Van Bergen requested a teleprompter. Tom added that the present cameras need to be modified for teleprompter use. They are not designed for this type of use. Tom added that there are presently 3 cameras available. He has requested a $17,000 upgrade from VHS to SVHS. Tom also stated that there are many other pieces of equipment that are needed to provide better programming services.

Ms. McEneaney stated that TCI provides the equipment for the studio.

Further discussion was held concerning additional funds from TCI (in 1996 dollars) to provide better services. Mr. Headley also stated that possible "seed" money to provide incentive to students to come up with video programming alternatives.

Additional discussion was held concerning budgetary requirements. Mr. Coulter indicated that he would be able to assist in helping educate individuals on the use of the equipment and how the studio works.

VI. **New Business:**

1. Innovation Groups (Research Packets - Information Highway)
2. UTC, The Telecommunications Association (Private/Leased Network)

Discussion was held concerning the information received in the packet.

VII. **Adjournment**

Chairman Morrison adjourned the meeting.

Adopted this 11th day of March, 1996.

Jim Morrison

Jim Morrison, Chairman

SCHEDULE OF UPCOMING MEETINGS:

March 11, 1996 - Conference Room 5 - Providence Newberg Hospital
April 8, 1996 - Conference Room 5 - Providence Newberg Hospital

TCI Franchise Schedule