

MINUTES OF THE CABLE COMMUNICATIONS COMMISSION

Monday - October 14, 1996 - 7:00 p.m.

PROVIDENCE NEWBERG HOSPITAL

501 Villa Road

Newberg, Oregon 97132

Members Present: Jack Eichhorn
Mona Harper
Jim Morrison (Chairman)
Peggy Hall
Bryan Lynch

Members Absent: Scott Headley
Juan Palacios
MaryAnn Mitchell

Staff Present: Terrence D. Mahr, City Attorney

Others Present: Katherine McEneaney (TCI)
Warren Koch (George Fox Univ.)
Joshua Nauman, (Videographer)
Sharon Caldwell
Thomas Rickert
Thomas Coulter (TCI)
Johann May
Pat Haight
Johann May

I. Networking with other cities

Mr. Mahr discussed networking with the McMinnville Cable Commission and the joint meeting held to discuss the hiring of a consultant to assist the Newberg Cable Commission and the McMinnville Cable Commission in the franchise renewal process. Mr. Mahr noted that background checks were completed and another meeting was to be scheduled within the next couple of weeks to provide recommendations to two area cable commissions and the various City Councils.

II. Continued Business:

1. Channel 9 - Local Access - Update - Studio Use

Mr. Coulter reviewed with the Commission the studio usage:

Month	Studio Use	New Programming
August, 1996	13 hrs	10.5 hrs
September	6 hrs	11.5 hrs
October(thru 14th)	4 hrs	10.0 hrs

Discussion was held concerning ordering a telephone and reserved line for live shows. Ms. McEneaney stated that the equipment came in today (October 14th). Chairman Morrison stated that the intent of the live shows is to receive more interaction with the citizens, in particular with the upcoming election activity. Chairman Morrison stated that anyone interested in learning more about this should contact him or Thomas Coulter at TCI. Mr. Coulter indicated that Dave Van Bergen intends to do a live broadcast on election night. Discussion was held concerning obtaining a crew to assist the programming of the election night coverage, who were scheduled to appear

and advertising the live coverage in the local newspapers. Further discussion was held concerning opinions and Mr. Van Bergen programming views. It was mentioned whether Mr. Van Bergen was promoting the voices of Yamhill County. Ms. McEneaney stated that anyone interested in programming or appearances on the local access channel should contact Mr. Thomas Coulter. Chairman Morrison stated that he would be getting in touch with Mr. Van Bergen and coordinate programming and the guest schedules. Further discussion was held reflecting the two studios that are available (one located in McMinnville and one located in Newberg). Ms. McEneaney stated that there are three public channels (government, public access and education).

Ms. McEneaney further stated that there are 55 channels due to the fiber optics.

2. Updates with TCI

Ms. McEneaney noted that there is no longer an "open channel 36". Fox News Channel is now located there. TCI now has 33 people on staff in the McMinnville office. The McMinnville studio is now up and running with their first filming scheduled for this coming Friday.

3. Sponsorship/Commercials

Mr. Mahr reviewed the Commission's prior policy on advertising on Channel 9. Some local access programming was not considered public service announcements. Discussion was held concerning recent programming and the possibility of offering sponsorships similar to public broadcast services (Channel 10). Ms. McEneaney stated that most local access programming is done by non-profit entities.

Ms. Pat Haight stated that she has been doing filming around Newberg showing what there is to do in Newberg. Ms. Haight stated that she is not filming for the benefit of any one business, but just wanted people to know what is available in Newberg.

Mr. Josh Nauman stated that there is college (George Fox University) sponsored programming. Mr. Nauman noted that the Commission should set a policy which would state "This is funded by a grant..." or other similar notation on sponsorship/advertising programs.

Chairman Morrison stated that he would prepare a draft policy document and present it to the Commission at the November 11, 1996 meeting.

Ms. Sharon Caldwell asked Ms. McEneaney what she thought was the purpose of local access. Ms. McEneaney stated that it provides an opportunity for the public to film events and air them on the local access channel (Channel 9 for Newberg).

Mr. Johann May inquired about the availability of live connection. Ms. McEneaney stated that there are two locations available for live connection (Newberg studio and George Fox University).

4. Survey

Ms. McEneaney reviewed the survey process with the Commission. Ms. McEneaney stated that they use Gallop and that it is a national survey, not really designed for local community needs. Chairman Morrison stated the Commission could solicit information from citizens and businesses in conjunction with on-line (live) service. Mr. Warren Koch stated that most information is obtained during the franchise process

5. Telecommunications Act Conference (July 15-16, 1996).

Mr. Mahr stated that the conference was very good and provided a great deal of information. Mr. Mahr stated that if there are Commission members interested in attending related seminars, they should contact him or Chairman Jim Morrison.

6. Governmental Activity (Program v. Meetings)

Mr. Mahr addressed the programming project. Mr. Mahr further indicated that presently there are the following entities and are filmed and placed on local access Channel 9: (Chehalem Park & Recreation District (CPRD), Newberg School District (NSD), Newberg Planning Commission and the Newberg City Council. Other cities were not previously interested in having their meetings video taped, but now, they are willing to discuss a program/informational format. Mr. Mahr stated that he is not sure what McMinnville intends to do.

Mr. Joshua Nauman presented information and a hand out concerning various programming scenarios. Mr. Nauman suggested that the Commission provide SVHS formatting. Mr. Nauman preferred to use the #4 format (copy attached).

Ms. Sharon Caldwell expressed that she feels that a "C-Span" format would be good. Chairman Morrison said that with the programming change it would allow the Commission to diversify their funds into other areas. Discussion was held concerning retaining the tapes for historic purposes. Chairman Morrison stated that the Commission is provided with \$5,000 to provide public access programming. Discussion was also held concerning the amount of money other cities are given to provide access local programming. Ms. McEneaney stated that their franchise fees provide funds, but the \$5,000 given to the City of Newberg is up and above the franchise fee.

Ms. Caldwell expressed her concerns about the cost of filming the programs and how she could film the meetings for \$8 per hour. Chairman Morrison indicated that it has always been difficult in the past to obtain volunteers to film the meetings. Mr. Koch suggested that the Commission arrive at a percentage of the \$5,000 that it wishes to set aside for local access programming and stick with that figure.

Mr. Warren Parrish inquired why the Council meetings were not videotaped. Mr. Parrish stated that he believes that the public watches the meetings. Mr. Parrish stated that the persons that are not able to get out and come to the meetings should be able to view the meetings. Mr. Mahr stated that he had previously discussed the program concept with Don Clements of Chehalem Park & Recreation District and with West Smith of the Newberg School District. They are interested in the program format. Chairman Morrison indicated that the Commission was interested in providing alternative programming for the amount of money that is budgeted and not just on government programming.

Mr. Johann May said that the entire program should be filmed as it was originally. Jack Eichhorn indicated that the Commission should again solicit volunteers to do the taping. Commission member Bryan Lynch stated that he does not like the edited program format. Further discussion was held concerning the City adding additional funds to continue the filming of City meetings. Chairman Morrison stated that he would go out to the public and see what other citizens feel about the filming of governmental meetings and how many watch those programs. Ms. Mona Harper indicated that a notice on Channel 9 to call a certain number to provide input

could be useful. Mr. Warren Koch inquired what funds would be available for grants for citizens to use and learn about the local access. Mr. Morrison stated that he would discuss alternatives for defining what percentage of the \$5,000 received from TCI could be used for the various projects. Mr. Morrison stated that he and Mr. Mahr would share the various options/proposals with the other entities interested. Mr. Nauman stated that he would like to be kept abreast of what the Commission would like to do.

7. Consultant Status

Mr. Mahr indicated that they would be holding another meeting concerning the status of the consultant review and selection within the next couple of weeks.

VI. New Business

Discussion was held concerning placing the time the film is going to run on the bottom of the reader. Discussion was also held concerning placing an agenda of the upcoming programs or videos on the schedule.

Ms. Haight questioned who sets the policy for the Cable Commission. Chairman Morrison stated that the Commission decides where the money will be spent. Discussion was held concerning who is responsible for the authorization of the filming of the City Council meetings. Chairman Morrison stated that it is not a Commission decision at this time. Mr. Johann May stated that he will guarantee that the City Council meetings will be taped.

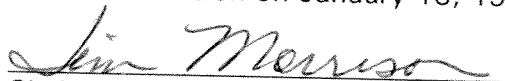
Mr. Jack Eichorn inquired whether or not the studio could change its hours to accommodate people to use during non 8:00 - 5:00 hours. Mr. Thomas Coulter (TCI) stated that he would review his support personnel and with McEaney and report back to the Commission.

Ms. Sharon Caldwell inquired of Mr. Coulter why her video tape of Ms. Haight and her filming things to do in Newberg was on at 5:00 p.m. Mr. Coulter stated that it was discussed by the Commission that prime time scheduling began at 5:00 p.m. Ms. Caldwell further inquired about how many other programs are repeated during a 24 hour period. Mr. Coulter reviewed the programming schedule and how it works (number of VCR playback decks, how long a program runs, etc.). Mr. Coulter also stated that the programs are scheduled on a first come, first serve basis. Chairman Morrison stated that he would work with TCI and Thomas concerning programming.

Chairman Morrison stated that he would look into the on-line (live) programming.

MOTION: Harper/Hall to adjourn. (Motion carried).

ADOPTED by the Cable Communications Commission on January 13, 1997.


Chairman Jim Morrison

SCHEDULE OF UPCOMING MEETINGS:

November 11, 1996 - Providence Newberg Hospital
December 9, 1996 - Providence Newberg Hospital