

Minutes
The Newberg Area Cable Commission
7:00 p.m.
Tuesday, May 19, 1998
TCI Cablevision of Oregon, Inc.
Community Access Station
406 E 1st St.
Newberg, OR 97132

Members Present

Harry Morter
Jim Morrison
Jack Eichhorn
Roy Larson

Members Absent

Scott Headley
Nan Mileo
Warren Koch

Others Present

Thomas Coulter-Local Community Access
Curtis Menken- Mac Cable Commission Chair
Dan Cochran-Mac Cable Commission Member
Wayne Aylward-Mac Cable Commission Member
Annette Albert - Mac Cable Commission Member
Frank Nelson-Visitor
Dave VanBergen-Visitor
Charles Bailey-Visitor
Cindy Bolek-Newberg Police Department
Katherine McEneaney (KM)-TCI
Terrence Mahr (TM)-Newberg City Attorney

I: A Call To Order - The Newberg Area Cable Commission was called to order at 7:00 P.M. on Tuesday, May 19, 1998, at the Community Access Station, at 406 E 1st St. Newberg, OR 97132.

II: The previous minutes were not available for approval, they will be furnished at a later date.

III: Cindy Bolek from the Newberg Police Department spoke with the Commission about the projects that they do with TCI 9 such as PSA's, DARE programs, and public safety videos. She expressed how thankful the Police Department and Fire Department were to have this resource available to them to pass information along to the community.

IV: Report on Renewal of Franchise-TM gave a brief overview of the items located on the Franchising Process Progress Report provided by Stephen Jolin dated May 15, 1998.

-The inquiry on extent of compliance by TCI is under review and will be included in the compliance report in mid-June. Stephen Jolin met with KM on May 13, 1998 to review TCI financial information and customer service policies and practices these results will also be available in mid-June. A questionnaire is being prepared to determine interest in the Institutional Network by City, school and other agencies.

Curtis Menken shared highlights from the Mac Cable Commission meeting which included 5 approved recommendations:

- A three member community resource team be appointed for development of the Non-Profit organization.
- A person (Paula Manley) be hired to assist or develop the organization of Non-Profit.
- Send two members from each commission to the National Conference of the Alliance for Community Media July 8-11th.
- Have Non-Profit organization join the Alliance for Community Media.
- Appoint a secondary person (Dan Cochran) to the chair to research and gather information.

Curtis Menken also requested an update on equipment inventory from KM, questioned whether or not the community has been effectively polled via survey, and stated the issue of compliance needs to be addressed. The Mac Cable Commission would like to focus on highlighted areas to form solutions.

Thomas Coulter covered a handout he created on the transition from cable owned to local owned access which also provided local access guidelines.

KM covered the rate increase letters which went out to TCI Customers and explained that the franchise fees were not listed due to a printing error. Expanded Basic will be increasing by \$1.31, there will be no change in the Basic Service rate. She also went over the channel line-up which included the new Digital Service.

KM gave an update on equipment and repairs made to the McMinnville Local Access Studio:

- The new wiring was completed by DND Electrical.
- The new stands will be made starting 5/21/98.
- The new curtains will be in next week.

Harry Morter discovered that the McMinnville studio needs a recorder to edit & film at the same time. He recommended a Panasonic model.

Harry Morter is looking into the advantages/disadvantages of being under one umbrella with the Mac Cable Commission. Curtis Menken would like an outside person evaluate this issue. He suggested that the Newberg Cable Commission contact Paula Manley.

Jim Morrison made a motion for the Newberg Cable Commission to join the Mac Cable Commission on a feasibility team. Jack Eichhorn seconded the motion. Harry Morter and Scott Headley were suggested to join this team.

Harry Morter addressed the issue of a new name to change the image of local access-Yamhill County Public Broadcasting was one of the suggestions. Harry Morter would also like to see 60 second spots to draw community involvement once the Non-Profit Organization is formed.

Dave VanBergen covered the need for additional equipment. There are not enough cameras available to satisfy the needs of the community members wishing to do filming. Harry Morter covered the expenses involved in upgrading cameras and equipment and suggested some possible models.

Curtis Menken suggested that the Newberg Cable Commission set goals for equipment needs and prioritize them.

V: Local Community Access

Volunteer Update - New volunteers for TCI 9 Newberg Productions are Josh Boyles, Sean Lewis, and Ethan Headley. Special recognition to Julie Mercer of McMinnville High School who volunteers on the weekends overseeing the TCI 9 playback system in addition to helping out on productions.

Programming Update - This week, TCI 9 will be on the air with 99.25 hours of actual programs (not including bulletin board). Of the 99.25 hours, 82.57 hours broadcast are locally produced programs in Yamhill County. This represents 83% of TCI 9 on-air time.

Location Update - Information from Young Realty in Newberg about a building available at 2nd and Blaine, contains 2300 sq. ft.. Recommendations on this location are still pending.

Request for Additional Equipment - It was recommended that an additional camcorder and tripod for public checkout be purchased to maintain the flow of local programming, eliminate scheduling hassles and allow more people to use local access.

 A motion was made by Jack Eichhorn to request a new digital camera to be purchased by TCI. Roy Larson seconded this motion.

VI: Continued Business

TM went over the handouts on the Cable Commission's position in the city's budget and the budget totals. He also addressed the issue that Stephen Jolin's fee was paid with the understanding that the fee would be reimbursed at the time of negotiations.

TM covered the Non-Profit Corporation paperwork.

VII: New Business

Thomas Coulter covered highlights of the Old Fashioned Festival Coverage. Jack Eichhorn stated that he would like to see a booth in Memorial Park as a base for filming. Thomas will address the Old Fashioned Festival Committee at their next meeting and ask what they would like to see for coverage by TCI 9.

There was discussion on the need for a Regulatory Commission to be set up. TM suggested that if that was done they should be set up similar to the Salem area and meet twice a year.

Jim Morrison asked for suggestions on how to educate customers about local access and how to gain more community support and school involvement. It was suggested that TCI 9 attend a club fair at Newberg High School this fall to obtain student involvement.

VIII: Upcoming Meetings: Harry Morter and Scott Headley will attend a joint meeting in June with the Mac Cable Commission.

The next meeting will be held Tuesday, June 16th at 7:00 P.M. at The Local Community Access Station at 406 E 1st St. Newberg, OR 97132

IX: Adjournment. The meeting of The Newberg Area Cable Commission adjourned at 9:20 P.M.

Agenda
The Newberg Area Cable Commission
7:00 p.m.
Tuesday, May 19th 1998
TCI Cablevision of Oregon, Inc.
Community Access Studio
406 E. 1st St
Newberg, OR 97132

I) Report on Renewal of Franchise

-Progress Report — Franchising Process (attachment) by Stephen Jolin, Ph.D.

II) Local Community Access

- Volunteer Update
- Programming Update
- Location Update
- Request for Additional Equipment
- Presentation by Cindy Bolek

III) Continued Business

IV) New Business

- New Local Access Non-Profit Organization

V) Schedule of Meetings

VI) Adjournment

ACCOMMODATION OF PHYSICAL IMPAIRMENTS

In order to accommodate persons with physical impairments, please notify the City Attorneys Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Dawn Wilson at (503) 537-1206

To: Terry Mahr, City of Newberg
From: Stephen Jolin, MuniCom

RE: PROGRESS REPORT, FRANCHISING PROCESS

May 15, 1998

Terrence D. Mahr
Attorney at Law
City of Newberg

Dear Terry:

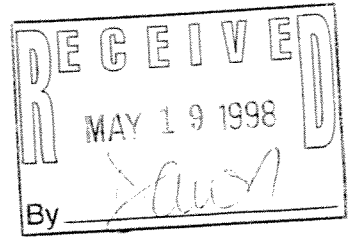
In response to your request, and in preparation for your meeting with the Cable Commission next Tuesday, I am writing to report the items of progress in the preparations for our franchise negotiations with TCI:

1. abI met with you, and with Cliff Ross in McMinnville, to go over the franchise and ordinance provisions in detail, to determine the extent to which TCI appears to be in compliance or out of compliance with applicable requirements. We are completing this inquiry, and the results will be a part of our compliance report in mid-June.
2. abPartly to obtain TCI financial information, and partly to review TCI customer service policies and practices, I met with Mac at her office, and went over documents with her on Wednesday. The results of this inquiry will also be included in our report in mid-June.
3. abI agreed with you and Cliff Ross that we would add to the Institutional Network portion of our ascertainment by circulating a brief questionnaire to all City, school and other agencies, to determine the interest in I-Net resources for video, voice and data over the cable system. This questionnaire is being prepared, and you should have it early next week.

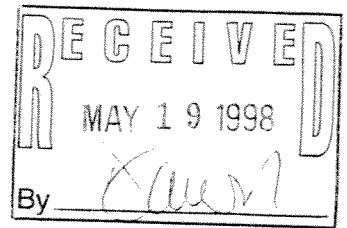
We are anticipating getting a report out covering all of our activities to date by mid-June, and to have a draft franchise prepared to consider for negotiations by the end of June.

Please let me know if there is additional information you need before the Commission meeting.

Issues To Resolve



1. It appears that McMinnville will be trying to get their own access facilities independent of Newberg. So far no one wants to make a definite statement yes or no.
2. We need to pick a name for the new channel and also confirm that channel 9 will be for Newberg, Dundee, Lafayette and Dayton.
3. Do we need city approval for the formation of a non profit corporation before the corporation is formed?
4. We need to finalize an operating budget.
5. How do we figure the amount each city contributes to the operation of the facility?
6. Is the fiber optic infrastructure a responsibility of TCI or the city of Newberg?
7. Get commitment from Dundee, Lafayette and Dayton.
8. Resolve all of the above and present to city councils.



CABLE COMMISSION OPERATING BUDGET

ACCOUNT	MONTHLY	YEAR
Salaries - 2 ½ people	5,000.00	60,000.00
Taxes	400.00	4,800.00
Workmens Comp	100.00	1,200.00
Office Supplies	25.00	300.00
Travel	75.00	900.00
Meals	100.00	1,200.00
Repairs & Maint.	150.00	1,800.00
Rent	700.00	8,400.00
Telephone	60.00	720.00
Business Insurance	120.00	1,440.00
Health Insurance	200.00	2,400.00
Electricity	220.00	2,640.00
Water	30.00	360.00
Garbage Service	20.00	240.00
Property Taxes	20.00	240.00
Dues & Subscriptions	10.00	120.00
Heating	30.00	360.00
Tape Stock	75.00	900.00
Capital Equipment	200.00	2,400.00
TOTAL	\$7,535.00	\$90,420.00