

Minutes
The Newberg Area Cable Commission
7:00 p.m.
Tuesday, June 16, 1998
TCI Cablevision of Oregon, Inc.
Community Access Station
406 E 1st St.
Newberg, OR 97132

Members Present

Harry Morter (HM)
Scott Headley (SH)
Jack Eichhorn(JE)

Members Absent

Warren Koch
Nan Mileo
Jim Morrison
Roy Larson

Others Present

Thomas Coulter-Local Community Access
Frank Nelson-Visitor
Dan Cochran-Mac Cable Commission Member
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, June 16, 1998, at the Community Access Station, at 406 E 1st St. Newberg, OR 97132.

II: Scott Headley addressed the issue of the motion for a digital camera to be purchased that appeared in the May meeting minutes. The motion was to read that the commission would make a request for the money to be provided by TCI for the camera, not that it had been approved. TM clarified this issue and covered the existing finances of the commission. KM suggested that the camera request be added to the renegotiation of the franchise. Scott addressed the concern as to the length of time negotiations may take. It was decided that any immediate equipment needs could be paid for out of the city budget.

III: Report on Renewal of Franchise-TM went over the I-Net survey provided by Stephen Jolin. It was decided that each member would get a couple of volunteers to make contacts to get the survey completed. Scott Headley will approach Newberg Schools, Jack Eichhorn will approach Chehalem Parks & Recreation, TM will address government offices. The members reviewed the survey and decided no additions needed to be made. TM stated that he would like the surveys returned by 6/30/98 or follow up calls need to be made.

KM covered the difference between I-Net and @Home, I-Net is more institutionalized and @Home is more consumer friendly. @Home is a product that will eventually be accessible through TCI. KM explained that TCI would be willing to look into bringing I-Net to the city at a cost. She would like Andy Beecher(TCI) to present the information to the Cable Commission.

TM stated that when the I-Net, financial, performance, and customer service reports are finalized by Stephen Jolin an executive meeting with the City Council needs to be held to address a strategy for negotiations of the franchise proposal.

The Cable Commissions role in this would be to organize the proposal and to keep things in line with the McMinnville Cable Commissions' strategy.

SH would like Stephen Jolin to make recommendations available to the Cable Commission. JE suggested a joint meeting before the proposal is presented. HM suggested they speak to Stephen Jolin on that issue.

TM addressed the agenda provided by Stephen Jolin and will get an updated time frame. The city council would not be able to review a draft until August. KM stated that the franchise for Lafayette was only extended until 7/12/98 in an attempt to hurry the negotiations.

SH addressed the issue that other cities are not showing a lot of involvement and questioned whether or not the issue is a priority to them. KM met with Nan Mileo of Dayton and she felt that not enough progress has been made.

HM will follow up on Stephen Jolin's schedule and get clarification on Scott's questions.

IV: Local Community Access

Volunteer Update - TCI 9 volunteers Ethan and Josh Boyles have been promoted to directors.

Programming Update - This week, TCI 9 will be on the air with 95 hours of actual programs (not including bulletin board). Of the 95 hours, 84 hours broadcast are locally produced programs in Yamhill County. This represents 88% of TCI 9 on-air time.

JE addressed the issue of staffing on weekends due to the fact that their was a blank program on last weekend. This will be looked into by TCI.

SH stated that he has been noticing problems with the reception on TCI 9. KM will have a technician check into that problem ASAP.

V: Community Access Channel

Update from McMinnville - from Frank Nelson:

- They are very happy with the new drapes.
- The electrical outlets are complete.
- They are having problems with the text inserter.
- They would like a separate area for editing and for taping shows.

June 25th is the next McMinnville Cable Commission meeting at the Community Center at 7:00PM.

A request will be drafted for funding to join the Alliance for Community Media and to send 2 members to the conference 7/8/98-7/11/98. SH made a motion for someone to attend the conference and HM seconded the motion. HM said he would attend the conference and SH will check with the other members to see if they would like to attend. The price per person to attend the conference is \$455.00 for all 4 days.

Dan Cochran purchased a copy of the "Best of the Northwest Video Awards" and Thomas will be playing it on TCI 9.

Non Profit Organization -

- Newberg will work with McMinnville to check into the Non-Profit. McMinnville is in the process of seeking attorneys to check into this.
- TM suggested to meet with Stephen Jolin and try to stay even with McMinnville's steps.
- Dan Cochran believes they will be separate Non-Profit organizations. HM agreed they should be separate.
- TM has obtained information and will continue to look into it.

Capital Equipment Update- Thomas Coulter will determine short term and long term equipment needs.

Attachment from Harry Morter:

KM objects to any announcements or name changes being done while in negotiations for franchise.

HM stated the attachment was just for the Cable Commission members and that the City Council will have to pick up some of the burden of running TCI 9 so they should be aware of the changes that are happening.

SH believes we need to inform the City Council and also sell them on local access funding.

The concern was addressed as to whether the 2% franchise fee increase would be enough to run local access if the city would not be willing to help. KM stated that it was.

HM would like to change the name and KM said that would be fine if the Non-Profit organization was formed. TM suggested when the Non-Profit is formed publicity be made. KM believes the Non-Profit formation would help negotiations. The commission will check with the cities of Dayton, Dundee, and Lafayette to determine their involvement. HM asked if Yamhill and Carlton could be part of the Newberg Non-Profit. KM stated that Yamhill already gets a 5% franchise fee and may not want to part with it.

VI: Continued Business

JE wants an update on Newberg Old Fashioned Festival and would like to have a booth at the park for a live feed. Thomas Coulter, Harry Morter, and Jack Eichhorn will work on a game plan for the Old Fashioned Festival.

SH asked that Jack Eichhorn and Thomas Coulter form a subgroup of volunteers for the festival and make sure scheduling is taken care of ahead of time.

TM suggested that TCI 9 provide meals for the volunteers. JE will provide him with a request for the money.

VII: New Business - At this point the members summarized their list of things to do.

VIII: Schedule of Meetings: The next meeting will be held Tuesday, July 21st 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 8:40 P.M.

Agenda
The Newberg Area Cable Commission
7:00 p.m.
Tuesday, June 16, 1998
TCI Cablevision of Oregon, Inc. - Community Access Studio
406 E. 1st St
Newberg, OR 97132

I) Report on Renewal of Franchise
-Local Government Telecommunications Survey by Stephen Jolin, Ph.D.

II) Local Community Access

- Volunteer Update -
- Programming Update -

Ethan + Josh Poyles → directors
Air 95 hrs
LOCAL 84 hrs. 8890

been promoted to
WEEK of 6/15

III) Community Access Channel

- Update from McMinnville
- Non-Profit Organization
- Capital Equipment Update by Thomas Coulter
- Attachment from Harry Morter

IV) Continued Business

V) New Business

VI) Schedule of Meetings

VII) Adjournment

SCHEDULE OF UPCOMING MEETINGS:

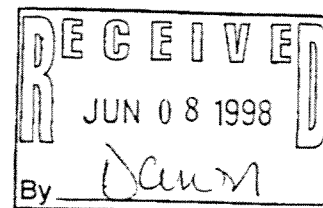
July 21, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio
August 18, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio
September 15, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio
October 20, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio
November 17, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio
December 15, 1998 - TCI Cablevision of Oregon, Inc. Community Access Studio

-JE NOT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS

In order to accommodate persons with physical impairments, please notify the City Attorney's 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

Yamhill County Public Broadcasting



As of January 1, 1999 TCI Channel 9 will no longer exist. Up until this time the FCC has mandated that the franchise cable company provide a studio and equipment for local access. The rules have changed. TCI, our local cable franchise holder will no longer staff and maintain a facility for originating and delivering local programs.

The cities of Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg and Yamhill will be affected. Your local cable commissions are working on a solution to maintain our local access. There are a few options available.

One option is for the cities to take over the facility and operate it as a city department.

Another option is to form a non profit corporation for the purpose of providing local cable access coverage.

The third option is to do nothing and let community access be a thing of the past.

The cable commissions of the Newberg and McMinnville areas are both working towards forming non profit corporations to continue the service. At present we are undecided whether to form a single corporation representing the entire seven cities or whether to form two entities. As it stands now the McMinnville entity would be for McMinnville, Yamhill and Carlton. The Newberg entity would be for Newberg, Dundee, Lafayette and Dayton. There are some advantages for a single unit in better equipment, fewer employees and uniform programming over the county. Our first step is to draw up some operating parameters to try to fill the needs of each of the cities.

Issues To Resolve

1. Newberg, McMinnville and other cities forming a single non profit corporation.
2. We need to pick a name for the new channel.
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 all cities involved.
8. Resolve all of the above and present to city councils.

Newberg/McMinnville Corporation

1. If we have a single corporation will there be two studio locations or only one in a common location such as Dayton or Lafayette?
2. Will we be able to stay open more hours at a single location?
3. The single corporation would be governed by a board of directors with a representative from each of the cities. The attributes of the directors should be that all of the disciplines are represented such as religious, financial, legal, social and business to name a few.
4. An operating budget will be proposed and each of the cities will share in the expenses. Each city will contribute a share equal to its share of TCI cable subscribers.

Corporation/Channel Name

1. One of the board members has suggested that we do not use the word access in our name. We would encourage anyone to submit a name. We have used Yamhill County Public Broadcasting only as an example.

City Approval

Our legal advisor states that we do not need prior city approval to form a non profit corporation. If we intend to obtain all or part of the operating costs from the cities involved we should keep them abreast of all negotiations.

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

• COMMUNICATIONS • *MuniCom* • MANAGEMENT •

Stephen Jolin, Ph.D. 4820 SW Barbur Blvd. #34 Portland, OR 97201
PHONE 503 • 227 • 0422 FAX 503 • 227 • 3104 E-MAIL • sjolin@teleport.com

Date: Thursday, June 4, 1998

Time: 10:26 AM

To: Terry Mahr

Company: City of Newberg

Fax Phone #: 81503-537-1277

CC:

From: Stephen Jolin

Subject: I-Net Survey

Total # of Pages (including cover): 5

Memo: Terry,

Here's the I-Net survey we discussed. It's for every government agency in town, every educational agency, library, etc. Let's talk to see how to get the best response.

Best,

Steve

**If all pages were not received, please call back immediately:
503-227-0422**

MuniCom. Stephen Jolin. 4820 SW Barbur Blvd. #34. Portland. OR 97201. (503) 227-0422

CITY OF Newberg LOCAL GOVERNMENT TELECOMMUNICATIONS SURVEY June 2, 1998

NAME: _____ TITLE: _____

ENTITY (e.g., City of Newberg): _____

DEPARTMENT/DIVISION: _____ LOCATION: _____

1. In the franchise renewal process, the City of Newberg is exploring community needs and interest relative to an Institutional cable Network (I-Net), linking government agencies, schools, libraries and other public entities. Examples of the types of communication information this I-Net would carry include: Emergency information; administrative memoranda; financial information; print shop communications; maps, blueprints and diagrams; filing systems; inventory control; work/employee scheduling; personnel files; and employee orientation materials. At the present time, by what means does your organization now send and receive this information? Please check appropriate lines.

By Mail _____ By Phone _____ By Courier _____ By City Fiber Loop _____
By Other Means (please specify) _____

Please estimate how you expect this volume to increase:

Over the next two years, an increase in the overall volume of communication of _____ %
Over the next five years, an increase of _____ %

2. Please indicate the types of service -- voice, data, and video -- your Department/Division is using now and the extent to which you are interested in using these services in the future.
Use Now: Does your Department/Division currently use this service? **Interested:** If you are not using this service now, would you be interested in using it within the next five years? **Future Increase:** How much would you expect your use of this service to increase over the next two years? Over the next five years?

VOICE, (e.g., voice mail and internal phone systems):

INTEREST (yes/no) Use Now _____ Interested in using in future _____
FUTURE INCREASE 2 Years _____% 5 Years _____%

DATA AND PRINT, (e.g., electronic mail; FAX; dispatch from computer terminal to printer; business records, files or program sharing; monitoring or controlling electronics; monitoring security alarms; computer-aided training and instruction; and computer imaging):

INTEREST Use Now _____ Interested in using in future _____
FUTURE INCREASE 2 Years _____% 5 Years _____%

VIDEO, (e.g., Cable TV; surveillance; distribution of video tapes; video-conferencing; and training and education):

INTEREST Use Now _____ Interested in using in future _____
FUTURE INCREASE 2 Years _____% 5 Years _____%

5. Please list below the locations in Newberg, located outside your building, with which your Department/Division conducts regular voice, data or video communications. Please include only governmental, educational and related non-profit agencies and offices.

Office	Address	Indicate if Existing or Proposed
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Please provide similar information for all offices outside Newberg, but within the McMinnville/Newberg area:

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Please return this survey to:

Terrence D. Mahr, City Attorney
City of Newberg
414 East 1st Street
Newberg, Oregon 97132

Phone: 503-537-1206
FAX: 503-537-1277