

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
September 14, 2021**

President Don Harbert called the Buena Park Cable Foundation Meeting of September 14, 2021, to order at 2:31 p.m.

PRESENT: Brown, Night, Sonne, Swift, Traut, Park, Harbert
ABSENT: Barnet

ALSO PRESENT: Eddie Fenton, Assistant City Manager; Jessica Fewer, Sr. Management Analyst; Gina Van Stratten, Marketing Specialist; Sarah Guerra, Administrative Assistant; Yaretza Medina, Executive Assistant

PLEDGE OF ALLEGIANCE

Vice President Park led the Pledge of Allegiance.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

1. MINUTES of June 8, 2021 – APPROVED

MOTION: Night
SECOND: Brown
AYES: Night, Brown, Park, Sonne, Swift, Traut, Harbert
NOES: None

2. APPROVE CLAIMS AND DEMANDS - APPROVED

MOTION: Night
SECOND: Brown
AYES: Night, Brown, Park, Sonne, Swift, Traut, Harbert
NOES: None

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

3. BUENA PARK CABLE FOUNDATION DIRECTOR RECRUITMENT UPDATE

Ms. Fewer reported Jim Bass announced his retirement this year, leaving a director position vacant on the Board. The BPCF has by-laws indicating vacancies left on the board for any reason, including removal of a director, shall be filled through designation and selection of the Board. Such candidate must be 18 years of age, a Buena Park resident, and hold office until his/hers earlier death,

resignation, or removal. The vacant position was advertised on social media, the BPCF website, and the City's website. Ms. Fewer indicated two applications were received leaving the Board with two options about how to proceed. The first option is to create a subcommittee to interview the candidates, then have that group recommend their selection to the Board. The second option is to have the whole Board interview the candidates and select their candidate. President Harbert stated he likes the first option. Director Night, Director Traut, and Director Sonne volunteered to be part of the subcommittee. Director Night suggested having the interviews via Zoom. Ms. Fewer confirmed they could interview via Zoom.

MOTION: Brown
SECOND: Night
AYES: Brown, Night, Park, Sonne, Swift, Traut, Harbert
NOES: None

4. PROGRAMMING SUB-COMMITTEE RECOMMENDATION

Ms. Van Stratten indicated that staff recently met with the programming subcommittee to discuss current and future channel programming. The consensus of the subcommittee was to set up monthly recurring programs since the Board moved away from *What's New In Two* and most of the content is promotions for future events. She also stated that the subcommittee came up with a new idea called *Behind Buena Park*, which provides a more in-depth look at places, programs, or people in the community. The sub-committee recommended keeping productions to two per month, approximately 15 minutes. Ms. Van Stratten also reported that the subcommittee wants to cover events differently next year with a different and refreshed angle for productions. Director Night brought up creating a schedule to put on the channel, so viewers know the show times for each segment. President Harbert agreed it was a fantastic idea to keep productions new and short. Director Swift suggested promoting the Buena Park Goes to College event because it's coming up shortly and also recording the event itself. She also recommended to have the event broadcasted on both social media and the BPTV channel. President Harbert requested to periodically receive an email informing the Board of what is currently in rotation on the channel.

MOTION: Receive and file report.

5. GENERAL REVIEW OF MYRNA HOLMQUIST SCHOLARSHIP PROGRAM

Ms. Van Stratten said that generally staff reviews past applications and for any updates before promoting the flyer. Director Swift suggested one word to be changed on the application which says its setup for \$10,000 in scholarships to be divided "between" awardees. However, the word "between" suggest there will only be two recipients, therefore, the word "among" would be better if there are more than two scholarship recipients. Director Night suggested that the Board could consider not awarding the whole \$10,000 if there are only two to three awardees to be more conservative for future budgets.

MOTION: Receive and file report.

6. 2022 BPCF DIRECTOR'S MEETING SCHEDULE

Ms. Fewer stated that each September, the Board creates a meeting schedule for the following year, including agenda topics. The schedule has six meetings that include a meeting in each of the following months: January, February, April, May, June, and September. Director Night mentioned that the Board is dark for four months of the year, and their last meeting of the year is in September

leaving them dark for the last three months of the year. Director Brown suggested to meet every other month. Director Night suggested it is better for them not to go more than one or two months without a meeting. Ms. Fewer reminded the Board that if they add another meeting, they have to consider the additional funds needed to meeting stipends. President Harbert said they should not increase the budget, but instead drop the April meeting and move the budget subcommittee selection to February. All board members agreed to drop the April meeting and add a November meeting for the 2022 meeting calendar.

MOTION: Swift,
SECOND: Brown
AYES: Swift, Brown, Night, Park, Sonne, Harbert
NOES: None

7. GOVERNMENT ACCESS REPORT

Ms. Van Stratten reported that currently on the channel, there are various public service announcements (PSAs) for the Orange County Mosquito Vector Control District, Fair Housing Foundation, and EDCO recycling. *Crime Watch* is replaying and the redistricting PSA is in rotation as well as the Whitaker Jaynes reopening. The State of the City coverage will be on the channel soon and Planning commission meetings are playing.

MOTION: Receive and file.

ANNOUNCEMENTS/DISCUSSION:

President Harbert announced the Buena Park Police Department Open House on September 18, 2021. The Grip Program is starting back up, hopefully in the spring, and it will be recorded.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:52 p.m. The next meeting is scheduled for January 11, 2022, at 2:30 p.m.

ATTEST:

Don Harbert, President

Yaretza Medina, Executive Assistant