



**Telecommunications Commission
Meeting Minutes**

September 3, 2008 3:00- 5:00 p.m.

City Computer Training Room, 600 A Street

Commissioners Present: Jim Frame, Bob Kehr, Stephen McMahon, Darrick Servis, Amy Slavich
Commissioners Absent: Jesse Drew, Zackary O'Donnell
Staff Present: Rick Guidara, Information Services Manager (Liaison)
Robert Schulz, Media Services Technician
Samantha Wallace, Assistant Community Services Director



Minutes in bold and italics

- 3:00 PM 1. Welcome by Steve
- 3:35 PM 2. Approve Agenda ***–by consensus***
- 3:40PM 3. Approved Minutes from 8/6/8 ***–by consensus***
- 3:40 PM 4. Commissioner Announcements-
 - a. ***Darrick attended a DIVCA meeting hosted by the Buske group where u-verse and Comcast’s letter to the Monterey on their not having to pay fees was discussed***
 - b. ***DJUSD has a new updated website***
- 3:40 PM 5. Public Comments – *n/a*
- 3:45 PM 6. Updates
 - a. I-net (Rick Guidara/Bob Kehr) – ***still waiting to finalize main core router with vendor before starting working group. Working with UCD and Yolo County to link the i-net to Yolo County***
 - b. 101.5 Radio Frequency Update (Jeff Shaw) – ***moving to 95.7 on 10/223, open house on 10/18!***
 - c. Pending City Telecomm Requests (Rick Guidara/Samantha Wallace) – ***Request for North area tower still not submitted to City***
 - d. Power Backup for DMA Building – ***mentioned in citywide report but no plan developed to address the issue***
- 7. **Presentations/Discussions:**
 - a. Update timelines/plans for Upcoming year:
 - Timeline**
 - June – Assessment Review – what info do we need to have that we don’t have
 - July – General needs discussion
 - August – General needs discussion
 - September – Review Current budgets based on general needs discussion
 - October-December: Public Forum? plus draft goals for reviews by entities
 - Public Meeting Scheduled for 11/13/08***
 - January/march – Draft Staff report
 - April – Draft staff report to council
 - b. Continuation of each members strategies to determine the overall strategy towards determining the role of each entity and how this affects the revenue allocation model
 - i. ***Discussion of the attached charts and updated roles – also split the chart into 2 stand alone charts – having the charts appear as a single organizational goal was confusing to commissioners***
 - c. Review Current budgets based on general needs discussion – ***goal of next meeting***
 - d. Discussion of commission other potential projects

- i. Community wireless? *n/a*
- ii. ?

4:30 PM

5:00PM

8. Adjourn

a. Proposed: Next Meeting October 1, 3:00-5:00.

i. Potential topics for Next Meeting (TBD) –

1. update timelines

2. ***Plan Public Meeting***

3. ***Discuss each entities Budgets (at a high level)and compare to the lower, non entities categories attached below***

Organization Goals – **DRAFT** from 7/2/8 Telecommunications Commission Meeting

<u>DCN</u>	<u>UCD</u>	<u>City</u>	<u>DJUSD</u>	<u>DMA</u>
<ul style="list-style-type: none"> • Digital Literacy • Digital Divide • Capacity Building for local organizations (on-line) • Emergency Communications 	<ul style="list-style-type: none"> • Course Content • Special Events • Community Outreach • Emergency Communications 	<ul style="list-style-type: none"> • Public Meetings • Gov trans • Outreach • Public Education • Info Repository • Training • Internal Communications • Emergency Communications • Digital Literacy • Digital Divide • Quality of Life 	<ul style="list-style-type: none"> • Public Meetings • Communications & Outreach • Digital Delivery of curriculum • Professional Development – training • Digital Divide • Digital literacy • Emergency Communications • Broadcasting Events 	<ul style="list-style-type: none"> • Media Literacy • Media Reform • Community Discourse • Media production training • Outreach • Local media archive of Davis history • Live coverage of events • Emergency Communications

<u>Emergency Communications</u>	<u>Public Meetings</u>	<u>Events</u>	<u>Outreach & Education</u>	<u>Digital literacy/divide Media Literacy</u>
<ul style="list-style-type: none"> • Consistency • Timeliness • availability 	<ul style="list-style-type: none"> • live • archive • capacity of • venues • record keeping 	<ul style="list-style-type: none"> • live • archive • capacity of • venues 	<ul style="list-style-type: none"> • Timeliness • On demand • Promotion/awareness • Quality/consistency 	<ul style="list-style-type: none"> • Facilities/equipment • Access to tools • Education • Underserved constituencies • <i>Net Neutrality</i>
<u>Training & Professional Development</u>	<u>Community Capacity Building</u>	<u>Public Participation Category</u>		
<ul style="list-style-type: none"> • On demand • facilities 	<ul style="list-style-type: none"> • Community memory • Organizational capacity building • Community identity • Issue awareness 			