



**Telecommunications Commission
Meeting Minutes**

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

DJUSD Superintendent's Conference Room, 526 B Street

Commissioners Present: Jesse Drew, Jim Frame, Bob Kehr, Stephen McMahon, Zackary O'Donnell (arrived at 3:25pm), Darrick Servis, Amy Slavich

Commissioners Absent: none

Staff Present: Robert Schulz, Media Services Specialist
Samantha Wallace, Assistant to the Community Services Director

Minutes in bold and italics

- 3:00 PM 1. Welcome by Steve
- 3:35 PM 2. Approve Agenda ***–by consensus***
- 3:40 PM 3. Approved Minutes from 10/1/08 ***–by consensus***
- 3:40 PM 4. Commissioner Announcements-
- a. ***Jesse Drew commented the Press Release for the November 13 Telecommunications Meeting was in the Davis Enterprise today.***
 - b. ***Samantha Wallace passed out the Ethics Training (AB 1234) flyer from the City Clerk's Office. It is not mandatory for Commissioners to attend, however it is recommended.***
- 3:40 PM 5. Public Comments –
- a. ***Bob Clark from VOX Network Solutions introduced himself to the Commission. Mr. Clark stated he was present to be brought up to speed on telecommunications issues in Davis.***
 - b. ***Daniel Prater introduced himself. Mr. Prater is a new Davis resident and is concerned about cell phone reception in West Davis and lack of wireless internet service in the Downtown Davis area.***
- 3:45 PM 6. Updates
- a. I-net (Rick Guidara/Bob Kehr) – ***The vendor has made some configuration updates recently.***
 - b. Pending City Telecomm Requests (Rick Guidara/Samantha Wallace) – ***n/a***
 - c. Power Backup for DMA Building – ***nothing to report***
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 on 11/13** plus draft goals for reviews by entities
 - January/march – Draft Staff report
 - April – Draft staff report to council
 - b. Discuss Format and setup of Public Meeting scheduled for 11/13
 - i. ***Commission outlined the agenda for the meeting on November 13.***
 - ***Welcome/General Business***

- *Purpose of Commission*
- *Presentation on Community Media Resources*
- *Discussion of other Telecommunications issues*
- *Public Input*
- *Wrap-Up*

ii. *Commissioners and staff agreed power point slides would be emailed to Steve McMahon by Monday, November 10, and Steve McMahon would email the completed presentation to city staff by Wednesday, November 12.*

iii. *Commissioner Zack O'Donnell requested brochures or handouts from the Community Media Resource organizations be available at the meeting.*

c. Discussion of each entities budgets and how they are currently being allocated to meet the needs as we outlined? – *n/a*

4:25 PM

8. Adjourn

a. Proposed: *Next Meeting after Public Form on 11/13 is December 3, 3:00-5:00 p.m., Location TBD.*

i. Potential topics for Next Meeting (TBD) –

1. *Review of Year End Reports from PEG Partners*

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

Updated as of 9/3/08 Meeting

<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 			