



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
July 24, 2014

A G E N D A

5:30 P.M.

Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade, Tom Manheim [quorum is six]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

CONSENT AGENDA

4. Approve Minutes*

Regular Board Meeting Minutes of June 26, 2014.

5. Approve recommendation of the Finance Committee to accept the June 30, 2014 Financials as proposed by the Executive Director and approved by the committee*.

REGULAR AGENDA

6. Oral Report of Executive Director.

7. Oral Report of Board Chair.

8. Discussion Re: CMAP / CTV Contract "Director of Production Sharing Agreement"*

9. Fall Event Planning Committee Report.

10. Discussion Re: Member of Public's suggestion to create "Member Services Coordinator."*

11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda

12. Announcements.

13. Adjournment.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



816 Pacific Avenue
Santa Cruz, CA 95060

EXECUTIVE COMMITTEE

Regular Meeting

May 22, 2014

AGENDA

5:30 P.M.

Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade, Tom Manheim [quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
July 17, 2014**

MINUTES

5:30 P.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Tess Fitzgerald, Keith Gudger, Tom Manheim

2. Oral Communications

Any person may address the Committee during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Committee.

There were no oral communications.

REGULAR AGENDA

3. June 2014 Financial Reports *

Joe Hall opened the discussion of the item and James Stone submitted a list of questions concerning CTV June 2014 and July 2013-June 2014 Financial Reports. Members of the Finance Committee answered a number of the questions and will refer the remaining to CTV staff for explanation to the Finance Committee.

Following the questions from James Stone, it was moved by Tess Fitzgerald and seconded by Keith Gudger to approve the Finance Report submitted to the Finance Committee as proposed by the Executive Director.

5. Discussion re: Annual Audit

Keith Gudger asked for any volunteers to participate as member of the Audit Committee. Their first meeting will be August 13, 2014

6. Adjournment.

The meeting adjourned at 6:10 PM

Community Television of Santa Cruz County
Profit & Loss YTD Comparison
June 2014

| | Jun 14 | Jul '13 - Jun 14 |
|--|-----------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 4000 · CAPITAL REVENUE | | |
| 4100 · County PEG Fees | 42,970.51 | 515,646.12 |
| Total 4000 · CAPITAL REVENUE | 42,970.51 | 515,646.12 |
| 4300 · OPERATING REVENUE | | |
| 4101 · County BOS Meetings | 3,083.33 | 36,999.96 |
| 4102 · Watsonville Government Meetings | 517.50 | 7,002.50 |
| 4103 · City of Capitola Gov. Meetings | 700.00 | 15,753.72 |
| 4104 · SCMTD Meetings | 200.00 | 1,600.00 |
| 4105 · County Operating Funds | 0.00 | 52,968.30 |
| 4106 · City of Santa Cruz Gov. Mtg. | 242.00 | 2,436.00 |
| 4107 · Wats/Cap/Cty Charter Fees | 1,544.17 | 18,530.04 |
| 4108 · SCCRTC Meetings | 200.00 | 1,750.00 |
| 4109 · SCWD Government Meetings | 0.00 | 1,200.00 |
| 4110 · Memberships | 100.00 | 1,445.00 |
| 4111 · Administration Fees | 36.50 | 316.75 |
| 4112 · Prod. Serv. - Media Dubbing | 100.00 | 555.00 |
| 4114 · Underwriting & Sponsorships | 0.00 | 1,000.00 |
| 4115 · Digital Media Sales | 0.00 | 359.00 |
| 4118 · Misc. Production Income | 0.00 | 1,000.00 |
| 4120 · Facility Rental | 0.00 | 36.00 |
| 4125 · Sponsorships | 0.00 | 600.00 |
| 4130 · Classes | 0.00 | 7,447.20 |
| 4135 · Third Party Agreements | 0.00 | 500.00 |
| 4160 · In Kind Donations of Services | 0.00 | 3,440.34 |
| 4164 · Donations | | |
| 4165 · Donations - General | 1,025.00 | 2,493.90 |
| 4164 · Donations - Other | 222.00 | 222.00 |
| Total 4164 · Donations | 1,247.00 | 2,715.90 |
| 4166 · Grants | 0.00 | 832.13 |
| 4180 · Interest Earned | 1.64 | 102.49 |
| 4185 · Misc. Income | 0.00 | 2,727.20 |
| 4190 · Gain/Loss on Sale of Assets | 0.00 | 1,782.00 |
| 4200 · Production Service | | |
| 4210 · Production-GOV | 0.00 | 2,400.00 |
| 4220 · Production-EDU | 0.00 | 2,400.00 |
| 4230 · Production-PUB | 0.00 | 11,625.00 |
| Total 4200 · Production Service | 0.00 | 16,425.00 |
| Total 4300 · OPERATING REVENUE | 7,972.14 | 179,524.53 |
| 4170 · Fiscal Sponsorships Income | 818.50 | 4,404.75 |
| Total Income | 51,761.15 | 699,575.40 |
| Gross Profit | 51,761.15 | 699,575.40 |
| Expense | | |
| 5000 · CAPITAL EXPENDITURES | | |
| 5100 · Facility | | |
| 7400 · Facility Rep./Maint./Security | 528.00 | 4,819.71 |
| 6701 · Facility/Equip. Insurance | 0.00 | 4,863.51 |
| 7058 · Leasehold Improvements/Capital | 178.36 | 218.90 |
| 7300 · Facilities & Equipment Rental | 217.92 | 3,005.96 |
| 5100 · Facility - Other | 0.00 | 73.69 |
| Total 5100 · Facility | 924.28 | 12,981.77 |
| 5200 · Equipment | | |
| 7215 · Copy Machine Lease | 121.89 | 4,310.10 |
| 7051 · Equipment Repair | 0.00 | 549.19 |

Community Television of Santa Cruz County
Profit & Loss YTD Comparison
June 2014

| | Jun 14 | Jul '13 - Jun 14 |
|---|----------|------------------|
| 7011 · Automation Equipment | 0.00 | 20,594.97 |
| 7050 · Production Equip. Replacement | | |
| 7053 · Prod.Equip.Replacement-NonD... | 0.00 | 133.53 |
| Total 7050 · Production Equip. Replace... | 0.00 | 133.53 |
| 7055 · Equipment | | |
| 7056 · Equipment - Depreciated | 0.00 | 3,001.84 |
| 7057 · Equipment - Non Depreciated | 0.00 | 340.33 |
| Total 7055 · Equipment | 0.00 | 3,342.17 |
| Total 5200 · Equipment | 121.89 | 28,929.96 |
| Total 5000 · CAPITAL EXPENDITURES | 1,046.17 | 41,911.73 |
| 6000 · OPERATING EXPENSES | | |
| 6500 · PEG Access Services & Supplies | | |
| 6100 · Advertising | 528.00 | 1,822.25 |
| 6300 · Bank Charges | 182.69 | 1,089.51 |
| 6450 · Finance Charges/Late Fees | 0.00 | 325.87 |
| 6600 · Dues & Subscriptions | 60.00 | 1,918.78 |
| 6650 · Interest on Leased Equip. | 0.00 | 1,267.63 |
| 6700 · Insurance | 0.00 | 740.50 |
| 6999 · Uncategorized Expenses | 200.00 | 740.00 |
| 7061 · Production Truck/ Repairs/Maint | 0.00 | 441.00 |
| 7100 · Office Supplies | 107.16 | 1,908.43 |
| 7105 · Production Expenses | 4,977.65 | 5,549.97 |
| 7200 · Postage/Freight | 62.00 | 700.37 |
| 7205 · Printing | 0.00 | 1,311.49 |
| 7401 · Facility Supplies | 207.11 | 593.49 |
| 7640 · Licenses/Fees/Misc. Taxes | 1,112.00 | 8,292.14 |
| 7700 · Telephone/Telecommunications | 50.00 | 5,956.74 |
| 7900 · Facility Utilities | 914.85 | 14,886.64 |
| Total 6500 · PEG Access Services & Sup... | 8,401.46 | 47,544.81 |
| 6800 · Contracted Services | | |
| 7009 · Contracted Services-Dir Cont | 0.00 | 44,547.00 |
| 6900 · Contract Services-Audit/Payroll | 253.49 | 14,070.37 |
| 7003 · Contract Services-Janitorial | 365.00 | 4,055.00 |
| 7006 · Contract Service -AmeriCorp | 0.00 | 4,000.00 |
| 7007 · Contract Services-CMAP | 3,236.00 | 95,687.00 |
| 7010 · Contract Services-Consulting | 656.25 | 9,744.00 |
| 7110 · Contract Services-Legal | 120.00 | 1,037.35 |
| 7915 · Contracted Services-Dunbar Prod | 0.00 | 67,333.32 |
| Total 6800 · Contracted Services | 4,630.74 | 240,474.04 |
| 7000 · Staff Development & Fundraising | | |
| 7405 · Training/conferences | 200.00 | 1,003.00 |
| 7800 · Travel/Meals | 101.04 | 1,799.57 |
| 7920 · Retreats/Events | 0.00 | 1,577.84 |
| 7950 · Misc. Expense | 47.00 | 157.81 |
| 8600 · Special Events Expense | 46.14 | 685.86 |
| Total 7000 · Staff Development & Fundrai... | 394.18 | 5,224.08 |
| 7500 · Operating Salaries & Benefits | | |
| 7510 · Salaries - Executive Director | 0.00 | 4,513.07 |
| 7512 · Salaries - Development Director | 0.00 | 36,535.01 |
| 7520 · Salaries - Programming Coord. | 2,382.21 | 12,197.55 |
| 7530 · Salaries - Access Facilitator | 0.00 | 23,654.10 |
| 7535 · Salaries - Admin. Coordinator | 5,716.55 | 31,688.50 |
| 7540 · Salaries - Playback Tech | 0.00 | 5,028.97 |
| 7541 · Salaries - Production Super. | 0.00 | 9,717.87 |
| 7542 · Salaries - Media Coordinator | 0.00 | 9,867.00 |

07/14/14

Community Television of Santa Cruz County
Profit & Loss YTD Comparison
June 2014

| | Jun 14 | Jul '13 - Jun 14 |
|--|-----------|------------------|
| 7545 · Salaries - Operations Coord. | 0.00 | 22,515.31 |
| 7585 · Salaries - Extra Help Govt. | 1,337.08 | 10,649.43 |
| 7586 · Salaries - Extra Help Trainers | 0.00 | 529.50 |
| 7588 · Salaries - Education Coordinato | 0.00 | 740.00 |
| 7589 · Salaries - Extra Help Prod Asst | 0.00 | 7,331.09 |
| 7590 · Salaries - Vacation Replacement | 0.00 | 157.64 |
| 7620 · Payroll Taxes/Workers Comp | | |
| 7621 · Payroll Taxes | 1,581.60 | 15,764.58 |
| 7635 · Workers Comp | 0.00 | 2,416.00 |
| Total 7620 · Payroll Taxes/Workers Comp | 1,581.60 | 18,180.58 |
| 7630 · Health/Dental/Vision | 193.20 | 53,684.46 |
| Total 7500 · Operating Salaries & Benefits | 11,210.64 | 246,990.08 |
| Total 6000 · OPERATING EXPENSES | 24,637.02 | 540,233.01 |
| 6400 · Depreciation Exp-Prod Equip | 0.00 | 15,124.40 |
| 6405 · Depreciation Exp-Equipment | 0.00 | 1,202.79 |
| 6410 · Depreciation Exp-Leasehold | 0.00 | 3,051.96 |
| 6412 · Depreciation - Prod. Vehicle | 0.00 | 12,981.00 |
| 9100 · Suspense | 0.00 | 28,291.85 |
| 9920 · Reimbursable Expenses | 0.00 | 305.39 |
| Total Expense | 25,683.19 | 643,102.13 |
| Net Ordinary Income | 26,077.96 | 56,473.27 |
| Other Income/Expense | | |
| Other Expense | | |
| 8000 · County Expenses - Haber Lease | 8,854.42 | 106,253.04 |
| Total Other Expense | 8,854.42 | 106,253.04 |
| Net Other Income | -8,854.42 | -106,253.04 |
| Net Income | 17,223.54 | -49,779.77 |

Community Television of Santa Cruz County
Profit Loss Budget Performance
June 2014

| | Annual Budget 2013-2014 | June 2014 | June Year to Date | % of Budget Expended | Amount Remaining |
|--|----------------------------|------------------|----------------------|-------------------------|---------------------|
| 4000 · CAPITAL REVENUE | | | | | |
| 4100 · County PEG Fees | 409,393.00 | 42,970.51 | 515,646.12 | 126% | |
| 4300 · OPERATING REVENUE | | | | | |
| CTV Operating Reserves | 38,237.00 | 0.00 | 0.00 | 0% | 38,237.00 |
| 4101 · County BOS Meetings | 37,000.00 | 3,083.33 | 36,999.96 | 100% | 0.04 |
| 4102 · Watsonville Government Meetings | 9,500.00 | 517.50 | 7,002.50 | 74% | 2,497.50 |
| 4103 · City of Capitola Gov. Meetings | 20,000.00 | 700.00 | 15,753.72 | 79% | 4,246.28 |
| 4104 · SCMTD Meetings | 2,000.00 | 200.00 | 1,600.00 | 80% | 400.00 |
| 4105 · County Operating Funds | 99,635.00 | 0.00 | 52,968.30 | 53% | 46,666.70 |
| 4106 · City of Santa Cruz Gov. Mtg. | 3,400.00 | 242.00 | 2,436.00 | 72% | 964.00 |
| 4107 · Wats/Cap/Cty Charter Fees | 18,530.00 | 1,544.17 | 18,530.04 | 100% | -0.04 |
| 4108 · SCCRTC Meetings | 2,400.00 | 200.00 | 1,750.00 | 73% | 650.00 |
| 4109 · SCWD Government Meetings | | 0.00 | 1,200.00 | | -1,200.00 |
| 4110 · Memberships | 8,000.00 | 100.00 | 1,445.00 | 18% | 6,555.00 |
| 4111 · Administration Fees | 500.00 | 36.50 | 316.75 | 63% | 183.25 |
| 4112 · Prod. Serv. - Media Dubbing | 1,300.00 | 100.00 | 555.00 | 43% | 745.00 |
| 4114 · Underwriting & Sponsorships | 500.00 | 0.00 | 1,000.00 | 200% | -500.00 |
| 4115 · Digital Media Sales | 1,000.00 | 0.00 | 359.00 | 36% | 641.00 |
| 4118 · Misc. Production Income | 0.00 | 0.00 | 1,000.00 | | -1,000.00 |
| 4119 · Sales-T-shirts | 0.00 | 0.00 | 0.00 | | 0.00 |
| 4120 · Facility Rental | 0.00 | 0.00 | 36.00 | | -36.00 |
| 4125 · Sponsorships | 0.00 | 0.00 | 600.00 | | -600.00 |
| 4130 · Classes | 6,600.00 | 0.00 | 7,447.20 | 113% | -847.20 |
| 4135 · Third Party Agreements | 900.00 | 0.00 | 500.00 | 56% | 400.00 |
| 4155 · In-Kind Rent | 0.00 | 0.00 | 0.00 | | 0.00 |
| 4160 · In Kind Donations of Services | 0.00 | 0.00 | 3,440.34 | | -3,440.34 |
| 4164 · Donations - Other | | 222.00 | 222.00 | | |
| 4165 · Donations - General | 12,000.00 | 1,025.00 | 2,493.90 | 21% | 9,506.10 |
| 4167 · Donations - Events | 0.00 | 0.00 | 0.00 | | 0.00 |
| 4166 · Grants | 15,000.00 | 0.00 | 832.13 | 6% | 14,167.87 |
| 4180 · Interest Earned | 500.00 | 1.64 | 102.49 | 20% | 397.51 |
| 4185 · Misc. Income | 0.00 | 0.00 | 2,727.20 | | -2,727.20 |
| 4190 · Gain/Loss on Sale of Assets | 0.00 | 0.00 | 1,782.00 | | -1,782.00 |
| 4195 · Temp. Restricted Revenue | 0.00 | 0.00 | 0.00 | | 0.00 |
| 4200 · Production Service | | | | | |
| 4210 · Production-GOV | | 0.00 | 2,400.00 | | -2,400.00 |
| 4220 · Production-EDU | | 0.00 | 2,400.00 | | -2,400.00 |
| 4230 · Production-PUB | | 0.00 | 11,625.00 | | -11,625.00 |
| 4200 · Production Service - Other | 25,000.00 | 0.00 | 0.00 | 0% | 25,000.00 |
| Total 4200 · Production Service | 25,000.00 | 0.00 | 16,425.00 | 66% | 8,575.00 |
| 4600 · Special Events Revenue | 20,000.00 | 0.00 | 0.00 | 0% | 20,000.00 |
| Total 4300 · OPERATING REVENUE | 731,395.00 | 50,942.65 | 695,170.65 | 95% | 36,224.35 |
| 4170 · Fiscal Sponsorships Income | | 818.50 | 4,404.75 | | -4,404.75 |
| TOTAL INCOME | 731,395.00 | 51,761.15 | 699,575.40 | 96% | 31,819.60 |

Community Television of Santa Cruz County
Profit Loss Budget Performance
June 2014

| | Annual Budget 2013-2014 | June 2014 | June Year to Date | % of Budget Expended | Amount Remaining |
|--|----------------------------|-----------------|----------------------|-------------------------|---------------------|
| 5000 · CAPITAL EXPENDITURES | | | | | |
| 5100 · Facility | | | | | |
| 7400 · Facility Rep./Maint./Security | 3,500.00 | 528.00 | 4,819.71 | 138% | -1,319.71 |
| 6701 · Facility/Equip. Insurance | 8,567.00 | 0.00 | 4,863.51 | 57% | 3,703.49 |
| 7058 · Leasehold Improvements/Capital | | 178.36 | 218.90 | | -218.90 |
| 7300 · Facilities & Equipment Rental | 850.00 | 217.92 | 3,005.96 | 354% | -2,155.96 |
| 5100 · Facility - Other | | 0.00 | 73.69 | | -73.69 |
| Total 5100 · Facility | 12,917.00 | 924.28 | 12,981.77 | 101% | -64.77 |
| 5200 · Equipment | | | | | |
| 7215 · Copy Machine Lease | 5,000.00 | 121.89 | 4,310.10 | 86% | 689.90 |
| 7051 · Equipment Repair | 2,000.00 | 0.00 | 549.19 | 27% | 1,450.81 |
| 7011 · Automation Equipment | 23,635.00 | 0.00 | 20,594.97 | 87% | 3,040.03 |
| 7052 · Prod. Equip. Replacement -Depr. | 20,000.00 | 0.00 | 0.00 | 0% | 20,000.00 |
| 7053 · Prod.Equip.Replacement-NonDepr. | 3,500.00 | 0.00 | 133.53 | 4% | 3,366.47 |
| 7056 · Equipment - Depreciated | 1,600.00 | 0.00 | 3,001.84 | 188% | -1,401.84 |
| 7057 · Equipment - Non Depreciated | 400.00 | 0.00 | 340.33 | 85% | 59.67 |
| Total 5200 · Equipment | 56,135.00 | 121.89 | 28,929.96 | 52% | 27,205.04 |
| Total 5000 · CAPITAL EXPENDITURES | 69,052.00 | 1,046.17 | 41,911.73 | 61% | 27,140.27 |
| 6000 · OPERATING EXPENSES | | | | | |
| 6100 · Advertising | 200.00 | 528.00 | 1,822.25 | 911% | -1,622.25 |
| 6300 · Bank Charges | 700.00 | 182.69 | 1,089.51 | 156% | -389.51 |
| 6450 · Finance Charges/Late Fees | | 0.00 | 325.87 | | -325.87 |
| 6600 · Dues & Subscriptions | 1,800.00 | 60.00 | 1,918.78 | 107% | -118.78 |
| 6650 · Interest on Leased Equip. | | 0.00 | 1,267.63 | | -1,267.63 |
| 6700 · Insurance | 2,433.00 | 0.00 | 740.50 | 30% | 1,692.50 |
| 6999 · Uncategorized Expenses | | 200.00 | 740.00 | | -740.00 |
| 7061 · Production Truck/ Repairs/Maint | 650.00 | 0.00 | 441.00 | 68% | 209.00 |
| 7100 · Office Supplies | 3,300.00 | 107.16 | 1,908.43 | 58% | 1,391.57 |
| 7105 · Production Expenses | 2,000.00 | 4,977.65 | 5,549.97 | 277% | -3,549.97 |
| 7200 · Postage/Freight | 800.00 | 62.00 | 700.37 | 88% | 99.63 |
| 7205 · Printing | 600.00 | 0.00 | 1,311.49 | 219% | -711.49 |
| 7401 · Facility Supplies | 750.00 | 207.11 | 593.49 | 79% | 156.51 |
| 7640 · Licenses/Fees/Misc. Taxes | 7,500.00 | 1,112.00 | 8,292.14 | 111% | -792.14 |
| 7700 · Telephone/Telecommunications | 3,000.00 | 50.00 | 5,956.74 | 199% | -2,956.74 |
| 7900 · Facility Utilities | 23,500.00 | 914.85 | 14,886.64 | 63% | 8,613.36 |
| Total 6000 - Operating Expenses | 47,233.00 | 8,401.46 | 47,544.81 | 101% | -311.81 |
| 6800 · Contracted Services | | | | | |
| 7009 · Contracted Services-Dir Cont | | 0.00 | 44,547.00 | | -44,547.00 |
| 6900 · Contract Services-Audit/Payroll | 13,700.00 | 253.49 | 14,070.37 | 103% | -370.37 |
| 7001 · Contract Services-Studio Prod. | 900.00 | 0.00 | 0.00 | 0% | 900.00 |
| 7003 · Contract Services-Janitorial | 4,500.00 | 365.00 | 4,055.00 | 90% | 445.00 |
| 7006 · Contract Service -AmeriCorp | 10,000.00 | 0.00 | 4,000.00 | 40% | 6,000.00 |
| 7007 · Contract Services-CMAP | 150,000.00 | 3,236.00 | 95,687.00 | 64% | 54,313.00 |
| 7010 · Contract Services-Consulting | 10,000.00 | 656.25 | 9,744.00 | 97% | 256.00 |
| 7110 · Contract Services-Legal | 2,800.00 | 120.00 | 1,037.35 | 37% | 1,762.65 |
| 7910 · Contract Services-Field Prod. | 1,000.00 | 0.00 | 0.00 | 0% | 1,000.00 |
| 7915 · Contracted Services-Dunbar Prod | 80,000.00 | 0.00 | 67,333.32 | 84% | 12,666.68 |
| Total 6800 · Contracted Services | 272,900.00 | 4,630.74 | 240,474.04 | 88% | 32,425.96 |

Community Television of Santa Cruz County
Profit Loss Budget Performance
June 2014

| | Annual Budget 2013-2014 | June 2014 | June Year to Date | % of Budget Expended | Amount Remaining |
|---|----------------------------|------------------|----------------------|-------------------------|---------------------|
| 7000 · Staff Development & Fundraising | | | | | |
| 7210 · Newsletter/Brochure/Annual Repo | 400.00 | 0.00 | 0.00 | 0% | 400.00 |
| 7405 · Training/conferences | 400.00 | 200.00 | 1,003.00 | 251% | -603.00 |
| 7800 · Travel/Meals | 3,000.00 | 101.04 | 1,799.57 | 60% | 1,200.43 |
| 7920 · Retreats/Events | 500.00 | 0.00 | 1,577.84 | 316% | -1,077.84 |
| 7950 · Misc. Expense | | 47.00 | 157.81 | | -157.81 |
| 8600 · Special Events Expense | 1,000.00 | 46.14 | 685.86 | 69% | 314.14 |
| Total 7000 · Staff Development & Fundraising | 5,300.00 | 394.18 | 5,224.08 | 99% | 75.92 |
| 7500 · Operating Salaries & Benefits | | | | | |
| 7510 · Salaries - Executive Director | 6,067.00 | 0.00 | 4,513.07 | 74% | 1,553.93 |
| 7512 · Salaries - Development Director | 55,016.00 | 0.00 | 36,535.01 | 66% | 18,480.99 |
| 7520 · Salaries - Programming Coord. | | 2,382.21 | 12,197.55 | | -12,197.55 |
| 7530 · Salaries - Access Facilitator | 19,822.40 | 0.00 | 23,654.10 | 119% | -3,831.70 |
| 7535 · Salaries - Admin. Coordinator | 34,944.00 | 5,716.55 | 31,688.50 | 91% | 3,255.50 |
| 7540 · Salaries - Playback Tech | 22,713.60 | 0.00 | 5,028.97 | 22% | 17,684.63 |
| 7541 · Salaries - Production Super. | 30,784.00 | 0.00 | 9,717.87 | 32% | 21,066.13 |
| 7542 · Salaries - Media Coordinator | | 0.00 | 9,867.00 | | -9,867.00 |
| 7545 · Salaries - Operations Coord. | 38,172.16 | 0.00 | 22,515.31 | 59% | 15,656.85 |
| 7585 · Salaries - Extra Help Govt. | 8,000.00 | 1,337.08 | 10,649.43 | 133% | -2,649.43 |
| 7586 · Salaries - Extra Help Trainers | 1,200.00 | 0.00 | 529.50 | 44% | 670.50 |
| 7588 · Salaries - Education Coordinato | | 0.00 | 740.00 | | -740.00 |
| 7589 · Salaries - Extra Help Prod Asst | 22,500.00 | 0.00 | 7,331.09 | 33% | 15,168.91 |
| 7590 · Salaries - Vacation Replacement | | 0.00 | 157.64 | | -157.64 |
| 7620 · Payroll Taxes/Workers Comp | | 0.00 | 0.00 | | 0.00 |
| 7621 · Payroll Taxes | 21,660.53 | 1,581.60 | 15,764.58 | 73% | 5,895.95 |
| 7635 · Workers Comp | 4,808.31 | 0.00 | 2,416.00 | 50% | 2,392.31 |
| 7630 · Health/Dental/Vision | 58,722.00 | 193.20 | 53,684.46 | 91% | 5,037.54 |
| 7632 · Pension | 12,500.00 | 0.00 | 0.00 | 0% | 12,500.00 |
| Total 7500 · Operating Salaries & Benefits | 336,910.00 | 11,210.64 | 246,990.08 | 73% | 89,919.92 |
| Total 6000 · OPERATING EXPENSES | 662,343.00 | 24,637.02 | 540,233.01 | 82% | 122,109.99 |
| 6400 · Depreciation Exp-Prod Equip | | 0.00 | 15,124.40 | | -15,124.40 |
| 6405 · Depreciation Exp-Equipment | | 0.00 | 1,202.79 | | -1,202.79 |
| 6410 · Depreciation Exp-Leasehold | | 0.00 | 3,051.96 | | -3,051.96 |
| 6412 · Depreciation - Prod. Vehicle | | 0.00 | 12,981.00 | | -12,981.00 |
| 9100 · Suspense | | 0.00 | 28,291.85 | | -28,291.85 |
| 9920 · Reimbursable Expenses | | 0.00 | 305.39 | | -305.39 |
| | 0.00 | 0.00 | 60,957.39 | | -60,957.39 |
| TOTAL EXPENSES | 731,395.00 | 25,683.19 | 690,646.94 | 94% | 40,748.06 |
| NET INCOME/LOSS | | 26,077.96 | 8,928.46 | 1.2% | |

Community Television of Santa Cruz County
Balance Sheet
As of June 30, 2014

| | Jun 30, 14 |
|---|-------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1070 · CD 12 month Cert SCCCUC | 48,101.58 |
| 1010 · Checking-SCCCUC | 79,847.18 |
| 1015 · PayPal Checking-SCCCUC | 28,558.45 |
| 1020 · Savings-SCCCUC | 51,504.06 |
| 1021 · Petty Cash Fund | 187.52 |
| 1030 · Wells Fargo - 50032 | 6,466.43 |
| 1055 · CD Acct 2304 (13 month) | 11,846.54 |
| 1060 · Savings-Wells Fargo 10445 | 5,605.11 |
| 1099 · Cash Box | 40.00 |
| Total Checking/Savings | 232,156.87 |
| Accounts Receivable | |
| 1115 · Accounts Receivable | 18,937.43 |
| Total Accounts Receivable | 18,937.43 |
| Other Current Assets | |
| 1117 · A/R - Temp. Restricted | 457,514.95 |
| 1125 · County Reserve Acct. Restricted | -46,666.62 |
| 1200 · Prepaid Insurance | |
| 1202 · Accident | 1,125.00 |
| 1203 · Crime Coverage | 336.66 |
| 1204 · Crime/(401K) Erisa Bond | 59.88 |
| 1209 · Liability / D&O (SLIP) | 5,268.50 |
| 1210 · Property Liability (SPIP) | 1,520.94 |
| Total 1200 · Prepaid Insurance | 8,310.98 |
| 1260 · Prepaid Expenses | 31,565.04 |
| 1300 · PFG Common Stock | 4,931.00 |
| Total Other Current Assets | 455,655.35 |
| Total Current Assets | 706,749.65 |
| Fixed Assets | |
| 1600 · Production Equipment | |
| 1700 · Accum Depr-Production Equipment | -450,944.36 |
| 1600 · Production Equipment - Other | 653,710.07 |
| Total 1600 · Production Equipment | 202,765.71 |
| 1602 · Board of Supervisors Equipment | |
| 1702 · Accum Depr-Board of Supervisors | -58,956.90 |
| 1602 · Board of Supervisors Equipment -... | 58,956.90 |
| Total 1602 · Board of Supervisors Equipm... | 0.00 |
| 1620 · Office Furniture/Equipment | |
| 1720 · Accum Depr-Furniture/Equipment | -77,377.33 |
| 1620 · Office Furniture/Equipment - Other | 95,337.82 |
| Total 1620 · Office Furniture/Equipment | 17,960.49 |

07/12/14

Community Television of Santa Cruz County
 Balance Sheet
 As of June 30, 2014

| | Jun 30, 14 |
|---|--------------|
| 1625 · Leasehold Improvement | |
| 1725 · Accum Depr-Leasehold Improv. | -105,617.86 |
| 1625 · Leasehold Improvement - Other | 183,560.92 |
| Total 1625 · Leasehold Improvement | 77,943.06 |
| 1650 · Future Equipment Replacement | |
| 1750 · Accum Depr-Future Equip Replace | -22,095.53 |
| 1650 · Future Equipment Replacement - ... | 22,095.52 |
| Total 1650 · Future Equipment Replacement | -0.01 |
| 1660 · Production Vehicle | |
| 1760 · Accum Depr-Production Vehicle | -85,897.88 |
| 1660 · Production Vehicle - Other | 106,108.28 |
| Total 1660 · Production Vehicle | 20,210.40 |
| 1670 · Broadcasting Equipment | 26,311.83 |
| Total Fixed Assets | 345,191.48 |
| TOTAL ASSETS | 1,051,941.13 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2100 · Accounts Payable | 838.20 |
| Total Accounts Payable | 838.20 |
| Credit Cards | |
| 2000 · VISA-SCCCU | 883.11 |
| Total Credit Cards | 883.11 |
| Other Current Liabilities | |
| 2125 · Payroll Tax Payable | 6.57 |
| 2130 · Accrued Pension | 179.42 |
| 2140 · Accrued Vacation | 18,419.50 |
| 2145 · 401K Tax Shelter Annuity | 100.00 |
| Total Other Current Liabilities | 18,705.49 |
| Total Current Liabilities | 20,426.80 |
| Long Term Liabilities | |
| 2400 · Businees Equipment Loan 33736 | 46,040.62 |
| 2300 · Pacifica Capital Equipment Loan | 1,103.82 |
| Total Long Term Liabilities | 47,144.44 |
| Total Liabilities | 67,571.24 |
| Equity | |
| 3015 · Net Assets-Temp Restricted | 498,560.06 |
| 3900 · Retained Earnings | 535,589.60 |
| Net Income | -49,779.77 |
| | |

07/12/14

Community Television of Santa Cruz County
Balance Sheet
As of June 30, 2014

| | <u>Jun 30, 14</u> |
|----------------------------|----------------------------|
| Total Equity | <u>984,369.89</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,051,941.13</u></u> |

DIRECTOR OF PRODUCTION SHARING AGREEMENT

COMMUNITY TELEVISION OF SANTA CRUZ, INC. AND COMMUNITY MEDIA ACCESS PARTNERSHIP, INC.

THIS AGREEMENT, entered into as of _____ [DATE], by and between Community Television of Santa Cruz County, Inc., a California not for profit corporation (hereinafter, "CTV"), and Community Media Access Partnership, Inc., a California not for profit corporation (hereinafter, "CMAP").

WHEREAS, CTV and CMAP are involved in a joint venture regarding the services each organization provides in their respective communities of producing and providing community access television programming; and

WHEREAS, both CTV and CMAP require the part-time services of a Director of Production and Content; and

WHEREAS, both the CTV and the CMAP Boards of Directors have agreed that a single individual can best provide those same services to each party;

NOW THEREFORE, in consideration of the mutual covenants of the parties hereto, it is hereby agreed as follows:

1. **TERM:** The term of this agreement shall be _____ through _____.
2. **PARTIES:** This Agreement is entered into between Community Television of Santa Cruz County, Inc. (CTV) and Community Media Access Partnership, Inc. (CMAP). The respective Boards of CTV and CMAP have authorized its execution.
3. **GENERAL:**
 - a. **Employee.** CTV shall, as soon as is reasonably practicable, hire a Director of Production and Content (hereinafter, "Production Director") as an employee of CTV. As such, CTV shall be responsible for all costs associated with the employment the Production Director and, this Agreement notwithstanding, the Production Director shall at all times be considered an employee of CTV.
 - b. **Contracted Services.** CTV shall provide the Production Director to CMAP to perform such duties and for such hours as the individual Station Directors of CMAP and CTV shall mutually agree. CTV shall provide the Production Director to CMAP for a rate of \$32.00/hour. The Production Director and CTV's Station Director shall be responsible for tracking the hours the Production Director devotes to CMAP activities. CTV shall bill CMAP on a monthly basis for such services.
 - c. **Supervision.** At such times as the Production Director is working on projects, productions, or other matters for CMAP, the Production Director shall report to CMAP's Station Director. At such times as the Production Director is working on projects, productions, or other matters for CTV, the Production Director shall report to CTV's Station Director.
 - d. **Scheduling.** The respective Station Directors for each Party shall coordinate and cooperate in good faith regarding the scheduling of the Production Director. All such scheduling, including equipment usage, production schedules, and the involvement of other staff from either or both Parties shall be done in such a way as to maximize the mutual benefit of both Parties.

- e. **Conflicts.** In the event that either the CMAP Station Director or the CTV Station Director has concerns or complaints regarding the Production Director's employment performance, availability, scheduling, or other such matters as they relate to CMAP projects, the two Station Directors shall work together in good faith to resolve any such concerns or complaints. In the event that the two Station Directors cannot reach agreement regarding resolution of the complaint or concern at issue, written notice of the perceived impasse shall be provided to the Boards of Directors of CMAP and CTV, and a committee shall be formed, to be comprised of both Station Directors, the CMAP Executive Director, the CTV Executive Director, a member of the CMAP Board of Directors, and a member of the CTV Board of Directors. Said committee shall be responsible for resolving the complaints and concerns at issue.
4. **INDEMNIFICATION:** The Parties hereto shall indemnify the other as follows:
 - a. CMAP shall indemnify, defend, and hold harmless CTV, its officers, agents and employees, and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons arising out of the Production Director's work or services provided to CMAP in such instances whereby a further cause of the liability is directly related to negligence on the part of CMAP, its officers, agents, employees or volunteers.
 - b. CTV shall indemnify, defend, and hold harmless CMAP, its officers, agents and employees, and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons arising out of the Production Director's work.
 5. **ATTORNEY FEES:** As between the parties to this Agreement, the prevailing party in any dispute arising from or relating to this Agreement shall be awarded costs and attorney fees whether or not the matter is resolved by trial or appeal.
 6. **SEVERABILITY:** If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
 7. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement and understanding between the parties hereto regarding the subject matter contemplated herein, and supersedes and replaces all prior negotiations or proposed agreements, written or oral on same subject matter. The parties agree and acknowledge that no other promise or representation, not contained in this Agreement, is being relied upon by either party as an inducement to enter into this Agreement.
 8. **LEGAL COUNSEL:** The Parties hereto acknowledge that the negotiations regarding the subject matter of this Agreement were performed at arm's length and both parties were provided ample opportunity and encouragement to seek legal counsel to provide independent review of this Agreement.
 9. **GOVERNING LAW AND VENUE:** This Agreement shall be governed and interpreted under the laws pertaining to contracts under the laws of the State of California. In the event of a dispute, the proper venue for any claim or action brought hereunder shall be Santa Cruz County, California.

10. NOTICES:

All notices by the Parties pertaining to this Agreement shall be made by United States Postal Service mail, postage pre-paid, addressed as follows:

Community Television of Santa Cruz County (CTV)
816 Pacific Avenue
Santa Cruz, CA 95060

Community Media Access Partnership (CMAP)
P.O. Box 1273
Gilroy, CA 95021-1273

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

By: _____
Board Chair

By: _____
Board Chair

Dated: _____

Dated: _____

Ratification recommended by:

Kathy Bisbee - Executive Director

Keith Gudger – Board Chair

Dated: _____

Dated: _____

Community Television of Santa Cruz County

(June 26, 2014)

Position Description-DRAFT

Position Title: Member Services Coordinator

Reports To: Community Television of Santa Cruz County (CTV) Board of Directors

Purpose: To restore, and improve upon, the effective member/volunteer production capacity that existed at CTV prior to December, 2013.

Essential Duties of the Position:

Coordinates as an equal with any CMAP and other CTV contractors, CTV employees and interns.

Chairs quarterly membership meetings.

Oversees funds raised for, and budgeted to, member/volunteer activities.

Prepares monthly reports to the CTV Board of Directors on member/volunteer activities.

Works with and through members/volunteers, individually and in subcommittees and task groups to accomplish member/volunteer-managed activities, including:

Preparing written standard operating procedures (SOPs) for using studio and field equipment for member/volunteer productions.

Preparing outreach literature for recruiting new members and volunteers.

Developing and implementing outreach campaigns to recruit new members from targeted organizations and communities.

Designing hands-on courses to train new and existing members on how to use studio and field equipment.

Preparing training materials for member/volunteer classes.

Selecting, promoting and coordinating training courses and trainers for members and volunteers.

Scheduling and “studio supervising” member/volunteer productions.

Managing the process for matching members/volunteers with producers of studio and field productions in need of crew.

Developing and implementing fundraising campaigns.

Developing and implementing procedures for disciplining or removing members engaged in abusive or otherwise unacceptable behavior.

Staffing reception desk/public contact, preparing phone messages, etc.

Sweeping, vacuuming and otherwise cleaning the CTV facility.

Managing administrative functions, such as mail, preparing bill payment packages, CTV Board agenda packets, etc.

Proposed Content for Monthly Member Services Coordinator Report to the CTV Board

Budgeted versus actual revenue, expenditures and balances in member-managed funds.

Number of current paid memberships by category.

Number of new paid members.

Number of members who served first-time on a crew.

Number of member-produced studio shoots.

Number of member-submitted programs for airing.

Number and titles of classes presented and attendance.

General activities update.

Outreach activities update.

Fundraising activities update.

Member discipline update.

Equipment and facilities failures and problems by category.

Issues and problems.



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
June 26, 2014

MINUTES

5:30 P.M.

Offices of the Corporation

1. Roll Call

Present: Keith Gudger (Chair), James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Mathilde Rand,

Not Present: Nathan Benjamin, Doree Steinmann, Lou Tuosto, Adam Wade, Tom Manheim

2. Oral Communications - none

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas - none.

REGULAR AGENDA

4. Approve Minutes of Regular Board Meeting of May 22, 2014.

Upon motion of Rand, duly seconded by Machado, passed unanimously.

5. Approve recommendation of the Finance Committee to accept the May 31, 2014 Financials as proposed by the Executive Director.

Upon motion by Hall, duly seconded by Machado, passed unanimously.

6. CTV Retirement Account

Hall reported on the status of the account. Jeffrey Lee from Foothill Securities / American Funds discussed our options. Action tabled until September board meeting.

7. Discussion Re: Romney Dunbar Contract.

8. Discussion Re: CMAP / CTV Contract.

9. Fall Event Planning Committee Formation.

10. Oral Report of Executive Director.

11. Oral Report of Board Chair.
12. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
13. Announcements.
14. Adjournment.

Upon motion by Rand, seconded by Fisher, meeting adjourned by unanimous vote.

These minutes are scheduled for approval on July 24, 2014

Approved: _____
Board Chair

Attest: _____
Board Secretary

Station Director's Report
July 21, 2014

Training:

Classes continue to be revamped and offered at a discounted rate to CTV members. Since my last report, classes in field production and editing in Adobe Premiere were conducted, and were well attended and received.

Another round of Certified Volunteer Studio Supervisor training begins this week on Tuesday evening, so the first session will have been held by the time of this meeting!

Our users and members are stepping up in a big way, not only to gain store credit hours and / or produce their own shows, but also to be sure that the productions of all users go smoothly and result in high quality local programming.

More glowing words about our volunteers can be found later in this report.

I was also given the opportunity to attend a training in effective management through communications, Manager Tools, which I'm sure Kathy Bisbee has mentioned before. I found the 2 day training incredibly engaging, and have already been able to begin utilizing many elements of what I learned. I want to thank the Board for allowing me this opportunity; I am quite sure it will prove invaluable to me moving forward in this new position.

Interns

We have 3 new, very excited interns through UCSC and Cabrillo.

Hannah Marianetti from UCSC is a local stand-up comedian and will be helping to coordinate our First Friday Open Mic and Outreach events. She has coordinated visual artists to display works in our hallway gallery space, and will be hosting several other stand-up performers for the August 1st event, on her 21st birthday! Please do come out and enjoy the event she has worked so hard on. Hannah will be learning marketing, social networking, event planning, general tv and video production skills to add to her resume this summer, and is motivated about it.

Renee Sheets, also from UCSC, is also dedicating a significant amount of her time as an editor this summer. Her enthusiasm for broadening the depth of her knowledge of Premiere is wonderful to see, and a great asset to the organization as we move toward more CTV-produced content for our new CRUZ channel.

Alia Outrey, from Cabrillo, has an infectious spirit and desire to meet and learn about people that make her a perfect fit for helping us with our PSA day projects. Recent experiences in her life have left her inspiringly motivated to reach out to nonprofits and other inspiring organizations and people, so I cannot wait to see what she produces.

Technology Update

I was assured today by our Media Services Coordinator, Victor Herrmann, not to fret that I had heard from only a handful of people needing help with their programming. This is the result of the majority of our users successfully using the new Telvue Connect software quite successfully, without need for staff assistance or interference. Many users invested in their own equipment during the CTV closure, and simply don't need to come by the offices to get exactly what they need in a much more flexible, streamlined, and thanks to the lack of DVDs or need to drive down, more environmentally sound process implemented by the CMAP team over the last year.

Volunteer Coordination and Collaboration

Karen Scott has stepped up since Scott's departure and has really taken on a lot.

Karen has been the interim go-to for getting volunteers what they need, and for helping staff identify processes to continue our push toward toward the volunteer/technology supported public access future CTV has identified as most viable moving forward.

Karen has also combed through all of our various email lists and consolidated them. A mass email goes out this week to encourage friends and members to take a very, very brief 3 question online survey about their preferences moving forward. This will enable CTV to communicate as effectively as possible with community members having options for varying levels of participation.

Karen, along with Mathilde Rand, has also reached out to a few of our most dedicated volunteers to meet with staff and collaboratively identify and prioritize wants and needs with regards to public access participation. The energy has been one of determination and a real desire to work hard and move forward, so I look forward to seeing these collaborative efforts benefit members, staff, and the organization as a whole.

Director of Content and Production

The position was offered to Josh Becker, who accepted. He is expected to start in 2 weeks, and we're all very excited to work with him moving forward.

In conclusion, things are still in transition but clearly nearing the end. It's hard work but a real joy to find and fine tune the smaller details of our new public access, staffing, funding, and operating processes and systems.

I look forward to continuing my work collaborating with board, staff, and volunteers to streamline workflows in ways that promote increased productivity, better content, broader access through technology, and the contagious spirit of CTV that sharing with our community through media is such an asset to Santa Cruz County.

Thank You,
Lindsey Bishop
Station Director - CTV