



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
October 22, 2013

A G E N D A

6:30 P.M.

Offices of the Corporation
The meeting will be cablecast

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Jennifer Pittman, Mathilde Rand, Doree Steinmann, Lou Tuosto, Adam Wade [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* (p. 5)

Regular Board Meeting Minutes of September 26, 2013

5. FY 2013-2014 Budget* (p. 9)

Approve recommendation of the Finance Committee to accept the September 30, 2013 Financials as proposed by the Executive Director.

6. FY 2014-2015 Budget* (p. 16)

Approve the recommendation of the Finance committee to accept the DRAFT 2014-2015 DIVCA Capital Budget and 2014-2015 Operating Budget as proposed by the Executive Director.

REGULAR AGENDA

7. Dunbar Productions, Inc. Contract* (p. 19)

Discussion re: Dunbar Productions, Inc. Contract

-----Agenda Items continued on next page

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REPORTS AND CORRESPONDENCE (non-action items)

8. Oral Report of the Board Chair
9. Oral Report of the Executive Director* (p. 26)
10. Board Member / Staff Requests for Specific Items to Appear on next Regular Meeting Agenda (November 21, 2013):
11. Announcements
12. Adjourn to Closed Session
13. Closed session pursuant to Gov. Code §54957:
PUBLIC EMPLOYMENT
Title: All CTV Employees
14. Reconvene in Open Session-Report Out from Closed Session
15. 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 Agenda Packet**

00002



816 Pacific Avenue
Santa Cruz, CA 95060

EXECUTIVE COMMITTEE
Regular Meeting
October 22, 2013

A G E N D A

6:30 P.M.

Offices of the Corporation
The meeting will be cablecast

1. Roll Call

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

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.

*** Material included in Agenda Packet**

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816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
CLOSED SESSION
October 22, 2013**

A G E N D A

7:00 P.M.

Offices of the Corporation

1. Roll Call

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

2. Public Employment

Title: Executive Director. Closed pursuant to Gov. Code §54957.

3. Adjournment to Open Session

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 Agenda Packet**

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816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS Regular Meeting Minutes September 26, 2013

1. **ROLL CALL**

Voting Members Present: Keith Gudger (Chair), Nathan Benjamin, James Fisher, Tess Fitzgerald, Joe Hall, Caryn Machado, Jennifer Pittman, Mathilde Rand, Doree Steinmann

Voting Members Absent: Lou Tuosto, Adam Wade

2. **ORAL COMMUNICATIONS**

None

3. **LATE ADDITIONS/DELETIONS TO THE AGENDA**

None

4. **APPROVED** the following items on the CONSENT AGENDA:

(a) Meeting Minutes

- Special Board Meeting Minutes of July 25, 2013
- Board Retreat Notes/Minutes of August 3, 2013
- Special Board Meeting Minutes of August 15, 2013
- Special Board Meeting Minutes of August 21, 2013

Maker: Hall
 Second: Machado
 Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
 Nays: None

5. **APPROVED** the following items on the CONSENT AGENDA:

(a) FY 2012-2013 Audit

- Approve recommendation of the Audit Committee to accept the 2012-3013 Audited Financials.

Maker: Hall
 Second: Machado
 Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
 Nays: None

6. **APPROVED** the following items on the CONSENT AGENDA:

(a) FY 2013-2014 Budget

-Approve recommendation of the Finance Committee to accept the August 31, 2013 Financials as proposed by the Executive Director.

Maker: Hall
Second: Machado
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

7. **APPROVED** the following items on the CONSENT AGENDA:

(a) Employee Compensation/Personnel Manual

-Approve the recommendation of the Personnel Committee regarding changes/revisions/deletions to CTV Job Descriptions – Production Supervisor and Director of Content.

-Approve the recommendation of the Personnel Committee regarding the proposed changes to the Employee Conflict of Interest Policy.

-Approve the recommendation of the Personnel Committee regarding the proposed new Media Policy.

Maker: Hall
Second: Machado
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

During public comment the following people addressed the Board:

Ron Holman re: the History of the CTV's prior Media Policy.

8. **APPROVED** the following items on the REGULAR AGENDA:

(a) Member Fees

-Approve the recommendation of the Executive Director regarding changes to the Membership Fees as to the Structure and not the Effective Date.

Maker: Rand
Second: Pittman
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

During public comment the following people addressed the Board:

Nick Brandt, Information & Technology Director from CMAP as to how the new Membership Fee Structure will be incorporated into the Denver Open Media Tools and how these new fees will help our operating budget.

Ron Holman re: Concerned with how the new Membership fees will impact public access and those who submit series programs and whether or not they have to be a member to submit programming.

9. APPROVED the following items on the REGULAR AGENDA:

(a) Board Calendar

-Approve changes to the Board Calendar.

Maker: Machado
Second: Fisher
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

Changes approved with Executive Director request to change Board Retreat to February and not March and that the July calendar reflect no Board Retreat which was an error.

10. APPROVED the following items on the REGULAR AGENDA:

(a) BYLAWS- ARTICLE VII – COMMITTEES OF THE BOARD

-Approve changes to Bylaws Section 7.07 – Other Standing Committees.

Maker: Machado
Second: Benjamin
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

Changes to wording approved pending approval of CTV Counsel and changes to other CTV policies that use this wording be changed as well.

(b) BYLAWS- ARTICLE VII – COMMITTEES OF THE BOARD

-Allowing non-Board members to being on standing committees.

Maker: Rand
Second: Benjamin
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand, Steinmann
Nays: None

During public comment the following people addressed the Board:

John Mauer re: allowing non-Board members on standing committees and that it is a good idea so that the public and members feel more a part of CTV's decision making.

Changes to wording approved pending approval of CTV Counsel and changes to other CTV policies that use this wording be changed as well.

11. APPROVED the following items on the REGULAR AGENDA:

(a) Committees of the Board

-Approve changes to Board Committee Roster

Maker: Rand
Second: Benjamin
Ayes: Gudger, Benjamin, Fisher, Fitzgerald, Hall, Machado, Pittman, Rand,
Steinmann
Nays: None

Changes to Roster approved with removal of Rules Board and Appeals Committee also removed.

12. ORAL REPORT OF THE BOARD CHAIR

None

13. ORAL REPORT OF THE EXECUTIVE DIRECTOR

October "Take One" – More Board Involvement
November CTV Re-Launch
CTV Closure from January to April 2014
Request for October Board Meeting to be on October 22, 2013 @6:30pm after "Take-One Event"

14. REQUESTS for specific items to appear on October 22, 2013 meeting:

CLOSED SESSION – CMAP Contract, County of Santa Cruz Contract & Dunbar Contract

15. ANNOUNCEMENTS

Volunteer Appreciation BBQ – September 29th from Noon-4pm

16. ADJOURNED - to Regular Board Meeting of October 22, 2013.

Respectfully Submitted by:

Amanda E. La Plante – Board Clerk

**COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
(DIVCA) REVENUE/EXPENDITURES STATEMENT
September 30, 2013**

26%

	2013-2014	September 2013	September YTD	% Budget Expended	Amount Remaining	Sept. 2012 YTD
REVENUE						
4000 CAPITAL REVENUE						
4100 County PEG & Operating Fees	409,393.00	34,116.09	102,348.27	25%	307,044.73	43,231.11
4000 TOTAL CAPITAL REVENUE	409,393.00	34,116.09	102,348.27	25%	307,044.73	43,231.11
4300 OPERATING REVENUE						
CTV Operating Reserves*	38,237.00	1,000.00	5,513.07	14%	32,723.93	0.00
4101 County Board of Supervisors Meetings	37,000.00	3,083.33	9,249.99	25%	27,750.01	0.00
4102 City of Watsonville Government Meetings	9,500.00	1,750.00	2,030.00	21%	7,470.00	1,690.00
4103 City of Capitola Government Meetings	20,000.00	5,000.00	5,000.00	25%	15,000.00	5,000.00
4104 SC Metro Transportation District Meetings	2,000.00	200.00	200.00	10%	1,800.00	200.00
4105 County Operating Funds/Reserves*	99,635.00	6,666.66	39,634.98	40%	60,000.02	0.00
4106 City of Santa Cruz Government Meetings	3,400.00	242.00	484.00	14%	2,916.00	242.00
4107 City of Watsonville Charter Fees	18,530.00	1,544.17	4,632.51	25%	13,897.49	1,544.31
4108 SC Regional Transportation Meetings	2,400.00	200.00	400.00	17%	2,000.00	200.00
4110 Memberships*	8,000.00	70.00	650.00	8%	7,350.00	600.00
4111 Administration Fees	500.00	49.50	91.50	18%	408.50	63.50
4112 Prod. Serv. Media Dubbing	1,300.00	85.00	165.00	13%	1,135.00	106.00
4114 Underwriting & Sponsorships	500.00	0.00	0.00	0%	500.00	0.00
4115 Digital Media Sales	1,000.00	64.00	158.00	16%	842.00	96.00
4118 Misc. Production Income	0.00	0.00	0.00	0%	0.00	0.00
4119 Sales T-Shirts	0.00	0.00	0.00	0%	0.00	10.00
4120 Facility Rental Income	0.00	36.00	36.00	0%	-36.00	0.00
4130 Classes*	6,600.00	5,997.20	6,607.20	100%	-7.20	555.00
4135 Third Party Agreement	900.00	100.00	200.00	22%	700.00	100.00
4160 In-Kind Donation	0.00	573.39	1,720.17	0%	-1,720.17	596.72
4165 Donations	12,000.00	18.00	118.00	1%	11,882.00	135.00
4166 Grants	15,000.00	0.00	832.13	6%	14,167.87	4,462.61
4180 Interest Income	500.00	2.06	6.00	1%	494.00	34.95
4185 Misc. Income	0.00	0.00	0.00	0%	0.00	0.00
4190 Gain/Loss on Sale of Assets*	0.00	-31.00	891.00	0%	-891.00	148.00
4200 Production Services*	25,000.00	2,325.00	4,975.00	20%	20,025.00	1,550.00
4600 Special Event Revenue	20,000.00	0.00	0.00	0%	20,000.00	0.00
4300 TOTAL OPERATING REVENUE	322,002.00	28,975.31	83,594.55	15%	238,407.45	17,334.09
TOTAL REVENUE	731,395.00	63,091.40	185,942.82	25%	545,452.18	60,565.20

	2012/2013	September 2013	September YTD	% Budget Expended	Amount Remaining	Sept. 2012 YTD
EXPENDITURES						
5000 CAPITAL EXPENDITURES						
5100 Facility						
7058 Leashold Improvement/Capital	0.00	0.00	0.00	0%	0.00	0.00
7300 Facility/Equipment Rental	850.00	70.00	140.00	16%	710.00	70.00
5100 Total Facility Expenses	850.00	70.00	140.00	16%	710.00	70.00
5200 Equipment						
7011 Automation Equipment - County Reimbursed	19,635.00	0.00	19,635.00	100%	0.00	0.00
7011 Automation Equipment - CTV Budget*	4,000.00	62.00	1,021.97	26%	2,978.03	90.00
7052 Prod. Equip. Replacement-Depreciated	20,000.00	0.00	0.00	0%	20,000.00	6,731.90
7053 Prod. Equip. Replacement-Non-Depreciated	3,500.00	0.00	0.00	0%	3,500.00	0.00
7056 Equipment-Depreciated	1,600.00	0.00	0.00	0%	1,600.00	0.00
7057 Equipment-Non-Depreciated	400.00	0.00	0.00	0%	400.00	0.00
7054 Production Truck Equipment-Depreciated	0.00	0.00	0.00	0%	0.00	0.00
7060 Production Truck Equipment-Non-Depreciated	0.00	0.00	0.00	0%	0.00	0.00
5100 Total Equipment Expenses	49,135.00	62.00	20,656.97	126%	28,478.03	6,821.90
5000 TOTAL CAPITAL EXPENDITURES	49,985.00	132.00	20,796.97	71%	29,188.03	6,891.90

**COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
(DIVCA) REVENUE/EXPENDITURES STATEMENT
September 30, 2013**

26%

6000 OPERATING EXPENSES

6500 PEG Access Services & Supplies

6100	Advertising	200.00	0.00	0.00	0%	200.00	0.00
6300	Bank Charges	700.00	50.00	227.57	33%	472.43	45.84
6600	Dues & Subscriptions	1,800.00	142.38	317.14	18%	1,482.86	695.80
6650	Interest on Leased Equipment	0.00	176.64	588.48	0%	-588.48	404.02
6700	Insurance	11,000.00	898.48	2,695.28	25%	8,304.72	875.32
7051	Equipment Repair	2,000.00	0.00	0.00	0%	2,000.00	0.00
7061	Production Truck/Repairs/Maintenance	650.00	0.00	0.00	0%	650.00	0.00
7100	Office Supplies	3,300.00	4.12	850.34	26%	2,449.66	189.89
7105	Production Expenses	2,000.00	15.49	183.13	9%	1,816.87	30.75
7200	Postage/Freight	800.00	0.00	177.75	22%	622.25	190.00
7205	Printing	600.00	0.00	0.00	0%	600.00	0.00
7215	Copy Machine	5,000.00	286.01	988.41	20%	4,011.59	306.02
7400	Facility Maintenance/Security Services	3,500.00	220.00	889.37	25%	2,610.63	58.00
7401	Facility Supplies	750.00	138.90	162.82	22%	587.18	2.00
7640	Licenses/Fees/Misc. Taxes	7,500.00	2,641.72	4,620.51	62%	2,879.49	491.18
7700	Telephone/Telecommunications (Includes In-Kind)	3,000.00	799.39	2,472.42	82%	527.58	841.01
7900	Facility Utilities	23,500.00	1,290.54	4,536.36	19%	18,963.64	1,543.70
6500	Total PEG Access Services & Supplies	66,300.00	6,663.67	18,709.58	21%	47,590.42	5,673.53

6800 Contract Services

6900	Contracted Services-Audit/Payroll	13,700.00	6,312.47	7,055.95	52%	6,644.05	372.20
7001	Contract Services-Studio Production	900.00	0.00	0.00	0%	900.00	0.00
7003	Contract Services-Janitor Services	4,500.00	365.00	1,095.00	24%	3,405.00	365.00
7006	Contracted Services-Americorps*	10,000.00	1,000.00	1,000.00	10%	9,000.00	0.00
7007	Contracted Services-CMAP	150,000.00	12,500.00	37,500.00	25%	112,500.00	0.00
7010	Contract Services-Consulting/Producing	10,000.00	0.00	395.00	4%	9,605.00	680.00
7110	Contract Services-Legal Fees	2,800.00	0.00	757.35	27%	2,042.65	0.00
7910	Contract Services-Field Production	1,000.00	0.00	0.00	0%	1,000.00	0.00
7915	Contract Services-Dunbar Productions	80,000.00	6,000.00	19,333.32	24%	60,666.68	0.00
6500	Total Contract Services	272,900.00	26,177.47	67,136.62	21%	205,763.38	1,417.20

7000 Staff Development & Fundraising

7210	Newsletter/Brochure/Annual Report	400.00	0.00	0.00	0%	400.00	0.00
7405	Training /Conferences	400.00	85.00	521.65	130%	-121.65	0.00
7800	Travel/Meals	3,000.00	160.21	506.82	17%	2,493.18	407.53
7920	Retreats/Events	500.00	715.94	929.48	186%	-429.48	380.29
8600	Special Events Expense	1,000.00	52.12	52.12	0%	947.88	0.00
7000	Total Staff Develop./Fundraising	5,300.00	1,013.27	2,010.07	67%	3,289.93	787.82

7500 Operating Salaries & Benefits

7510	Salaries-Executive Director (2 Mos./Contracted)	6,067.00	0.00	4,513.07	74%	1,553.93	5,579.18
7512	Salaries-Development Director	55,016.00	4,584.68	12,607.87	23%	42,408.13	0.00
7530	Salaries-Access Facilitator (6 Mos.)	19,822.40	3,354.56	9,873.14	50%	9,949.26	3,249.73
7535	Salaries-Admin Coordinator	34,944.00	3,150.00	9,423.75	27%	25,520.25	2,199.75
7540	Salaries-Playback Technician (Prog. Coord Elim.)	22,713.60	0.00	5,028.97	22%	17,684.63	5,692.48
7541	Salaries - Production Supervisor	30,784.00	4,273.50	8,084.50	26%	22,699.50	2,960.00
7542	Salaries - Media Services Coordinator	0.00	1,542.75	3,209.25	0%	-3,209.25	0.00
7545	Salaries-Operations Coordinator	38,172.16	3,527.03	9,637.63	25%	28,534.53	3,911.27
7585	Salaries-Extra Help-Government Technicians	8,000.00	913.69	1,706.66	21%	6,293.34	770.50
7586	Salaries-Extra Help-Trainers	1,200.00	114.02	378.04	32%	821.96	0.00
7588	Salaries-Education Coordinator (Deleted)	0.00	0.00	740.00	0%	-740.00	0.00
7589	Salaries-Extra Help-Prod.Assist./Deleted Pos.	22,500.00	760.10	2,923.95	13%	19,576.05	3,288.23
7500	Total Operating Salaries	239,219.16	22,220.33	68,126.83	24%	171,092.33	27,651.14

7621	Payroll Taxes	21,660.53	1,682.54	5,278.39	24%	16,382.14	2,258.96
7635	Worker's Compensation	4,808.31	840.66	2,416.00	50%	2,392.31	671.84
7630	Health Benefits/Vision	58,722.00	3,004.88	11,747.05	20%	46,974.95	5,012.29
7632	Severance/Vacation Payouts	12,500.00	1,630.20	5,387.04	43%	7,112.96	0.00
7663	Contract Stipend (Deleted)	0.00	0.00	0.00	0%	0.00	416.68
7500	Total Benefits & Taxes	97,690.84	7,158.28	24,828.48	34%	72,862.36	8,359.77

6000 TOTAL OPERATING EXPENSES 681,410.00 63,233.02 180,811.58 33% 500,598.42 43,889.46

TOTAL EXPENSES	731,395.00	63,365.02	201,608.55	28%	529,786.45	50,781.36
NET OPERATING REVENUE/EXPENDITURES*	0.00	-273.62	-15,665.73	26%	15,665.73	9,783.84
EQUITY IN POOLED CASH (COUNTY) as of 09/30/2013					\$ 140,900.12	\$153,169.00

COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
(DIVCA) REVENUE/EXPENDITURES STATEMENT
September 30, 2013

26%

NOTES:

*Net Operating Revenue/Expenditures **

*Does not include Haber Lease Expense or Depreciation
YTD Income/Expenses underage due to Lower Production/Membership Income and higher
than expected Vacation/Severance Payouts and position re-classifications not anticipated,
Grants/Donation income not yet received.*

*CTV Operating Reserves**
4105 *County Operating Funds/Reserves**
4110 *Memberships**
4130 *Classes**
4190 *Gain/Loss on Sale of Assets**
4200 *Production Services**
7011 *Automation Equipment - CTV Budget**
7006 *Contracted Services-Americorps**

*Reserves used for Americorps Monthly Expense
Dunbar Contract Income from County Reserves
Memberships Lower than expected due to Suspension of renewal/new members until new system in.
Increase due to Payment for City of San Jose Payment for Parks/Rec Classes 2011-2013
Gain/Loss on Common Stock
QTD Production Services down 20% for July, August & September 2013 from QTD in 2012
Dish Network Monthly Fee - no longer have a credit balance
Americorps Volunteer started at CTV*

equity in pooled cash

Criteria: As Of = 9/30/2013 (25% of Year Elapsed)

G/L Account	Title	Beginning Balance as of 6/30/2013	YTD Debits as of 9/30/2013	YTD Credits as of 9/30/2013	Ending Balance
101	EQUITY IN POOLED CASH	399,514.95	98,302.81	(356,917.64)	140,900.12
201	VOUCHERS PAYABLE (VENDOR)	0.00	356,797.29	(356,797.29)	0.00
310	FUND BAL-ENCUMBRANCES	(121,062.50)	356,797.29	(685,802.00)	(450,067.21)
344	FUND BALANCE	(278,452.45)	0.00	(121,062.50)	(399,514.95)
399	BUDGETARY FUND BALANCE	0.00	806,865.00	(780,528.00)	26,337.00
401	ESTIMATED REVENUE	0.00	780,528.00	0.00	780,528.00
411	REVENUES AND OTHER FINANCING SOURCES	0.00	0.00	(98,302.81)	(98,302.81)
420	ALLOCATIONS CYR	0.00	0.00	(806,865.00)	(806,865.00)
431	EXPENDITURES CYR	0.00	356,917.64	0.00	356,917.64
440	ENCUMBRANCES	0.00	806,864.50	(356,797.29)	450,067.21
500	ORIGINAL APPROPRIATION CYR	0.00	0.00	(806,865.00)	(806,865.00)
550	CONTRA APPROPRIATIONS	0.00	806,865.00	0.00	806,865.00

10/15/13

Community Television of Santa Cruz County
Balance Sheet
As of September 30, 2013

Sep 30, 13

ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking-SCCCU	36,186.82
1015 · PayPal Checking-SCCCU	27,740.27
1020 · Savings-SCCCU	55,364.43
1021 · Petty Cash Fund	127.33
1030 · Wells Fargo - 50032	2,912.36
1045 · SCCCUC Money Market	48,094.37
1055 · CD Acct 2304 (13 month)	11,846.54
1060 · Savings-Wells Fargo 10445	8,900.12
1099 · Cash Box	40.00
Total Checking/Savings	191,212.24
Accounts Receivable	
1115 · Accounts Receivable	-24,672.71
Total Accounts Receivable	-24,672.71
Other Current Assets	
1117 · A/R - Temp. Restricted	462,514.95
1200 · Prepaid Insurance	
1202 · Accident	450.00
1203 · Crime Coverage	437.71
1204 · Crime/(401K) Erisa Bond	82.50
1209 · Liability / D&O (SLIP)	7,024.70
1210 · Property Liability (SPIP)	2,281.44
Total 1200 · Prepaid Insurance	10,276.35
1260 · Prepaid Expenses	26,079.46
1300 · PFG Common Stock	4,280.00
1400 · Undeposited Funds	54,960.91
Total Other Current Assets	558,111.67
Total Current Assets	724,651.20
Fixed Assets	
1600 · Production Equipment	
1700 · Accum Depr-Production Equi...	-443,395.21
1600 · Production Equipment - Other	633,004.24
Total 1600 · Production Equipment	189,609.03
1602 · Board of Supervisors Equipment	
1702 · Accum Depr-Board of Supervi...	-58,956.90
1602 · Board of Supervisors Equipm...	58,956.90
Total 1602 · Board of Supervisors Equi...	0.00
1620 · Office Furniture/Equipment	
1720 · Accum Depr-Furniture/Equip...	-76,840.03
1620 · Office Furniture/Equipment - ...	80,027.03
Total 1620 · Office Furniture/Equipment	3,187.00

10/15/13

Community Television of Santa Cruz County
 Balance Sheet
 As of September 30, 2013

	Sep 30, 13
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-104,091.88
1625 · Leasehold Improvement - Other	183,560.92
Total 1625 · Leasehold Improvement	79,469.04
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Re...	-22,095.53
1650 · Future Equipment Replaceme...	22,095.52
Total 1650 · Future Equipment Replac...	-0.01
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehi...	-79,407.38
1660 · Production Vehicle - Other	106,108.28
Total 1660 · Production Vehicle	26,700.90
1670 · Broadcasting Equipment	26,311.83
Total Fixed Assets	325,277.79
TOTAL ASSETS	1,049,928.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	8,517.14
Total Accounts Payable	8,517.14
Credit Cards	
2000 · VISA-SCCCU	772.94
Total Credit Cards	772.94
Other Current Liabilities	
2125 · Payroll Tax Payable	6.54
2130 · Accrued Pension	179.42
2140 · Accrued Vacation	18,419.50
2145 · 401K Tax Shelter Annuity	200.00
Total Other Current Liabilities	18,805.46
Total Current Liabilities	28,095.54
Long Term Liabilities	
2300 · Pacifica Capital Equipment L...	25,303.16
Total Long Term Liabilities	25,303.16
Total Liabilities	53,398.70

10/15/13

Community Television of Santa Cruz County
Balance Sheet
As of September 30, 2013

	<u>Sep 30, 13</u>
Equity	
3015 · Net Assets-Temp Restricted	498,560.06
3900 · Retained Earnings	535,589.60
Net Income	<u>-37,619.37</u>
Total Equity	<u>996,530.29</u>
TOTAL LIABILITIES & EQUITY	<u>1,049,928.99</u>

DRAFT Master DIVCA Capital Budget (July 2014)
Community Television of Santa Cruz County
Fiscal Year 2014-2015

Approved
Budget
FY 2013-2014

				Notes/Footnotes/Explanations
	<i>Account</i>	<i>Total</i>	<i>Total</i>	
TOTAL REVENUE	4300			
County PEG Fees	4100	430,000.00	461,578.00	County PEG Fees (Operating Moved to Operating Budget)
Wats/Cap/County Charter PEG Fees	4107	0.00	18,530.00	Moved to County Operating
Total Capital Revenue		430,000.00	480,108.00	
TOTAL REVENUE	4300	430,000.00	480,108.00	
CAPITAL EXPENDITURES				
	5000			
Facility	5100			
Leasehold Improvement/Facility Relocation	7058	200,000.00	0.00	Facility Relocation
Facility/Equipment Rental	7300	1,000.00	1,590.00	Equipment Rental for Facility
Total Facility Expenses	5100	201,000.00	1,590.00	
Equipment	5200			
Automation Equipment	7011	5,000.00	4,000.00	Projected Equipment Replacement
Prod. Equipment Replacement - Depreciated	7052	60,000.00	50,000.00	Projected Equipment for Expanding Productions
Prod. Equipment Replacement - Non-Depreciated	7053	3,500.00	3,500.00	Projected Equipment for Expanding Productions
Equipment - Depreciated	7056	160,000.00	1,600.00	Projected Equipment for Studio & Community Use
Equipment - Non-Depreciated	7057	500.00	400.00	Projected Equipment for Studio & Community Use
Production Truck Equipment - Depreciated	7054	0.00	0.00	
Production Truck Equipment - Non Depreciated	7060	0.00	0.00	
Total Equipment Expenses	5200	229,000.00	59,500.00	
TOTAL CAPITAL EXPENDITURES	5000	430,000.00	61,090.00	
TOTAL BUDGET		\$0.00		

DRAFT Master DIVCA Operating Budget (July 2014)
Community Television of Santa Cruz County
Fiscal Year 2014-2015

**Total Operating
Reduction
30.67%**

**Approved
Budget
FY 2013-2014**

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Notes/Footnotes/Explanations</i>
TOTAL REVENUE	4300			
CTV Reserves		0.00	38,237.00	CTV Reserves
County Operating Funds	4100	291,930.00	409,393.00	28% Reduction due to DIVCA
County Board of Supervisors Meetings	4101	21,744.00	37,000.00	Board of Supervisors Meetings
City of Watsonville Government Meetings	4102	10,770.00	9,500.00	Government Meetings
City of Capitola Government Meetings	4103	20,000.00	20,000.00	Government Meetings
SCMTD Meetings	4104	2,200.00	2,000.00	Government Meetings
County Reserves	4105	0.00	99,635.00	Eliminated
City of Santa Cruz Government Meetings	4106	19,932.00	3,400.00	Government Meetings
Wats/Cap/County Charter Fees	4107	0.00	18,530.00	Moved to County Operating 4100
SCCRTC Meetings	4108	2,350.00	2,400.00	Government Meetings
Memberships	4110	4,000.00	8,000.00	Memberships
Administration Fees	4111	500.00	500.00	Administrative Services Income
Production Services - Media Dubbing	4112	1,300.00	1,300.00	Media Dubbing Income
Underwriting & Sponsorships	4114	5,000.00	500.00	Sponsorships
Digital Media Sales	4115	600.00	1,000.00	Sale of Digital Media (DVD's & Memory Cards)
Facility & Equipment Rental	4120	15,000.00	0.00	Facility & Equipment Rental
Classes	4130	6,000.00	6,600.00	Classes
Third Party Agreements	4135	900.00	900.00	Third Party Production Agreements
Donations	4165	10,000.00	12,000.00	Donations & Fundraising
Grants	4166	20,000.00	15,000.00	New Grants
Misc. Income/Interest Income	4185	200.00	500.00	Bank Interest, Etc.
Production Services	4200	40,000.00	25,000.00	Income from Production Services
Special Event Revenue	4600	0.00	20,000.00	Special Event Income from Fundraising
Total Operating Revenue		472,426.00	731,395.00	
TOTAL REVENUE	4300	472,426.00	731,395.00	

CAPITAL EXPENDITURES	5000			
Facility	5100			
Leasehold Improvement/Capital	7058	0.00	0.00	Moved to Capital Budget
Facility/Equipment Rental	7300	0.00	850.00	Moved to Capital Budget
Total Facility Expenses	5100	0.00	850.00	
Equipment	5200			
Automation Equipment	7011	0.00	23,635.00	Moved to Capital Budget
Prod. Equipment Replacement - Depreciated	7052	0.00	20,000.00	Moved to Capital Budget
Prod. Equipment Replacement - Non-Depreciated	7053	0.00	3,500.00	Moved to Capital Budget
Equipment - Depreciated	7056	0.00	1,600.00	Moved to Capital Budget
Equipment - Non-Depreciated	7057	0.00	400.00	Moved to Capital Budget
Production Truck Equipment - Depreciated	7054	0.00	0.00	Moved to Capital Budget
Production Truck Equipment - Non Depreciated	7060	0.00	0.00	Moved to Capital Budget
Total Equipment Expenses	5200	0.00	49,135.00	
TOTAL CAPITAL EXPENDITURES	5000	0.00	49,985.00	

OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	200.00	200.00	Social Media & Job Placement Ads
Bank Charges	6300	850.00	700.00	Bank & Pay Pal Fees
Dues & Subscriptions	6600	2,500.00	1,800.00	Business Dues, Newspaper & Development Dues
Property, Liability, Broadcasters & D/O Insurance	6700	12,500.00	11,000.00	Corporate Insurance
Equipment Repair	7051	1,000.00	2,000.00	Repair of Equipment
Production Truck/Repairs/Maint.	7061	0.00	650.00	Repair & Maintenance of Production Truck
Office Supplies	7100	2,000.00	3,300.00	Copy Paper, Pens, & Supplies
Production Expenses	7105	800.00	2,000.00	Expenses for CTV Productions
Postage/Freight	7200	1,000.00	800.00	Postage & Bulk Mailings
Printing	7205	150.00	600.00	Business Cards, Flyers, Etc.
Copy Machine	7215	0.00	5,000.00	Moved to Capital for Purchase of new more efficient Equipment
Facility Maintenance/Security Services	7400	2,500.00	3,500.00	HVAC & Alarm Services
Facility Supplies	7401	500.00	750.00	Janitorial & Cleaning Supplies
Licenses/Fees/Misc. Taxes	7640	7,250.00	7,500.00	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications	7700	3,000.00	3,000.00	Telephone (Does not include donated internet/webhosting serv.)
Facility Utilities	7900	26,000.00	23,500.00	Anticipated Utilities
Total PEG Access Services & Supplies	6500	60,250.00	66,300.00	

Contract Services	6800				
Audit/Payroll Services	6900	14,500.00	13,700.00	Audit & Payroll Services	
Contract Services - Studio Production	7001	0.00	900.00	Studio Production Contractors	
Contract Services - Janitorial Services	7003	4,500.00	4,500.00	Janitorial Service	
Contract Services - Americorps	7006	0.00	10,000.00	Americorps Volunteer (10 months)	
Contract Services - CMAP Services	7007	50,000.00	150,000.00	Consulting & IT (50,000)	
Contract Services - Director of Content	7009	35,000.00	0.00	New Contracted Postion for Production	
Contract Services - Consulting/Producing	7010	5,000.00	10,000.00	Contracted Consultants & Website Design/Services	
Contract Services - Legal Fees	7110	2,000.00	2,800.00	Attorney Fees	
Contract Services - Field Production	7910	350.00	1,000.00	Field Production Contractors	
Contract Services - Dunbar Productions	7915	0.00	80,000.00	Underwriting on Start-up Production Costs Completed	
Total Contract Services	6800	111,350.00	272,900.00		
Staff Development & Fundraisng Expenses	7000				
Newsletter/Brochure/Annual Reports	7210	0.00	400.00	Newsletter/Brochure/Annual Reports	
Training & Conferences	7405	500.00	400.00	Staff Training	
Travel & Meals	7800	500.00	3,000.00	Staff Mileage	
Retreats/Events	7920	500.00	500.00	Annual Board/Staff Retreat	
Special Events Expenses	8600	0.00	1,000.00	Special Event Expenses	
Total Staff Dev. & Fundraising Expenses	7000	1,500.00	5,300.00		
Operating Salaries/Benefits	7500				
Executive Director/Development Director	7510	60,008.00	6,067.00	Position Combined with Development	
Station Director	7512	55,016.00	0.00	Position Added for Transition	
Development Director	7512	0.00	55,016.00	Position Eliminated/ombined with E.D.	
Production Coordinator	7516	15,097.68	0.00	Position Added for Transition	
Access Facilitator (6 Mo. Only then Deleted)	7530	0.00	19,822.40	Position Eliminated	
Administration & Finance Director	7535	43,680.00	34,944.00	Position Increased to Full-Time	
Playback Technician	7540	0.00	22,713.60	Position Eliminated	
Production Supervisor	7541	0.00	30,784.00	Position Eliminated	
Media Services Coordinator	7542	34,320.00	0.00	Position Added for Transition	
Operations Coordinator	7545	0.00	38,172.16	Position Eliminated	
Extra Help/Government Technicians	7585	8,000.00	8,000.00	Technicians for Government Meetings	
Extra Help/Trainers	7586	0.00	1,200.00	Position Eliminated	
Extra Help/Production Asst.	7589	12,000.00	22,500.00	Production Assistants & Trainers	
Total Operating Salaries	7500	228,121.68	239,219.16		
Payroll Taxes	7621	20,129.90	21,660.53	Payroll Taxes	
Worker's Comp	7635	4,363.22	4,808.31	Worker's Compensation	
Health/Dental Benefits	7630	46,711.20	58,722.00	Health, Dental, Vision & Life Insurance	
Severance/Vacation Payouts	7632	0.00	12,500.00	Eliminated	
Total Benefits & Taxes	7500	71,204.32	97,690.84		
TOTAL OPERATING EXPENSES	6000	472,426.00	681,410.00		
TOTAL EXPENSES		\$472,426.00	\$731,395.00		
TOTAL BUDGET		\$0.00			



CONTRACT FOR PRODUCTION AND PUBLIC ACCESS CONTENT

COMMUNITY TELEVISION OF SANTA CRUZ, INC. AND DUNBAR PRODUCTIONS INC.

A. GENERAL TERMS OF AGREEMENT

- 1. PARTIES:** This Agreement is entered into between Community Television of Santa Cruz, Inc. (CTV) and Dunbar Productions Inc.
- 2. GENERAL:** Under this Agreement, Dunbar Productions Inc. shall provide a specified range of productions and public access content for airing on CTV. In order to accomplish this, Dunbar Productions, Inc. will produce finished video programs for use on, and for the rebranding of Community Television of Santa Cruz County. Additionally, Dunbar Productions, Inc. will insure an added value to the production budget by incorporating the produced video into branded programs about the CTV transition to offer additional viewing to the public. As an example: **“Projects from the new CTV”**. Dunbar Productions, Inc. will also highlight video projects and raise awareness by featuring produced videos as part of CTV studio/interview program topics of community interest. The work to be performed by Dunbar Productions, Inc. in return for consideration paid hereunder is set forth in the section titled **“Deliverables”** below.
- 3. TERM AND TERMINATION:** The term of this Agreement is August 19, 2013 through June 30, 2014. The Parties each have the express right to terminate this contract, without cause or legal excuse, and without incurring any liability to the other party, upon provision of 30 days’ written notice to the other party with approval by the County of Santa Cruz.
- 4. CONTRACT AMOUNT AND PAYMENT PROVISIONS:** The Parties agree that the total payments by CTV to Dunbar Productions Inc. shall not exceed \$80,000.00. Payments will commence on the 1st day of the month of September 2013 and continue through June 2014 for services under this Agreement and shall be in the amount of \$6,000.00 per month. There will be an initial start-up payment of \$20,000.00 upon signing of the agreement.

B. DUNBAR PRODUCTIONS, INC. RESPONSIBILITIES

1. Submit a brief monthly report to the CTV Board as to progress to date at the first of each month. The report will provide a summary of production activities, sponsorships and underwriting, including the amounts generated by Dunbar Productions, Inc. and the amounts to be paid to CTV.
2. Work closely with the Development Director of CTV to insure that each party is not duplicating or over utilizing a resource or donor.
3. Respond, as they may arise, to questions posed by the County and City of Santa Cruz in a timely fashion.
4. Work with the Development Director and Executive Director in terms of time utilization of the CTV studio and/or van to insure availability and to avoid conflicting utilization.
5. Develop sponsors or underwriters for programs. By the end of the fiscal year ending June 30, 2014, CTV will receive amounts generated in excess of reasonable production costs and in consideration of payments made under Section A.4 of this Agreement.

C. CTV RESPONSIBILITIES

CTV will collaborate and work closely with Dunbar Productions Inc. to accomplish the goals set forth herein. In addition, CTV shall:

1. Provide studio space, with reasonable notice at a rate of \$250 per show, which shall include one CTV staff member's time and use of the studio equipment. Dunbar Productions, Inc. may provide additional staff and equipment to meet the necessary requirements, as determined by Dunbar Productions, Inc.
2. Provide access to the CTV mobile studio van, with reasonable notice, at a rate of \$1,000 per 8-hour day or \$550 per half day, which shall include one CTV staff member's time to provide transportation and equipment operation.
3. Provide access to production staff and student trainees, with reasonable notice, at a rate of 1.5 times the actual hourly salary paid.
4. Allocate the Development Director's time to work with Dunbar Productions, Inc. to insure timely payment after receipt of production content from Dunbar Productions, Inc., provide collaboration on projects, and avoid scheduling conflicts.

5. Work with Dunbar Productions, Inc., as needed, to address personnel scheduling, payment of staff time and related matters.
6. Notwithstanding any provisions to the contrary contained in the CTV Bylaws, the CTV Board by approval of this Agreement is authorizing the actions set forth in this Agreement. If inconsistencies are found, this Agreement shall govern.
7. Create a relationship of open communication, shared goal setting, open access to resources that can be shared, and cooperation.

D. DELIVERABLES

1. Dunbar Productions, Inc. and CTV will work together to produce a modified 3 channel lineup by October 1, 2013 as follows:

25/71 – Cruz TV (local)
26/72 – Government and Education Santa Cruz
27/73 – Free Speech Santa Cruz

2. Dunbar Productions, Inc. and CTV will work to develop a branding concept for Cruz TV by October 1, 2013 and submit the concept to the County and City of Santa Cruz for approval.
3. Dunbar Productions, Inc. shall deliver program content as follows, no later than the dates indicated. This content shall in the aggregate consist of a minimum of 240 minutes (4 hours) of finished video programs for CTV broadcast on non-commercial topics of local interest, including current events, the importance of industry to the local economy, healthcare, education, agriculture, public policy, innovations and related fields.

November 30, 2013 – 1 hour
February 28, 2014 – 1 hour
April 30, 2014 – 1 hour
June 30, 2014 – 1 hour

As stated above, Dunbar Productions, Inc. will insure an added value to the production budget by incorporating the produced video into branded programs about the CTV transition to offer additional viewing to the public. This may be accomplished through content promoted, for example, as “**Projects from the new CTV**”.

E. DISPUTE RESOLUTION

In the event of a dispute between Dunbar Productions, Inc. and CTV concerning the performance of Dunbar Productions, Inc. on deliverables that cannot be resolved, the Parties to this contract may refer the disputed issue to the Committees to be designated by the Parties for resolution. CTV and Dunbar Productions Inc. shall each appoint a representative for the purposes described in this section with notice to the County and City of Santa Cruz. Nothing in this section is intended to limit the authority of the Parties to terminate this Agreement pursuant to the termination provisions set forth above.

F. INDEMNIFICATION AND INSURANCE

1. INDEMNIFICATION: The Parties to this Agreement shall indemnify the other as follows:

- a. Dunbar Productions Inc. 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, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omissions of Dunbar Productions, Inc., CTV, its officers, employees, agents or subcontracts arising out of or resulting from the performance of this Agreement.
- b. CTV shall indemnify, defend, and hold harmless Dunbar Productions Inc., 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, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omissions of CTV, its officers, employees, agents or subcontracts arising out of or resulting from the performance of this Agreement.

2. INSURANCE: Both Parties to the this Agreement shall maintain in full force and effect at all times during the term of this Agreement insurance as required by Exhibit A. The cost of such insurance shall be borne by each Party individually and shall be included in each Party's annual budget.

G. NOTICES

All notices by the Parties to this Agreement and the City and County of Santa Cruz 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

County of Santa Cruz
County Administrative Office
701 Ocean Street, Room 520
Santa Cruz, CA 95060

Dunbar Productions, Inc.
Romney Dunbar
405 Melrose Avenue
Santa Cruz, California 95062


City of Santa Cruz
City Manager
809 Center Street, Room 10
Santa Cruz, CA 95060

EXECUTION: By mutual agreement of all the signers, this contract is agreed to commencing August 19, 2013 through June 30, 2014. In witness whereof, the Parties have executed this contract by their duly authorized representatives.

DUNBAR PRODUCTIONS, INC.

COMMUNITY TELEVISION OF SANTA
CRUZ COUNTY, INC.

By: 
Romney Dunbar

By: 
Keith Gudger – CTV Board Chair

Dated: 8/22/2013

Dated: 8/21/13

EXHIBIT A

INSURANCE REQUIREMENTS

Each Party to this Agreement, at its sole cost and expense, for the full term of this Agreement and any extensions thereof, shall obtain and maintain at minimum all of the following insurance coverage. Each Party shall name the other Party as an additional insured on the insurance required under this Agreement.

Types of Insurance and Minimum Limits

1. Worker's Compensation and Employer's Liability insurance in conformance with the laws of the State of California.
2. Comprehensive or Commercial General Liability insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and broad form property damage. Such insurance coverage shall include, without limitation:
 - a. Contractual liability coverage adequate to meet each Party's indemnification obligations under this Agreement.
 - b. A cross-liability or severability of interest clause.

Other Insurance Provisions

1. If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, each Party shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this Agreement and continue coverage for a period of three years after the expiration of this Agreement and any extensions thereof. In lieu of maintaining post-contract expiration coverage as specified above, each Party may satisfy this provision by purchasing tail coverage for the claims made policy. Such tail coverage will, at a minimum, provide coverage for claims received and reported three years after the expiration of this Agreement.
 - a. Each Party agrees to provide the other, at or before the effective date of this Agreement, with a certificate of insurance of the coverage required.

2. All vehicles used by each Party's employees during the course and conduct of their employment shall be covered by Comprehensive or Commercial Liability insurance in the minimum of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and broad form property damage. This coverage may be provided by either Party or the Party's employee. Such insurance coverage shall include, without limitation:
 - a. Contractual liability coverage meeting the indemnification and insurance provisions under this Agreement.
 - b. A cross-liability or severability of interest clause.



**COMMUNITY TELEVISION OF SANTA CRUZ, INC.
Executive Director Report to the CTV Board of Directors**

CTV has entered into a one year contract with CMAP to manage operations (see attached) to manage the transition plan from July 1, 2013 through June 30, 2014. This contract was signed on August 2nd, 2013, and is moving CTV to be prepared for and to implement DIVCA requirements in Fiscal Year 2014-2015.

We have made extensive progress in the following areas, per CMAP and CTV's collaboration to meet the scope of work requirements outlined under our contract with the County of Santa Cruz.

1. Operations and Equipment Purchase and Installation:

- **New System Trainings:** CTV has held additional trainings in October for CTV staff and members to train them on the new server system, resulting in CTV members uploading and scheduling their own program on our public access channels. This has resulted in CTV no longer needing to accept DVDs from producers, going from receiving 35 DVDs per week to 2. This has saved considerable staff time and CTV resources. Members receive instructions here: <http://www.communitytv.org/programs/how-submit-program>
- **Denver Contract:** CTV/CMAP's team has nearly completed the eight-week timeline of the scope of work under our contract with the Open Media Project in Denver, and has worked with their team over the past month to complete the efficiencies of technology for airing of productions and equipment check out. Members and staff have now been trained on these brand new tools, and will be using these tools for check out and reservations to minimize personnel time and CTV's costs.

2. Paid Productions:

- **CTV Productions:** CTV has increased our rates for non-profit, government and commercial productions, still well below market value for commercial quality productions such as CTV's. Several new productions have been contracted in the past month, and Executive Director Kathy Bisbee is currently leading the productions team to coordinate our paid production services until our new hire, a Director of Productions is trained and up to speed. Kathy D'Angelo is currently assisting in drafting contracts for productions. Technology Director Nick Brandt is now in charge of the government production department, with Media Services Coordinator, Victor Hermann coordinating activities of the team. Many thanks to our previous Production Supervisor, who will continue to contract on CTV productions, Ryan Mulligan. Also a thank you to CTV staffer, Emery Hudson who departed this month to work for the PAC12 sports production network. Congratulations and best wishes!

3. **Fundraising & Community Engagement:**

- **Volunteers:** CTV's new volunteer program is under way, with a new orientation and a volunteer recruitment strategy in place. A wonderful end-of-the-year volunteer appreciation party with a BBQ and awards was held on Sunday, Sept 29th, coordinated by CTV staffers Kathy D'Angelo and Paul McNabb.
- **Grants:** CMAP's Development Director, Paul McNabb, has submitted over ten grants in the past two months, including grants to local and national foundations.
- **Take One Event Progress:** Paul McNabb has coordinated several Take One events, with the invitees of board members and CTV volunteers, and wrote three compelling stories about CTV's affect on our community to share at our biweekly Take One introductory events. These events are designed to generate a broader crowd of CTV supporters who will eventually be invited to our annual fundraising event next spring.
- **CTV's Annual Report** is in progress and will be completed in early November by CTV staffer Kathy D'Angelo.

4. **Dunbar Productions Contract:**

- Establishing regular meetings with Dunbar Productions Inc. has resulted in the near completion of a design contest for the rebranding of all three cable channels to increase viable productions and encourage sponsorship, which will be projected to enhance CTVs sustainability and financial future. The first of these design contests has been launched for the first channel, the "CruzTV" channel where Dunbar Productions, and curated, high-quality local content will now be shown. CTV will launch the other two other logo contests in late October and all three new channel brands will be revealed in November via our television show, "*Re-inventing Community Television.*"

5. **New Location:**

- CTV continues to work closely with Cabrillo College to fashion a collaborative and integrated program that will enhance both parties and provide increased programs for both students and the community at large

6. **Governance & Finance:**

- The CTV Board of Directors recently had a retreat with an emphasis on change management as it relates to post-DIVCA, and is planning to meet monthly instead of quarterly beginning this fall. An additional retreat is planned to focus on fundraising, board recruitment and personnel changes throughout the transition. The board also put forward several key governance and personnel policy changes that were passed at the late September board meeting to clarify producer, staff,

and member pay structures, involvement and pave the way for new revenue from paid production strategies. CTV staffer Amanda La Plante, and the finance committee led by board chair Keith Gudger have finished their very detailed work with the auditor and will report on the audit at our October board meeting.

7. Personnel Transitions:

- CMAP is completing the final interviews for a new, shared position, a Director of Content & Production, based on staffing transitions at CTV and CMAP, to increase the quality and number of paid productions, generating new revenue for the organization. A station director position is also being drafted for the personnel committee and board of director's review at the end of October.

Respectfully submitted,

Kathy Bisbee, Executive Director - CTV