



**BOARD OF DIRECTORS
Regular Meeting
February 27, 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* (p. 3)
Regular Board Meeting Minutes of January 11, 2014.

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

REGULAR AGENDA

6. Oral Report of Executive Director.

7. Discussion of Proposed Fees for Public Access.

8. Discussion of Proposed Policies and Procedures*.

9. Discussion of Minutes of Meeting with Auditor*.

10. Oral Report of Board Chair.
11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda.
12. Announcements.
13. Closed session pursuant to Gov. Code §54956.9:
CONFERENCE WITH LEGAL COUNSEL
Title: --ANTICIPATED LITIGATION
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 Board Packet**



816 Pacific Avenue
Santa Cruz, CA 95060

EXECUTIVE COMMITTEE

Regular Meeting

February 27, 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

CLOSED SESSION
February 27, 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. Pursuant to Gov. Code §54956.9:
CONFERENCE WITH LEGAL COUNSEL
Title: --ANTICIPATED LITIGATION

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.

**CTV Board of Directors
Regular Meeting and Retreat
January 11, 2014**

Meeting Minutes

1. Roll Call

Voting Members Present: Keith Gudger (Chair), Nathan Benjamin, Adam Wade, Joe Hall, Jennifer Pittman, Mathilde Rand, Doree Steinmann, Lou Tuosto, Tess Fitzgerald (after #7).

Voting Members Absent: James Fisher

2. Oral Communications

No one addressed the Board.

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

Upon the motion of Hall, duly seconded by Machado, the Board, by unanimous vote, approved the consent agenda.

CONSENT AGENDA

4. APPROVED the Organizational board meeting minutes of November 22, 2013

5. APPROVED IRS Form 990

6. NO ACTION on Recommendation of Governance Committee CTV Rules and Procedures Update .

REGULAR AGENDA

7. Consider appointing Tom Manheim to CTV Board.

Upon the motion of Machado, duly seconded by Hall, by unanimous vote, appointed Tom Manheim to the vacant At Large Representative board position.

8. Wage Rate Schedule: Part Time Positions.

Upon the motion of Machado, duly seconded by Manheim, the Board, by unanimous vote, approved replacing piece rates with hourly rates.

9. Capital Budget Items.

Upon the motion of Rand, duly seconded by Benjamin, the Board, by unanimous vote, approved the proposed capital expenditures with the request that Brandt look into the best financing options, and 2) communicate the budget and financing to the County representatives.

10. 2014-15 Operations Budget

The board reviewed the proposed 2014-15 Operations Budget.

11. Closed session pursuant to Gov. Code §54957:

PUBLIC EMPLOYMENT
Title: All CTV Employees

12. Reconvene in Open Session-Report Out from Closed Session

The Board reported that, by unanimous vote, it had approved the Executive Director to take certain personnel actions.

13. Board Retreat

Reports from two working groups:

2014-15 Working Group:

Obstacles: Misunderstanding of our message, the why of changes, enough volunteers, rules and procedures, fee based services, technology and people.

Messaging: "No longer going to do things the old way", funding cuts → automation, creative problem solving, "Putting more community in Community TV."

Opportunities: Training, volunteers, media tour, talking points.

Next Steps: Transition team meeting, state or national proclamation.

Prop. 26 Working Group:

The "Disaster Scenario" group reported that, under the assumption that this would be a "zero budget" case, 1) CTV should cede one channel to the County and have the county administer government meetings; 2) use the other two channels as assets and negotiate with Cabrillo and UCSC for them to take over the scheduling of these "public access" channels, and 3) create a proposal for a minimum office space to submit to the County Office of Education and the County and City Governments.

14. Adjournment.

Upon the motion of Benjamin, duly seconded by Fitzgerald, the board adjourned the meeting at approximately 12:55 PM.

This set of minutes to be approved on February 27, 2014

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Balance Sheet
As of January 31, 2014

	Jan 31, 14
ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking-SCCCU	5,230.61
1015 · PayPal Checking-SCCCU	28,605.45
1020 · Savings-SCCCU	55,367.22
1021 · Petty Cash Fund	187.52
1030 · Wells Fargo - 50032	2,912.36
1045 · SCCC Money Market	48,096.80
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	157,891.61
Accounts Receivable	
1115 · Accounts Receivable	26,354.00
Total Accounts Receivable	26,354.00
Other Current Assets	
1117 · A/R - Temp. Restricted	457,514.95
1125 · County Reserve Acct. Restricted	-13,333.32
1200 · Prepaid Insurance	
1202 · Accident	225.00
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	7,410.98
1260 · Prepaid Expenses	29,928.79
1300 · PFG Common Stock	4,931.00
1400 · Undeposited Funds	225.00
Total Other Current Assets	486,677.40
Total Current Assets	670,923.01
Fixed Assets	
1600 · Production Equipment	
1700 · Accum Depr-Production Equipm...	-450,944.36
1600 · Production Equipment - Other	633,004.24
Total 1600 · Production Equipment	182,059.88
1602 · Board of Supervisors Equipment	
1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipmen...	58,956.90
Total 1602 · Board of Supervisors Equip...	0.00

Community Television of Santa Cruz County
Balance Sheet
As of January 31, 2014

	Jan 31, 14
1620 · Office Furniture/Equipment	
1720 · Accum Depr-Furniture/Equipment	-77,377.33
1620 · Office Furniture/Equipment - Ot...	80,027.03
	2,649.70
Total 1620 · Office Furniture/Equipment	
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-105,617.86
1625 · Leasehold Improvement - Other	183,560.92
	77,943.06
Total 1625 · Leasehold Improvement	
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Repl...	-22,095.53
1650 · Future Equipment Replacement...	22,095.52
	-0.01
Total 1650 · Future Equipment Replace...	
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-85,897.88
1660 · Production Vehicle - Other	106,108.28
	20,210.40
Total 1660 · Production Vehicle	
1670 · Broadcasting Equipment	26,311.83
	309,174.86
Total Fixed Assets	
TOTAL ASSETS	980,097.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	-1.80
	-1.80
Total Accounts Payable	
Credit Cards	
2000 · VISA-SCCCU	75.00
	75.00
Total Credit Cards	
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	100.00
	18,705.46
Total Other Current Liabilities	
Total Current Liabilities	18,778.66
Long Term Liabilities	
2300 · Pacifica Capital Equipment Loan	11,595.55
	11,595.55
Total Long Term Liabilities	
Total Liabilities	30,374.21

02/21/14

Community Television of Santa Cruz County
Balance Sheet
As of January 31, 2014

	<u>Jan 31, 14</u>
Equity	
3015 · Net Assets-Temp Restricted	498,560.06
3900 · Retained Earnings	535,589.60
Net Income	-84,426.00
	<u>949,723.66</u>
Total Equity	949,723.66
TOTAL LIABILITIES & EQUITY	<u><u>980,097.87</u></u>

02/21/14

Community Television of Santa Cruz County

Profit & Loss

July 2013 through January 2014

Jul '13 - Jan 14

Ordinary Income/Expense	
Income	
4000 · CAPITAL REVENUE	
4100 · County PEG Fees	300,793.57
Total 4000 · CAPITAL REVENUE	300,793.57
4300 · OPERATING REVENUE	
4101 · County BOS Meetings	21,583.31
4102 · Watsonville Government Meeti...	4,730.00
4103 · City of Capitola Gov. Meetings	9,528.72
4104 · SCMTD Meetings	600.00
4105 · County Operating Funds	52,968.30
4106 · City of Santa Cruz Gov. Mtg.	1,089.00
4107 · Wats/Cap/Cty Charter Fees	10,809.19
4108 · SCCRTC Meetings	950.00
4109 · SCWD Government Meetings	425.00
4110 · Memberships	1,295.00
4111 · Administration Fees	91.50
4112 · Prod. Serv. - Media Dubbing	255.00
4114 · Underwriting & Sponsorships	1,000.00
4115 · Digital Media Sales	319.00
4120 · Facility Rental	36.00
4130 · Classes	7,447.20
4135 · Third Party Agreements	500.00
4160 · In Kind Donations of Services	3,440.34
4164 · Donations	
4165 · Donations - General	468.00
Total 4164 · Donations	468.00
4166 · Grants	832.13
4180 · Interest Earned	64.49
4190 · Gain/Loss on Sale of Assets	1,782.00
4200 · Production Service	
4210 · Production-GOV	2,400.00
4220 · Production-EDU	2,400.00
4230 · Production-PUB	10,775.00
Total 4200 · Production Service	15,575.00
Total 4300 · OPERATING REVENUE	135,789.18
Total Income	436,582.75
Gross Profit	436,582.75

Community Television of Santa Cruz County

Profit & Loss

July 2013 through January 2014

	Jul '13 - Jan 14
Expense	
5000 · CAPITAL EXPENDITURES	
5100 · Facility	
7400 · Facility Rep./Maint./Security	1,493.84
6701 · Facility/Equip. Insurance	4,863.51
7300 · Facilities & Equipment Rental	1,774.38
	<hr/>
Total 5100 · Facility	8,131.73
5200 · Equipment	
7215 · Copy Machine Lease	2,847.12
7051 · Equipment Repair	549.19
7011 · Automation Equipment	20,594.97
7050 · Production Equip. Replacement	
7053 · Prod.Equip.Replacement-N...	103.53
	<hr/>
Total 7050 · Production Equip. Repla...	103.53
7055 · Equipment	
7057 · Equipment - Non Depreciated	340.33
	<hr/>
Total 7055 · Equipment	340.33
	<hr/>
Total 5200 · Equipment	24,435.14
	<hr/>
Total 5000 · CAPITAL EXPENDITURES	32,566.87
6000 · OPERATING EXPENSES	
6500 · PEG Access Services & Supplies	
6100 · Advertising	93.25
6300 · Bank Charges	462.39
6600 · Dues & Subscriptions	1,487.41
6650 · Interest on Leased Equip.	1,097.15
6700 · Insurance	697.14
7061 · Production Truck/ Repairs/Ma...	441.00
7100 · Office Supplies	1,389.53
7105 · Production Expenses	274.32
7200 · Postage/Freight	510.89
7205 · Printing	348.97
7401 · Facility Supplies	376.72
7640 · Licenses/Fees/Misc. Taxes	6,638.01
7700 · Telephone/Telecommunications	5,198.47
7900 · Facility Utilities	10,334.27
	<hr/>
Total 6500 · PEG Access Services & S...	29,349.52

Community Television of Santa Cruz County

Profit & Loss

July 2013 through January 2014

	Jul '13 - Jan 14
6800 · Contracted Services	
7009 · Contracted Services-Dir Cont	7,200.00
6900 · Contract Services-Audit/Payroll	11,475.68
7003 · Contract Services-Janitorial	2,555.00
7006 · Contract Service -AmeriCorp	4,000.00
7007 · Contract Services-CMAP	74,859.00
7010 · Contract Services-Consulting	1,415.00
7110 · Contract Services-Legal	917.35
7915 · Contracted Services-Dunbar ...	43,333.32
Total 6800 · Contracted Services	145,755.35
7000 · Staff Development & Fundraising	
7405 · Training/conferences	803.00
7800 · Travel/Meals	913.03
7920 · Retreats/Events	1,121.40
8600 · Special Events Expense	264.20
Total 7000 · Staff Development & Fun...	3,101.63
7500 · Operating Salaries & Benefits	
7510 · Salaries - Executive Director	4,513.07
7512 · Salaries - Development Director	28,654.25
7530 · Salaries - Access Facilitator	23,654.10
7535 · Salaries - Admin. Coordinator	19,898.41
7540 · Salaries - Playback Tech	5,028.97
7541 · Salaries - Production Super.	9,717.87
7542 · Salaries - Media Coordinator	9,867.00
7545 · Salaries - Operations Coord.	22,515.31
7585 · Salaries - Extra Help Govt.	4,559.51
7586 · Salaries - Extra Help Trainers	460.54
7588 · Salaries - Education Coordinato	740.00
7589 · Salaries - Extra Help Prod Asst	6,667.72
7620 · Payroll Taxes/Workers Comp	
7621 · Payroll Taxes	10,910.33
7635 · Workers Comp	2,416.00
Total 7620 · Payroll Taxes/Workers ...	13,326.33
7630 · Health/Dental/Vision	45,778.34
Total 7500 · Operating Salaries & Ben...	195,381.42
Total 6000 · OPERATING EXPENSES	373,587.92
6400 · Depreciation Exp-Prod Equip	15,124.40
6405 · Depreciation Exp-Equipment	1,202.79
6410 · Depreciation Exp-Leasehold	3,051.96
6412 · Depreciation - Prod. Vehicle	12,981.00
9100 · Suspense	20,512.87
Total Expense	459,027.81
Net Ordinary Income	-22,445.06

02/21/14

Community Television of Santa Cruz County
Profit & Loss
July 2013 through January 2014

	<u>Jul '13 - Jan 14</u>
Other Income/Expense	
Other Expense	
8000 - County Expenses - Haber Lease	61,980.94
Total Other Expense	<u>61,980.94</u>
Net Other Income	<u>-61,980.94</u>
Net Income	<u><u>-84,426.00</u></u>

Community Television of Santa Cruz County

RULES & PROCEDURES

February 2014

I. INTRODUCTION

A. Statement of Purpose

The purpose of this document is to clearly set forth the rules and procedures that govern the operation of Community Television of Santa Cruz County and to describe the procedures guiding the membership, training, program productions, channel use, and user responsibilities.

B. Definitions

The following categories of individuals and organizations are subject to the Rules and Procedures of CTV:

- Member: An individual or organization who has paid yearly dues consistent with the Bylaws and these Rules and Procedures of CTV.
- User: Anyone participating in any aspect of community access programming, including fee-based training, equipment and facilities use, and channel access, who complies with these Rules and Procedures of CTV. **For the purpose of this document, a user who reserves the studio or equipment is called a Producer.**
- Staff: An individual paid by CTV a salary or an hourly wage on a full-time or part-time basis, consistent with terms determined by law and the Board of Directors of the organization,
- Certified Volunteer: A user who contributes time to the organization on a non-paid basis or receives in-kind volunteer hour "payment" for use as credit toward studio and equipment rental fees,

C. Responsibilities of Users

All users are responsible for treating the equipment and facilities with respect and care, and for respecting the rights of others who use the community access resources. A user cannot represent him or herself as a staff member or as acting on behalf of CTV unless authorized in writing by the Executive Director or designee.

A user who reserves the studio or equipment is legally and financially responsible for all aspects of the production, including content, use of facilities and equipment, any and all damages as well as the actions of their crew and guests. That user must sign an agreement indemnifying CTV from any legal action or other problems resulting from use of CTV equipment or cablecast of the program by CTV. Only one person can be in charge of the program.

II. ELIGIBILITY

A. Training, Equipment, and Facilities

Upon payment of class fees, Individuals may enroll in CTV's basic training workshops, and (given certification of related proficiencies) may use CTV's facilities and equipment to produce local access programming for a fee.

B. Channel Time

Public Access channel time shall be made available on a first-come, first-served basis to individuals, organizations, institutions, and groups represented above in II.A and other County residents. Any programming originating outside of the County requires a sponsor from within Santa Cruz County, and shall have lesser priority than programs produced locally.

C. Right to Refuse Service

The staff reserves the right to refuse service to any person whose actions hinder the activities of users or staff members. Persons hindering users or staff will be asked to leave the access facility and may be subject to sanctions (Section VI.B.)

D. Denial of Service

The Executive Director or designee may deny service to any member or user consistent with rules specified in Section VI.B of these Rules and Procedures. Denial of service may be appealed in writing to the Governance Committee of the Board of Directors.

III. PROGRAM OWNERSHIP / DISTRIBUTION

A. Ownership/Copyright

1) Public Access Programs

Public access producers are required to grant an attribution, non-commercial, non-derivative (BY-NC-ND) Creative Commons license to CTV. However producers retain ownership of the creative rights to the programs they produce, and may register and establish a copyright at their discretion.

2) For-Hire Productions

Works created for CTV, either through a contract, employment arrangement, or volunteer barter/training arrangement, including outreach productions, shall be the property of CTV.

B. Intent

Programs produced with CTV equipment and facilities must be initially intended for cablecast on a CTV channel, except under special circumstances approved by the Board or Executive Director or designee. Any special circumstances approved by the Executive Director or designee will be recorded in writing and presented to the Board of Directors.

C. Acknowledgment of Access Facilities

All programs produced with CTV equipment and facilities, and any copies, must clearly acknowledge the provision of the equipment and facilities. The following wording is the minimum requirement:

"This program was produced utilizing the resources and facilities of
Community Television of Santa Cruz County.
www.communitytv.org"

D. In-House Distribution

By requesting access to equipment, facilities, and playback, access users agree that CTV may use portions of their programs for non-commercial, promotional purposes or for purposes of entering in community programming festivals.

E. Dubbing

Limited dubbing services are available to government-agencies and educational or nonprofit organizations depending upon available staff and equipment resources.

IV. USE OF PUBLIC ACCESS EQUIPMENT AND FACILITIES

Public access use of CTV facilities and equipment is limited to those hours designated by the Public Access Time Period.

Educational and/or government access use of CTV facilities and equipment is limited to those hours designated by the Executive Director or designee.

The Executive Director or designee of CTV may authorize off-hour use of CTV facilities and equipment when the Executive Director or designee determines that the project is beneficial to CTV and advances the mission of the organization. All such use must have the prior formal approval of the Executive Director or designee.

As set forth below, typical CTV field equipment check-outs are for twenty-four hours, with longer periods allowed if pre-approved by the Executive Director or designee or Technical Staff. Failure to return any CTV equipment within a maximum period of one week from the time of check-out will result not only in imposition of sanctions outlined in Section VI of these Rules but may also result in filing of criminal charges, at the discretion of the Executive Director or designee. In no event shall CTV equipment leave the United States without the express prior written permission of the Executive Director or designee. Failure to comply will result in the imposition of sanctions as well as possible filing of criminal charges, at the discretion of the Executive Director or designee.

A. Orientation Meetings

To make potential access users aware of CTV's mission and the availability of production equipment and facilities, CTV conducts orientations. Attendance at orientation is required prior to taking any classes at CTV.

B. Certification

Public Access equipment, privileges and facilities are available only to certified users. Certification is available in the following way:

C. Study Field and Edit Certification:

CTV will offer three certification programs for users in studio, field and editing. These classes will be updated as media and technology tools change. Once a certification program has been completed, users will be assessed and authorized to use CTV's equipment in each of the program designations and will be charged applicable fees for the rental of any CTV equipment.

Certified Public Access users in the CTV system, who have not recently been active may be required to retake the class to update their certification.

Upon successful completion of the training workshops, class certification will be recorded in the CTV online database.

D. Equipment and Facilities Available

Users are authorized to use any Public Access equipment and facilities for which they are certified and as equipment is available. The user will be charged based on the fee schedule posted on the website.

E. Scheduling Equipment and Facilities

Equipment and facilities are available to certified users on a first-come, first-served basis at a rate determined by CTV.

All reservations must be completed through the CTV user portal, a minimum of seven days prior to the reservation date. Fees must be paid through the online user portal or at the facility *before* equipment can be dispensed. The studio schedule will be set forth on a quarterly basis. CTV staff reserves the right to make changes to the schedule at any time based on operations and organizational needs.

A minimum of 3 hours will be charged for each 30-minute or longer studio production. Users will be charged in-full at the time of making the online reservation.

Users who have missed two reservations will be notified in writing via email, have their certification revoked and will not be able to login to the online reservation system.

1) Field Equipment

A typical Field Equipment check-out is 24-hours. Field Equipment may not be checked out for a period in excess of 48 hours unless a written request justifying the need is pre-approved by the Executive Director or designee or Technical staff. A certified user is limited to four single-camera field equipment uses within a calendar month, unless agreed to by the Executive Director or designee. Series programs which are produced on a regular weekly basis will usually be granted additional shooting times; however, it is the intent of this rule to prevent a small group of people from dominating equipment usage, making it unavailable to

others. Field gear may be reserved up to four weeks in advance for individual program producers, and up to 13 weeks in advance for series program producers.

2) Studio Use

Unless otherwise authorized by staff, a maximum of one studio session may be scheduled per week. The studio may be reserved up to four weeks and no less than one week in advance for individual program producers. The studio may be reserved up to 13 weeks and no less than one week in advance for series program producers. Reservations of less than one week may be considered for approval by the Executive Director or designee. (For the current rate to use the studio, see posted fee schedule on the website.)

3) Editing Equipment

The hourly rate to use CTV's editing lab is posted on the website. All reservations must be made via CTV's online reservation system at least 12 hours prior to the reservation day/time and will be charged in full at the time of the reservation. Editing time may be reserved up to four weeks in advance for individual program producers. Editing sessions may be scheduled for a maximum of four four-hour sessions per week up to a maximum of 32 hours per calendar month per user. Unused hours may not be carried over to the next month.

4) The Compliance and Check-Out Contracts

The individual Public Access user is required to complete a Compliance Contract and a Check-Out Contract before using CTV equipment or facilities. In signing the forms, the user agrees to be fully responsible for, and indemnify CTV for all damage to or loss of any community access equipment or facilities caused by neglect, abuse, theft, or other causes that occur while such equipment and facilities are assigned to the individual user. The user signing the online Check-Out Contract, and the designated crew members listed on the Contract, are the only persons authorized to operate the equipment.

Equipment Testing

The user is responsible for determining that portable equipment is in good working order at the time of check-out. CTV requires that the user set up and test all equipment before leaving. Any malfunctions must be noted on the Check-Out Contract.

5) Canceling a Reservation

Users who have reserved equipment or facilities they cannot use are asked to notify staff as soon as possible so that these resources may be reassigned to other users. Notification of any cancellation is required prior to the reservation time. A user who cancels reservations without at least 48 hours notice more than 3 times in a calendar month is subject to sanctions outlined in VI.B.2. There is no penalty for cancellations made with more than 48 hours of advanced notice.

No refunds will be made on cancelled reservations for rental equipment and studio use.

6) Equipment Check-In

The user is required to return all equipment at the check-in time specified on the Check-Out Contract. This is subject to sanctions outlined under Section VI.B.2.

Equipment Testing

The user is responsible for determining that portable equipment is in good working order at the time of check-in. CTV requires that the user set up and test all equipment during the check-in period.

The user is responsible for assuring that all equipment is in undamaged, working order and is liable to compensate CTV for repair or replacement costs resulting from any damages or losses that occur while the Check-Out Contract is in effect.

7) Periods of Availability

A schedule of available hours for all Public Access equipment and facilities is available online.

8) Equipment Malfunctions/Unavailability

If any Public Access equipment fails to properly operate for an access user, or if for any reason CTV cannot provide operational equipment to the user as scheduled, the user will be provided with substitute equipment or facilities, or will be given priority use at a future time. Users are required to report any equipment malfunction to staff.

9) Equipment/Facilities Use by Minors

Certified users under age 18 must have an adult co-signer in order to use CTV equipment and facilities. The adult and minor shall both co-sign the Check-Out Contract; the adult accepts full responsibility for loss or damage of equipment on behalf of the minor.

Users age 18 or under must have an adult co-signer accompany them during equipment check-out and check-in and during all equipment use, unless the Executive Director or designee determines otherwise. If the user is 18 or younger, the adult co-signer must attend an orientation meeting prior to equipment check-out or facilities use.

10) Eating/Drinking/Smoking in Facilities

Smoking, alcoholic beverages and controlled substances are not allowed within any of the access facilities. No food or drink is allowed in any control room, or editing suite. Exceptions to this rule, with respect to food and drink, may be granted by the Executive Director or designee for authorized special events or parties.

Parking lot
Kitchen Use

V. CHANNEL ACCESS

A. Available Channels

There are up to four community access channels required by the Comcast franchise. These channels are for public, educational, government, or special purpose access.

1) Channel Assignment

Public, educational, or government access programming shall be scheduled by CTV staff for cablecast on the appropriate access channel(s). In some cases, programs may be scheduled on more than one access channel. For example, a public access program produced by youth might also be appropriate for cablecast on an educational access channel.

B. Submitting and Scheduling Access Programs

Public Access producers may submit completed Public access programs and must complete a Compliance Contract online and physically sign the contract. CTV staff may need to schedule programs a minimum of two weeks in advance of cablecast in order to include them in TV listings. The Public Access producer may request specific cablecast dates and times, and CTV staff will attempt to match the requests as closely as possible. Qualified public access programs will be televised at least once, while repeats of a program will be scheduled at staff discretion.

1) Compliance Contract and Playback Request Form (online)

Any program submitted for scheduling must be accompanied by a signed Compliance Contract and Playback Request Form. Any minor must have an adult co-signer. The party signing the Compliance Contract assumes liability for program content and warrants that the program does not contain any of the following:

- a. any advertising or material that promotes any commercial product or service or lottery, or programs labeled as "paid political announcements";
- b. any unlawful use of copyrighted material; (If the submitter is not the copyright holder of the program, he or she must provide evidence, in writing, of permission to cablecast on our channels on an unlimited basis.)
- c. any material that is libelous, slanderous or otherwise defamatory of character; or material that is an unlawful invasion of privacy;
- d. any material that violates state or federal law relating to obscenity;
- e. any material that violates state or federal law relating to "hate speech";
- f. any direct solicitation or appeal for funds, except as permitted by the Board of Directors of CTV;
- g. any material that violates local, state or federal laws.

The producer will be required to upload content to the server and will be given login info to do so. Instructions for this process are available on CTV's web site.

2) Potentially Objectionable Program Content

CTV requires that producers provide notice to cable viewers in the event that their program contains potentially objectionable content. Potentially objectionable content includes:

- excessive profane language
- excessive nudity
- explicit sexual activity
- extreme physical violence or degradation
- graphic depiction of medical procedures
- hate speech as defined by ?

If any program includes any of the aforementioned elements, a viewer advisory must be included immediately prior to the beginning of the program stating:

"The following program contains material that some viewers may find objectionable or inappropriate."

The viewer advisory must be read aloud and displayed on screen for 15 seconds. Responsibility for including the viewer advisory rests with the program's producer or local sponsor. Programs with viewer advisories will be scheduled after 11:00 PM. For programs with potentially objectionable content, a producer or local sponsor who submits the program without a viewer advisory is subject to the sanctions (VI.B.1.)

3) Scheduling Priorities

In scheduling programs on the Public Access channels, first priority is given to programs produced within Santa Cruz County. Second priority is given to programs that are produced elsewhere but have a sponsor from Santa Cruz County.

4) Series Programs

A Public Access producer who submits programming on a regular basis will be granted a series time slot after three programs are submitted for cablecast in compliance with the provisions outlined in the Compliance Contract. Such Public access producer must produce one new program per month to maintain the series slot. More than one series time slot may be granted based on channel time availability. All such scheduling shall be done on a quarterly basis. Quarters begin on January 1, April 1, July 1, and October 1.

Studio series producers may reserve a transitional studio time slot depending on the length of their program and the availability of the time slot. A list of currently available slots is available on the website.

TRANSITIONAL SLOTS: Available for six months. If the slot has not been requested by a new producer by the fifth month, the show may automatically maintain that time slot for another six months.

PERMANENT SLOTS: Booked indefinitely, available only to programs with one year of regular production. When an existing show ceases regular production, the slot will become transitional.

5) Live Programs

A Public Access producer may request a time slot for a live program no less than three weeks and no more than 13 weeks in advance. Producers must demonstrate an ability to handle the complexity of doing a live show before permission will be granted.

C. Technical Standards

Programs submitted for cablecast must meet CTV technical standards per the compliance contract.

D. Acknowledgment of Program Sponsors and Program Sponsorship Guidelines

The policies and procedures detailed below may be waived in specific cases by the Executive Director or designee for due cause, but shall otherwise generally be followed. In cases where these policies and procedures are suspended, supporting documentation shall detail the reasons for such suspension. A Public access producer or provider is required to submit any request for a waiver in writing in advance for review by staff.

An access producer may give credit to an individual, company, or organization that sponsors any of the program's production costs.

Sponsorship: Sponsorship is defined as a contribution (money, goods or services) made by an individual, company or organization toward the cost of a member's production. (I.e. You have a surf show and a surf store gives you money and some t-shirts in exchange for you putting a sponsorship spot at the end of your show).

CTV encourages local producers to solicit outside sponsorship support, in order to help stimulate the highest quality programs possible. CTV will permit program funders or sponsors to receive acknowledgment of their support of non-commercial cable programming on local access channels. CTV recommends coordination with the Executive Director or designee in securing sponsors, to help prevent multiple producers from approaching the same sponsor for funding.

Permitted:

- A thirty (30)-second announcement per sponsor at beginning or end of program
- Factual information about the sponsor, including: location, product name, and description of services. Credits may contain a phone number or Web site address.
- A single thirty (30)-second request for sponsorship at the end of the program

Prohibited:

- Calls to action such as "buy, try, consider, or call this or that"
- Comparative statements, qualitative adjectives or any subjective evaluations, such as "the best pizza"
- Music or audio elements not in keeping with the overall tone of the program

Sample sponsorship acknowledgments:

- "This program was made possible by a grant from xxx"

- "Local presentation of xxx was made possible by xxx"
- "This program has been brought to you by xxx"
- "We'd like to thank xxx for their contribution making this program possible"

Each sponsor may be acknowledged no longer than thirty (30) - seconds each time at the beginning or end of the program. Total sponsorship acknowledgments may be no longer than three minutes per hour of programming, or one and a half minutes per half-hour.

To recognize contributions or donations, CTV may acknowledge sponsors between regularly scheduled and special programs during program breaks.

E. Reimbursement of Sponsorship Funds

In the event of any sponsorship agreement, CTV shall receive fifteen percent (15%) of only those sponsorship funds totaling over one hundred dollars (\$100) per production (exclusive of goods and services).

F. Sponsorship Credits – Programs Not Produced by CTV

In addition, if a program not produced by CTV does contain sponsorship credits, the user/provider must provide staff with signed agreements from each credited sponsor with the following information:

- User/provider's Name
- Name of program
- Amount of payment (exclusive of goods and services)
- *The following statement:*

"I understand that any financial or other support that I have given to the above user/provider is for support of the program listed. I understand further that the user/provider is not an agent or representative of CTV and that the program I am supporting is strictly the producer's responsibility and expression. I understand that I may receive a sponsorship credit, but will not receive commercial advertising including the promotion of products or services."

- Name of sponsor (individual or business)
- Signature of sponsor
- Date of signature

Appropriate signed agreements must be provided prior to the telecast of any show with sponsorship credits.

Failure of a producer to have a sponsorship agreement in place is a major violation.

G. Community Announcements

CTV accepts non-commercial announcements from community groups and organizations for display on the CTV channels. Guidelines for community announcements are available online. All submissions must be made online.

VI. RULE VIOLATIONS / SANCTIONS / LOSS OF PRIVILEGES

To ensure that the community access equipment and facilities remain available and in good working order, the following rules have been established. Any Public access user or staff member may report rule violations to the Executive Director or designee. Upon verifying that a rule violation has occurred, the Executive Director or designee will issue a written statement to the user describing the rule violation and sanctions. Sanctions will become effective immediately upon receipt of this statement. CTV reserves the right to refuse service and revoke privileges for the below violations.

A. Rule Violations

1) Major Violations

- a. Failure to submit a program produced with Public access equipment and/or facilities for initial cablecast on a CTV channel
- b. Abuse or vandalism of equipment and facilities
- c. Return of equipment in damaged or unworkable condition, beyond normal wear and tear, or failure to return equipment through intent, negligence, loss or theft
- d. Use of equipment and facilities for a purpose not related to production of a program for Public access cablecast
- e. Removal of equipment from the access center without proper check-out procedures and/or without signing an Check-Out Contract
- f. Reserving or checking out equipment or facilities for use by a non-certified user or a user on suspension
- g. Breach of any of the warranties of the Compliance Contract and Playback Request Form
- h. Failure to submit a signed Third Party Agreement before receiving payment for labor or production costs associated with a Public access
- i. Unauthorized attempted equipment maintenance or disassembly
- j. Smoking or use of alcohol or controlled substances within any access facility;
- k. A Public access user who represents himself or herself as "staff";
- l. Threatening and/or verbally abusing staff, volunteers, or users at the CTV facilities, including conduct or disruptive behavior such as yelling at, using profanity to, or attempting to intimidate staff, volunteers, or users, or deliberately sabotaging any project or the success of CTV as an organization. Any behavior constituting sexual or other harassment as

defined by CTV's Prohibition of Harassment Policy will be included under this violation

- m. Submitting a program with potentially objectionable content without a viewer advisory
- n. Making changes to the lights in the facility without certification or designated volunteer supervisor presence
- o. Using the ladder in the facility without designated volunteer supervisor presence
- p. Appearing nude or semi-nude (genitals uncovered) in a public space at the CTV facilities
- q. Exhibiting behavior that could be unsafe to themselves or others. Appearing, in the judgment of CTV staff, to be under the influence of drugs or alcohol
- r. Bringing animals (other than certified service animals) on CTV premises without the prior approval of the Executive Director or designee
- s. Removal of CTV equipment from the United States
- t. Failure to have appropriate signed sponsorship agreements in place prior to the telecast of any show with sponsorship credits
- u. Failure to pay the full amount for equipment and studio rentals.

2) Minor Violations

- a. Failure to cancel an equipment or facilities reservation prior to the reservation time;
- b. Late return of equipment, without an authorized extension;
- c. Failure to vacate studio or editing facilities when the next scheduled user has arrived;
- d. Return of dirty equipment;
- e. Leaving trash or debris in studio, editing facilities, or kitchen;
- f. Operation of equipment or use of facilities in an incorrect, unsafe, or inappropriate manner that might result in damage, including leaving doors to the facility open or leaving props and/or furniture in inappropriate or unsafe places within the facility;
- g. Improper packaging of equipment for transport
- h. Tardiness in excess of 30 minutes in claiming reserved equipment or facilities without an authorized extension. Users will be charged for all time used or unused.

- i. Reserving or checking out equipment for another user unless specified and approved in advance
- j. Misconduct (e.g., "horseplay," etc.) at CTV facility of a less serious nature than that defined in VI.A.1(l) above
- k. Unauthorized use of other producer's props and equipment
- l. Unauthorized equipment use by non-certified crew.
- m. Use of CTV's equipment or facilities without reserving and paying for use of the facilities via CTV's website.

B. Sanctions

1) Major Violations

A major rule violation results in immediate suspension from use of equipment, facilities, and series time slots. If the Executive Director or designee, in his or her discretion, determines that a major violation has occurred, the user shall be suspended for up to 90 days; upon review by the Board of Directors, the length of time of suspension may be modified. Where damage to or loss of equipment and/or facilities has occurred, suspension is in effect until full compensation is made or until an installment payment contract is signed with CTV. There are no written warnings prior to suspension in cases of major violations.

If, in the judgment of the Executive Director or designee, the behavior of a member consistently impedes either CTV staff or members from carrying out the mission of CTV as described in the CTV Bylaws, the Executive Director or designee may impose a 90-day suspension, subject to the appeal process described below in section D.

2) Minor Violations

Minor violations remain on record for twelve months. A minor violation will result in the following actions:

- Written warning for the first minor violation
- Final written warning for the second minor violation
- Suspension from equipment and facilities for the third minor violation

An initial suspension from equipment and facilities is for up to 90 days; subsequent suspensions are for up to one year each and require re-certification; upon review by the Governance Committee on a formal appeal, the length of time of suspension may be modified. Designated Access facilitator will file a report on any suspension.

3) Limited Suspensions for Some Minor Violations

If a user receives three minor violations for the following two reasons only --

- failure to cancel an equipment or facilities reservation prior to the reservation time; or

- tardiness in excess of 30 minutes in claiming reserved equipment or facilities without an extension authorized by a staff member

such user would receive a suspension from limited equipment usage pertinent to the violation, instead of a complete suspension from the entire facility for 90 days. For example, edit reservation/ use violations would incur a sanction of a suspension from the edit bays but would allow user to continue to work on crews for studio productions, etc.

C. Equipment Damage and Loss

If equipment is damaged or lost while under contract to a Public Access user, the user will have equipment privileges suspended until full compensation is made or until an installment payment contract is signed with CTV; installment schedules will be determined on a case-by-case basis and will require a minimum monthly payment of \$25. In the event that a user fails to meet the terms of repayment, the user shall be suspended from all equipment and facilities privileges; the case may be submitted to the Board of Directors of CTV on appeal.

D. Appeal of Sanctions

A user may appeal any sanctions by making a written statement to the Governance Committee. If suspension from equipment and facilities use is imposed, the suspension will remain in effect throughout the appeal process. When requested to do so by the Governance Committee, the Executive Director or designee will investigate the circumstances surrounding the sanction and will return a written report to the user and the Governance Committee within two weeks. The user may continue the appeal process by submitting a written statement to the full Board of Directors within the next two weeks. The Board will consider the appeal at its regularly scheduled meeting pursuant to Brown Act meeting notice requirements.

E. Expulsion from the Organization

If a member has been suspended from use of equipment and facilities due to major violations for a period of time totaling six (6) or more months, upon recommendation by the Executive Director or designee the Board of Directors by a majority vote may expel said member from the organization.

VII. STAFF PRODUCTIONS

A. Professional Productions

CTV staff may provide professional paid productions for a limited number of programs that serve to spotlight and promote use of the access channels or serve community needs. Selection of subject and content for these programs shall be based on the following criteria:

- 1) The programs may be produced at low cost and in cooperation with public agencies or community organizations located in the Santa Cruz County area, at the discretion of the Executive Director or designee.

- 2) The content of outreach productions shall be of community interest or benefit to jurisdiction(s) within the Santa Cruz County area.
- 3) Outreach productions may serve special needs through involving particular population(s) (e.g., seniors, youth, hearing-impaired, Spanish speakers).
- 4) The number and frequency of productions shall be conditioned upon budget as well as available staff time and resources. Production crews may include volunteers from the CTV training program.
- 5) All staff productions and transacted revenues shall be reported to the Executive Director or designee and be included in all organizational financial reporting.
- 6) CTV's professional productions can be used for productions that do not air on CTV's cable channels or online.

Community representatives requesting production support will be informed of the access training program and will be encouraged to receive training in order to produce their own community access programming.

B. Government and Educational Access Programs

CTV staff may provide paid production services for a limited number of programs serving the specific needs of local government and educational institutions. Selection of subject and content for these programs shall be based on contracts with said agencies.

- 1) The programs may be produced in cooperation with government and educational bodies located in Santa Cruz County.
- 2) Whenever possible, paid production support will be provided on a rotating basis throughout Santa Cruz County. **Priority will be given to jurisdictions served by Comcast and Charter.**
- 3) Requests by government and educational bodies for production support will be assessed and accepted in the following order of priority:
 - a. Outreach productions, as described in Section VII.A.
 - b. Simple documentation of community speakers and events, with limited editing, according to the established CTV rate schedule.
 - c. Scripted, edited programs, according to the established CTV rate schedule.

Representatives of government and educational institutions requesting production support will be informed of the access training program and will be encouraged to receive training in order to produce their own community access programming.

VIII. PUBLIC NOTIFICATION OF COMMUNITY ACCESS RULES AND PROCEDURES

Copies of the CTV Rules and Procedures shall be made available online and upon request.

IX. AMENDMENT OF THE COMMUNITY ACCESS RULES AND PROCEDURES

The CTV Rules and Procedures may be amended at any meeting of the Board of Directors where a quorum is present.

X. NON-DISCRIMINATION

Community Television shall ensure that no individual is discriminated against with regard to membership, services, access to information, or any activity of Community Television because of race, national origin, gender, age, sexual orientation, religion, physical disability, political affiliation, or economic status; and shall promote access to the Cable Television System and other media for those who historically have been denied media access. This section of the Rules and Procedures does not guarantee a right to any person or organization to have any program distributed over the channels governed by Community Television.

Last Revised: February 2014

Meeting Minutes
Robert Smiley, Berger Lewis Accountancy Corp.
February 13, 2014

There were two reasons for the meeting with the Auditor. Kathy wanted to find out how we can streamline our processes and use less staff time and thereby save money. Amanda had voiced some concerns about our bookkeeping processes, and that we should be very careful without an employee handling our finances. Robert Smiley also reminded us that any time there are significant changes we must review internal controls.

Robert reminded us that there is a difference between an "Accounting Process" and an "Internal Control." For example, monthly bank statement reconciliation is an accounting process, but someone reviewing the reconciliation (and initialing it) is an internal control. Someone must take the time to review all financial statements. We can't give too much control to contractors, and the Treasurer or E.D. should do the review.

Robert suggested we move our Finance Committee meeting to one week before the Board meeting, and that our Treasurer and E.D. meet prior to the Finance committee to review all financial information. He suggested we have a "compliance checklist" to close our books each month. This written policy should describe how we pay creditors and employees, close the month, reconcile accounts and collect bills and make deposits. Kathy will put this document together and review it with Joe with final review by the CTV Board. In addition, we should keep the signed checklists in a separate folder for the audit.

We discussed the IRS tests for contractors versus employees, as it would be less expensive to have contractors. Robert also suggested we spend a great deal of time on the budget, as a good "budget to actual" review tells you a lot about your finances.

We discussed the fact that we now receive deposits in advance for production work, and that we need to be careful about the amount of deposits becoming "material." At some amount we need to account for the prepaid work.

Kathy asked about employee reimbursement for travel expenses, and Robert suggested we use a per Diem amount per city based on the U.S. government suggestions found on the Internet. In terms of other minor expenses, he suggested that employees have a specific budget for incidental items, and a way to track their performance to budget.

With regards to CMAP billing CTV, Robert suggested that for audit purposes, we make sure that we can justify the billing amounts are reasonable. He suggested that the Treasurer approve all CMAP bills and that CMAP documentation for all transactions (in detail) accompany all bills. He also suggested that we have a quarterly review of contracted versus actual expenses.

We had some discussion of tracking volunteer hours and the new volunteer program. One suggestion was to contact the E.D.D. about the program and that we could look at services in return for volunteering as a "Thank You" gift. He told us that non-profits should keep track of volunteer hours that could be seen as replacements for services we would have to purchase otherwise.

He appreciated that we now have all of the Board packets on line, but said that we should still keep signed copies of Board minutes and Board resolutions in separate folders with a table of contents.