



**BOARD OF DIRECTORS
Regular Meeting
January 26, 2015**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Keith Sterling, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim [quorum is five]

2. Oral Communications

3. 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.

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

CONSENT AGENDA

5. Approve Minutes*

Regular Board Meeting Minutes of November 25, 2014.

6. Approve recommendation of the Finance Committee to accept the October 31, 2014 Financials*.

7. Approve recommendation of the Finance Committee to accept the November 30, 2014 Financials*.

8. Approve recommendation of the Finance Committee to accept the December 31, 2014 Financials*.

REGULAR AGENDA

9. Capitola Board Representative Appointment

Appoint Larry Laurent per Capitola City Council recommendation.

10. Discussion re: 401K Closure.

11. Oral Report of Executive Director.

12. Oral Report of Board Chair.

13. CMAP E.D. Contract*

Approve CMAP contract as approved by CMAP Board and our attorney.

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

15. Announcements.

16. 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



**EXECUTIVE COMMITTEE
Regular Meeting
January 26, 2015**

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Keith Sterling, Mathilde Rand, 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.

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

	Annual Budget 2014-15	October 2014	October Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	253,530.00	20,772.12	86,752.99	34%	
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	27,570.00	2,297.50	6,892.50	25%	20,677.50
4102 · Watsonville Government Meetings	16,500.00	435.00	990.00	6%	15,510.00
4103 · City of Capitola Gov. Meetings	16,500.00	575.00	1,765.00	11%	14,735.00
4104 · SCMTD Meetings	2,200.00	150.00	350.00	16%	1,850.00
4105 · County Operating Funds	0.00	0.00	0.00	0%	0.00
4106 · City of Santa Cruz Gov. Mtg.	13,785.00	1,499.88	4,390.51	32%	9,394.49
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	200.00	400.00	17%	1,950.00
4109 · SCWD Government Meetings	0.00	175.00	962.50		-962.50
4110 · Memberships	0.00	0.00	175.00		-175.00
4111 · Administration Fees	500.00	0.00	5.00	1%	495.00
4112 · Prod. Serv. - Media Dubbing	10,000.00	0.00	0.00	0%	10,000.00
4114 · Underwriting & Sponsorships	2,000.00	0.00	0.00	0%	2,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4118 · Misc. Production Income	0.00	300.00	300.00		-300.00
4119 · Sales-T-shirts	0.00	0.00	0.00		0.00
4120 · Facility Rental	5,000.00	0.00	200.00	4%	4,800.00
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	2,000.00	0.00	51.61	3%	1,948.39
4135 · Third Party Agreements	0.00	0.00	0.00		0.00
4155 · In-Kind Rent	0.00	0.00	0.00		0.00
4160 · In Kind Donations of Services	0.00	0.00	0.00		0.00
4164 · Donations - Other	0.00	0.00	0.00		0.00
4165 · Donations - General	10,000.00	0.00	0.00		10,000.00
4167 · Donations - Events	0.00	0.00	0.00		0.00
4166 · Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.69	38.71		-38.71
4185 · Misc. Income	200.00	34.00	784.00	392%	-584.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4195 · Temp. Restricted Revenue	0.00	0.00	0.00		0.00
4200 · Production Service					
4210 · Production-GOV		225.00	225.00		-225.00
4220 · Production-EDU		0.00	0.00		0.00
4230 · Production-PUB		0.00	400.00		-400.00
4200 · Production Service - Other	30,000.00	0.00	250.00	1%	29,750.00
Total 4200 · Production Service	30,000.00	225.00	875.00	3%	29,125.00
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	397,135.00	26,665.19	104,932.82	26%	292,202.18
4170 · Fiscal Sponsorships Income		0.00	95.00		-95.00
TOTAL INCOME	397,135.00	26,665.19	105,027.82	26%	292,107.18

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

	Annual Budget 2014-15	October 2014	October Year to Date	% of Budget Expended	Amount Remaining
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Rep./Maint./Security	0.00	576.06	1,439.61		-1,439.61
6701 · Facility/Equip. Insurance	0.00	0.00	0.00		0.00
7058 · Leasehold Improvements/Capital	0.00	0.00	0.00		0.00
7300 · Facilities & Equipment Rental	0.00	142.22	452.13		-452.13
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	0.00	718.28	1,891.74		-1,891.74
5200 · Equipment					
7215 · Copy Machine Lease	0.00	340.39	1,886.08		-1,886.08
7051 · Equipment Repair	0.00	0.00	0.00		0.00
7011 · Automation Equipment	0.00	0.00	0.00		0.00
7052 · Prod. Equip. Replacement -Depr.	0.00	0.00	4,505.81		-4,505.81
7053 · Prod.Equip.Replacement-NonDepr.	0.00	0.00	53.96		-53.96
7056 · Equipment - Depreciated	0.00	0.00	0		-260.95
7057 · Equipment - Non Depreciated	0.00	0.00	260.95		-260.95
Total 5200 · Equipment	0.00	340.39	6,706.80		-6,706.80
Total 5000 · CAPITAL EXPENDITURES	0.00	1,058.67	8,598.54		-8,598.54
6000 · OPERATING EXPENSES					
6100 · Advertising	1,500.00	0.00	690.00	46%	810.00
6300 · Bank Charges	850.00	0.00	301.06	35%	548.94
6450 · Finance Charges/Late Fees	0.00	7.00	74.00		-74.00
6600 · Dues & Subscriptions	2,500.00	75.00	2,069.00	83%	431.00
6650 · Interest on Leased Equip.	0.00	151.36	472.00		-472.00
6700 · Insurance	2,500.00	1,593.79	3,139.33	126%	-639.33
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7061 · Production Truck/ Repairs/Maint	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	0.00	678.04	34%	1,321.96
7105 · Production Expenses	800.00	-1,854.40	89.73	11%	710.27
7200 · Postage/Freight	1,000.00	0.00	98.00	10%	902.00
7205 · Printing	150.00	0.00	0.00	0%	150.00
7401 · Facility Supplies	500.00	0.00	0.00	0%	500.00
7640 · Licenses/Fees/Misc. Taxes	5,250.00	1,321.28	3,459.72	66%	1,790.28
7700 · Telephone/Telecommunications	3,000.00	365.76	506.74	17%	2,493.26
7900 · Facility Utilities	0.00	56.00	1,818.69		-1,818.69
Total 6000 - Operating Expenses	20,050.00	1,715.79	13,396.31	67%	6,653.69
6800 · Contracted Services					
7009 · Contracted Services-Dir Cont	30,000.00	4,416.66	11,245.50	37%	18,754.50
6900 · Contract Services-Audit/Payroll	14,500.00	8,816.04	9,526.96	66%	4,973.04
7001 · Contract Services-Studio Prod.	0.00	0.00	0.00		0.00
7003 · Contract Services-Janitorial	4,500.00	0.00	730.00	16%	3,770.00
7006 · Contract Service-AmeriCorp	0.00	0.00	0.00		0.00
7007 · Contract Services-CMAP	50,000.00	315.00	8,151.00	16%	41,849.00
7010 · Contract Services-Consulting	15,000.00	4,987.50	6,375.00	43%	8,625.00
7110 · Contract Services-Legal	2,000.00	0.00	268.60	13%	1,731.40
7910 · Contract Services-Field Prod.	4,000.00	0.00	0.00	0%	4,000.00
7915 · Contracted Services-Dunbar Prod	0.00	6,000.00	6,000.00		0.00
Total 6800 · Contracted Services	120,000.00	24,535.20	42,297.06	35%	77,702.94

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

	Annual Budget 2014-15	October 2014	October Year to Date	% of Budget Expended	Amount Remaining
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	500.00	1,225.00	1,833.00	367%	-1,333.00
7800 · Travel/Meals	500.00	915.46	1,079.34	216%	-579.34
7920 · Retreats/Events	500.00	0.00	86.10	17%	413.90
7950 · Misc. Expense	0.00	0.00	-22.83		22.83
8600 · Special Events Expense	0.00	0.00	503.25		-503.25
Total 7000 · Staff Development & Fundraising	1,500.00	2,140.46	3,478.86	232%	1,522.83
7500 · Operating Salaries & Benefits					
7510 · Salaries - Executive Director	0.00	0.00	0.00		0.00
7512 · Salaries - Station Director	60,000.00	4,666.66	13,999.98	23%	46,000.02
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Access Facilitator	0.00	0.00	0.00		0.00
7535 · Salaries - Admin Coordinator	0.00	550.00	6,100.65	0%	-6,100.65
7540 · Salaries - Playback Tech	0.00	0.00	0.00		0.00
7541 · Salaries - Production Super.	0.00	0.00	0.00		0.00
7542 · Salaries - Media Coordinator	40,000.00	3,115.68	14,123.78	35%	25,876.22
7545 · Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,455.29	3,962.38	33%	8,037.62
7586 · Salaries - Extra Help Trainers	0.00	0.00	34.00		-34.00
7588 · Salaries - Education Coordinato	0.00	0.00	0.00		0.00
7589 · Salaries - Extra Help Prod Asst	12,000.00	75.57	75.57	1%	11,924.43
7590 · Salaries - Vacation Replacement	0.00	0.00	0.00		0.00
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	759.00	4,013.30	19%	17,019.00
7635 · Workers Comp	4,910.34	611.00	2,494.00	51%	2,416.34
7630 · Health/Dental/Vision	50,000.00	855.14	4,061.34	8%	45,938.66
7632 · Pension	20,000.00	0.00	396.00	2%	19,604.00
Total 7500 · Operating Salaries & Benefits	219,942.64	12,088.34	49,261.00	22%	170,681.64
Total 6000 · OPERATING EXPENSES	361,492.64	40,479.79	108,433.23	30%	253,059.41
6400 · Depreciation Exp-Prod Equip		0.00	0.00		0.00
6405 · Depreciation Exp-Equipment		0.00	0.00		0.00
6410 · Depreciation Exp-Leasehold		0.00	0.00		0.00
6412 · Depreciation - Prod. Vehicle		0.00	0.00		0.00
9100 · Suspense		0.00	0.00		0.00
9920 · Reimbursable Expenses		0.00	0.00		0.00
	0.00	0.00	0.00		0.00
TOTAL EXPENSES	361,492.64	41,538.46	117,031.77	32%	244,460.87
NET INCOME/LOSS	35,642.36	-14,873.27	-12,003.95	-3.3%	

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2014,
Oct 31, 14

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,104.83
1010 · Checking-SCCCUCU	41,717.84
1015 · PayPal Checking-SCCCUCU	29,217.68
1020 · Savings-SCCCUCU	51,507.52
1021 · Petty Cash Fund	187.52
1030 · Wells Fargo - 50032	2,396.71
1055 · CD Acct 2304 (13 month)	11,846.54
1060 · Savings-Wells Fargo 10445	1,212.28
1099 · Cash Box	40.00

Total Checking/Savings	<u>186,230.92</u>
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Accounts Receivable

1115 · Accounts Receivable	<u>34,676.95</u>
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Total Accounts Receivable	<u>34,676.95</u>
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Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	675.00
1203 · Crime Coverage	404.00
1210 · Property Liability (SPIP)	<u>1,237.89</u>

Total 1200 · Prepaid Insurance	<u>2,316.89</u>
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1300 · PFG Common Stock	<u>4,931.00</u>
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Total Other Current Assets	<u>423,312.89</u>
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Total Current Assets	644,220.76
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Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-464,830.18
1600 · Production Equipment - Other	<u>673,428.85</u>

Total 1600 · Production Equipment	<u>208,598.67</u>
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1602 · Board of Supervisors Equipment

1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipment - Other	<u>58,956.90</u>

Total 1602 · Board of Supervisors Equipment	<u>0.00</u>
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1620 · Office Furniture/Equipment

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2014,
Oct 31, 14

1720 · Accum Depr-Furniture/Equipment	-79,354.28
1620 · Office Furniture/Equipment - Other	95,337.82
Total 1620 · Office Furniture/Equipment	<u>15,983.54</u>
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-108,669.83
1625 · Leasehold Improvement - Other	184,139.51
Total 1625 · Leasehold Improvement	<u>75,469.68</u>
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Replace	-22,095.53
1650 · Future Equipment Replacement - Other	22,095.52
Total 1650 · Future Equipment Replacement	<u>-0.01</u>
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-98,879.72
1660 · Production Vehicle - Other	106,108.28
Total 1660 · Production Vehicle	<u>7,228.56</u>
1670 · Broadcasting Equipment	26,311.83
Total Fixed Assets	<u>333,592.27</u>
TOTAL ASSETS	<u><u>977,813.03</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	7,021.99
Total Accounts Payable	<u>7,021.99</u>
Credit Cards	
2000 · VISA-SCCCU	1,162.46
Total Credit Cards	<u>1,162.46</u>
Other Current Liabilities	
2125 · Payroll Tax Payable	6.57
2140 · Accrued Vacation	1,473.16
Total Other Current Liabilities	<u>1,479.73</u>
Total Current Liabilities	9,664.18
Long Term Liabilities	

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2014,
Oct 31, 14

2400 - Business Equipment Loan 33736	<u>43,106.07</u>
2300 - Pacifica Capital Equipment Loan	<u>1,103.82</u>
Total Long Term Liabilities	<u>44,209.89</u>
Total Liabilities	53,874.07
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	519,878.45
Net Income	-12,003.95
Total Equity	<u>923,938.96</u>
TOTAL LIABILITIES & EQUITY	<u>977,813.03</u>

Community Television of Santa Cruz County
Profit Loss Budget Performance
November
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4300 · OPERATING REVENUE					
CTV Operating Reserves					
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4102 · Watsonville Government Meetings	16,500.00	480.00	1,470.00	9%	15,030.00
4103 · City of Capitola Gov. Meetings	16,500.00	650.00	2,415.00	15%	14,085.00
4104 · SCMTD Meetings	2,200.00	0.00	350.00	16%	1,850.00
4105 · County Operating Funds	0.00	0.00	0.00	0%	0.00
4106 · City of Santa Cruz Gov. Mtg.	13,785.00	1,636.88	6,027.39	44%	7,757.61
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	125.00	525.00	22%	1,825.00
4109 · SCWD Government Meetings	0.00	2,965.00	3,927.50		-3,927.50
4110 · Memberships	0.00	0.00	175.00		-175.00
4111 · Administration Fees	500.00	0.00	5.00	1%	495.00
4112 · Prod. Serv. - Media Dubbing	10,000.00	0.00	0.00	0%	10,000.00
4114 · Underwriting & Sponsorships	2,000.00	0.00	0.00	0%	2,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4118 · Misc. Production Income	0.00	175.00	475.00		-475.00
4119 · Sales-T-shirts	0.00	0.00	0.00		0.00
4120 · Facility Rental	5,000.00	0.00	200.00	4%	4,800.00
4121 · SLVWD Meetings	0.00	150.00	150.00		-150.00
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	2,000.00	0.00	51.61	3%	1,948.39
4135 · Third Party Agreements	0.00	0.00	0.00		0.00
4155 · In-Kind Rent	0.00	0.00	0.00		0.00
4160 · In Kind Donations of Services	0.00	0.00	0.00		0.00
4164 · Donations - Other	0.00	0.00	0.00		0.00
4165 · Donations - General	10,000.00	0.00	0.00		10,000.00
4167 · Donations - Events	0.00	0.00	0.00		0.00
4166 · Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.64	40.35		-40.35
4185 · Misc. Income	200.00	0.00	784.00	392%	-584.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4195 · Temp. Restricted Revenue	0.00	0.00	0.00		0.00
4200 · Production Service					
4210 · Production-GOV		735.00	960.00		-960.00
4220 · Production-EDU		0.00	0.00		0.00
4230 · Production-PUB		1,200.00	1,600.00		-1,600.00
4200 · Production Service - Other	30,000.00	0.00	250.00	1%	29,750.00
Total 4200 · Production Service	30,000.00	1,935.00	2,810.00	9%	27,190.00
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	397,135.00	31,188.14	136,120.96	34%	261,014.04
4170 · Fiscal Sponsorships Income		0.00	95.00		-95.00
TOTAL INCOME	397,135.00	31,188.14	136,215.96	34%	260,919.04

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

	Annual Budget 2014-15	November 2014	November Year to Date	% of Budget Expended	Amount Remaining
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Rep./Maint./Security	0.00	0.00	1,439.61		-1,439.61
6701 · Facility/Equip. Insurance	0.00	0.00	0.00		0.00
7058 · Leasehold Improvements/Capital	0.00	0.00	0.00		0.00
7300 · Facilities & Equipment Rental	0.00	78.22	530.35		-530.35
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	0.00	78.22	1,969.96		-1,969.96
5200 · Equipment					
7215 · Copy Machine Lease	0.00	0.00	1,886.08		-1,886.08
7051 · Equipment Repair	0.00	0.00	0.00		0.00
7011 · Automation Equipment	0.00	3,000.00	3,000.00		-3,000.00
7052 · Prod. Equip. Replacement -Depr.	0.00	0.00	4,505.81		-4,505.81
7053 · Prod.Equip.Replacement-NonDepr.	0.00	117.49	171.45		-171.45
7056 · Equipment - Depreciated	0.00	0.00	0		-260.95
7057 · Equipment - Non Depreciated	0.00	0.00	260.95		-260.95
Total 5200 · Equipment	0.00	3,117.49	9,824.29		-9,824.29
Total 5000 · CAPITAL EXPENDITURES	0.00	3,195.71	11,794.25		-11,794.25
6000 · OPERATING EXPENSES					
6100 · Advertising	1,500.00	0.00	690.00	46%	810.00
6300 · Bank Charges	850.00	0.00	301.06	35%	548.94
6450 · Finance Charges/Late Fees	0.00	0.00	74.00		-74.00
6600 · Dues & Subscriptions	2,500.00	264.00	2,333.00	93%	167.00
6650 · Interest on Leased Equip.	0.00	153.76	625.76		-625.76
6700 · Insurance	2,500.00	11.88	4,216.39	169%	-1,716.39
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7061 · Production Truck/ Repairs/Maint	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	283.16	961.20	48%	1,038.80
7105 · Production Expenses	800.00	0.00	89.73	11%	710.27
7200 · Postage/Freight	1,000.00	0.00	98.00	10%	902.00
7205 · Printing	150.00	0.00	0.00	0%	150.00
7401 · Facility Supplies	500.00	0.00	0.00	0%	500.00
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	3,459.72	66%	1,790.28
7700 · Telephone/Telecommunications	3,000.00	165.76	672.50	22%	2,327.50
7900 · Facility Utilities	0.00	16.50	1,835.19		-1,835.19
Total 6000 - Operating Expenses	20,050.00	895.06	15,356.55	77%	4,693.45
6800 · Contracted Services					
7009 · Contracted Services-Dir Cont	30,000.00	4,416.66	15,662.16	52%	14,337.84
6900 · Contract Services-Audit/Payroll	14,500.00	309.52	9,836.48	68%	4,663.52
7001 · Contract Services-Studio Prod.	0.00	0.00	0.00		0.00
7003 · Contract Services-Janitorial	4,500.00	0.00	730.00	16%	3,770.00
7006 · Contract Service-AmeriCorp	0.00	0.00	0.00		0.00
7007 · Contract Services-CMAP	50,000.00	0.00	8,151.00	16%	41,849.00
7010 · Contract Services-Consulting	15,000.00	1,710.00	8,085.00	54%	6,915.00
7110 · Contract Services-Legal	2,000.00	0.00	268.60	13%	1,731.40
7910 · Contract Services-Field Prod.	4,000.00	0.00	0.00	0%	4,000.00
7915 · Contracted Services-Dunbar Prod	0.00	0.00	6,000.00		0.00
Total 6800 · Contracted Services	120,000.00	6,436.18	48,733.24	41%	71,266.76

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

	Annual Budget 2014-15	November 2014	November Year to Date	% of Budget Expended	Amount Remaining
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	500.00	37.00	1,870.00	374%	-1,370.00
7800 · Travel/Meals	500.00	0.00	1,079.34	216%	-579.34
7920 · Retreats/Events	500.00	47.50	133.60	27%	366.40
7950 · Misc. Expense	0.00	0.00	-22.83		22.83
8600 · Special Events Expense	0.00	0.00	503.25		-503.25
Total 7000 · Staff Development & Fundraising	1,500.00	84.50	3,563.36	238%	1,522.83
7500 · Operating Salaries & Benefits					
7510 · Salaries - Executive Director	0.00	0.00	0.00		0.00
7512 · Salaries - Station Director	60,000.00	4,666.66	18,666.64	31%	41,333.36
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Access Facilitator	0.00	0.00	0.00		0.00
7535 · Salaries - Admin Coordinator	0.00	925.00	7,025.65	0%	-7,025.65
7540 · Salaries - Playback Tech	0.00	0.00	0.00		0.00
7541 · Salaries - Production Super.	0.00	0.00	0.00		0.00
7542 · Salaries - Media Coordinator	40,000.00	2,961.85	17,085.63	43%	22,914.37
7545 · Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,091.41	5,053.79	42%	6,946.21
7586 · Salaries - Extra Help Trainers	0.00	0.00	34.00		-34.00
7588 · Salaries - Education Coordinato	0.00	0.00	0.00		0.00
7589 · Salaries - Extra Help Prod Asst	12,000.00	133.20	208.77	2%	11,791.23
7590 · Salaries - Vacation Replacement	0.00	0.00	0.00		0.00
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,168.07	5,181.37	25%	15,850.93
7635 · Workers Comp	4,910.34	0.00	2,494.00	51%	2,416.34
7630 · Health/Dental/Vision	50,000.00	1,160.37	5,221.71	10%	44,778.29
7632 · Pension	20,000.00	0.00	396.00	2%	19,604.00
Total 7500 · Operating Salaries & Benefits	219,942.64	12,106.56	61,367.56	28%	158,575.08
Total 6000 · OPERATING EXPENSES	361,492.64	19,522.30	129,020.71	36%	232,471.93
6400 · Depreciation Exp-Prod Equip		0.00	0.00		0.00
6405 · Depreciation Exp-Equipment		0.00	0.00		0.00
6410 · Depreciation Exp-Leasehold		0.00	0.00		0.00
6412 · Depreciation - Prod. Vehicle		0.00	0.00		0.00
9100 · Suspense		0.00	0.00		0.00
9920 · Reimbursable Expenses		0.00	0.00		0.00
	0.00	0.00	0.00		0.00
TOTAL EXPENSES	361,492.64	22,718.01	140,814.96	39%	220,677.68
NET INCOME/LOSS	35,642.36	8,470.13	-4,599.00	-1.3%	

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2014
Nov 30, 14

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,105.62
1010 · Checking-SCCCUCU	26,966.26
1015 · PayPal Checking-SCCCUCU	29,217.68
1020 · Savings-SCCCUCU	51,508.37
1021 · Petty Cash Fund	187.52
1030 · Wells Fargo - 50032	2,396.71
1055 · CD Acct 2304 (13 month)	11,846.54
1060 · Savings-Wells Fargo 10445	1,212.28
1099 · Cash Box	40.00

Total Checking/Savings	<u>171,480.98</u>
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Accounts Receivable

1115 · Accounts Receivable	<u>38,773.95</u>
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Total Accounts Receivable	<u>38,773.95</u>
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Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	300.00
1203 · Crime Coverage	370.33
1209 · Liability / D&O (SLIP)	5,837.65
1210 · Property Liability (SPIP)	<u>1,748.90</u>

Total 1200 · Prepaid Insurance	<u>8,256.88</u>
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1260 · Prepaid Expenses	1,510.37
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1300 · PFG Common Stock	<u>4,931.00</u>
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Total Other Current Assets	<u>430,763.25</u>
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Total Current Assets	641,018.18
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Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-464,830.18
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1600 · Production Equipment - Other	<u>673,428.85</u>
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Total 1600 · Production Equipment	<u>208,598.67</u>
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1602 · Board of Supervisors Equipment

1702 · Accum Depr-Board of Supervisors	-58,956.90
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1602 · Board of Supervisors Equipment - Other	<u>58,956.90</u>
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Total 1602 · Board of Supervisors Equipment	<u>0.00</u>
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Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2014
Nov 30, 14

1620 · Office Furniture/Equipment	
1720 · Accum Depr-Furniture/Equipment	-79,354.28
1620 · Office Furniture/Equipment - Other	<u>95,337.82</u>
Total 1620 · Office Furniture/Equipment	15,983.54
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-108,669.83
1625 · Leasehold Improvement - Other	<u>184,139.51</u>
Total 1625 · Leasehold Improvement	75,469.68
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Replace	-22,095.53
1650 · Future Equipment Replacement - Other	<u>22,095.52</u>
Total 1650 · Future Equipment Replacement	-0.01
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-98,879.72
1660 · Production Vehicle - Other	<u>106,108.28</u>
Total 1660 · Production Vehicle	7,228.56
1670 · Broadcasting Equipment	<u>28,933.89</u>
Total Fixed Assets	<u>336,214.33</u>
TOTAL ASSETS	<u>977,232.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>561.64</u>
Total Accounts Payable	561.64
Credit Cards	
2000 · VISA-SCCCU	<u>374.95</u>
Total Credit Cards	374.95
Other Current Liabilities	
2125 · Payroll Tax Payable	6.57
2140 · Accrued Vacation	<u>1,473.16</u>
Total Other Current Liabilities	<u>1,479.73</u>
Total Current Liabilities	2,416.32

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2014
Nov 30, 14

Long Term Liabilities	
2400 · Business Equipment Loan 33736	42,368.46
2300 · Pacifica Capital Equipment Loan	1,103.82
Total Long Term Liabilities	<u>43,472.28</u>
 Total Liabilities	 45,888.60
 Equity	
3015 · Net Assets-Temp Restricted	416,064.46
3900 · Retained Earnings	519,878.45
Net Income	-4,599.00
Total Equity	<u>931,343.91</u>
 TOTAL LIABILITIES & EQUITY	 <u><u>977,232.51</u></u>

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

	Annual Budget 2014-15	December 2014	December Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	253,530.00	20,772.12	128,297.23	51%	
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	27,570.00	2,297.50	11,487.50	42%	16,082.50
4102 · Watsonville Government Meetings	16,500.00	225.00	1,695.00	10%	14,805.00
4103 · City of Capitola Gov. Meetings	16,500.00	550.00	2,965.00	18%	13,535.00
4104 · SCMTD Meetings	2,200.00	400.00	750.00	34%	1,450.00
4105 · County Operating Funds	0.00	0.00	0.00	0%	0.00
4106 · City of Santa Cruz Gov. Mtg.	13,785.00	1,499.88	7,527.27	55%	6,257.73
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	150.00	675.00	29%	1,675.00
4109 · SCWD Government Meetings	0.00	304.00	4,231.50		-4,231.50
4110 · Memberships	0.00	50.00	225.00		-225.00
4111 · Administration Fees	500.00	0.00	5.00	1%	495.00
4112 · Prod. Serv. - Media Dubbing	10,000.00	0.00	0.00	0%	10,000.00
4114 · Underwriting & Sponsorships	2,000.00	0.00	0.00	0%	2,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4118 · Misc. Production Income	0.00	0.00	475.00		-475.00
4119 · Sales-T-shirts	0.00	0.00	0.00		0.00
4120 · Facility Rental	5,000.00	0.00	200.00	4%	4,800.00
4121 · SLVWD Meetings	0.00	575.00	725.00		-725.00
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	2,000.00	45.00	96.61	5%	1,903.39
4135 · Third Party Agreements	0.00	0.00	0.00		0.00
4155 · In-Kind Rent	0.00	0.00	0.00		0.00
4160 · In Kind Donations of Services	0.00	0.00	0.00		0.00
4164 · Donations - Other	0.00	0.00	0.00		0.00
4165 · Donations - General	10,000.00	0.00	0.00		10,000.00
4167 · Donations - Events	0.00	0.00	0.00		0.00
4166 · Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.69	42.04		-42.04
4185 · Misc. Income	200.00	0.00	784.00	392%	-584.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4195 · Temp. Restricted Revenue	0.00	0.00	0.00		0.00
4200 · Production Service					
4210 · Production-GOV		275.00	1,235.00		-1,235.00
4220 · Production-EDU		0.00	0.00		0.00
4230 · Production-PUB		1,200.00	2,800.00		-2,800.00
4200 · Production Service - Other	30,000.00	0.00	250.00	1%	29,750.00
Total 4200 · Production Service	30,000.00	1,475.00	4,285.00	14%	25,715.00
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	397,135.00	28,345.19	164,466.15	41%	232,668.85
4170 · Fiscal Sponsorships Income		0.00	95.00		-95.00
TOTAL INCOME	397,135.00	28,345.19	164,561.15	41%	232,573.85

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

	Annual Budget 2014-15	December 2014	December Year to Date	% of Budget Expended	Amount Remaining
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Rep./Maint./Security	0.00	311.60	1,751.21		-1,751.21
6701 · Facility/Equip. Insurance	0.00	0.00	0.00		0.00
7058 · Leasehold Improvements/Capital	0.00	0.00	0.00		0.00
7300 · Facilities & Equipment Rental	0.00	78.22	608.57		-608.57
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	0.00	389.82	2,359.78		-2,359.78
5200 · Equipment					
7215 · Copy Machine Lease	0.00	241.29	2,127.37		-2,127.37
7051 · Equipment Repair	0.00	0.00	0.00		0.00
7011 · Automation Equipment	0.00	0.00	3,000.00		-3,000.00
7052 · Prod. Equip. Replacement -Depr.	0.00	0.00	4,505.81		-4,505.81
7053 · Prod.Equip.Replacement-NonDepr.	0.00	-104.54	66.91		-66.91
7056 · Equipment - Depreciated	0.00	0.00	0		-260.95
7057 · Equipment - Non Depreciated	0.00	0.00	260.95		-260.95
Total 5200 · Equipment	0.00	136.75	9,961.04		-9,961.04
Total 5000 · CAPITAL EXPENDITURES	0.00	526.57	12,320.82		-12,320.82
6000 · OPERATING EXPENSES					
6100 · Advertising	1,500.00	0.00	690.00	46%	810.00
6300 · Bank Charges	850.00	0.00	301.06	35%	548.94
6450 · Finance Charges/Late Fees	0.00	0.00	74.00		-74.00
6600 · Dues & Subscriptions	2,500.00	329.17	2,662.17	106%	-162.17
6650 · Interest on Leased Equip.	0.00	146.26	772.02		-772.02
6700 · Insurance	2,500.00	954.11	5,170.50	207%	-2,670.50
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7061 · Production Truck/ Repairs/Maint	0.00	19.00	19.00		-19.00
7100 · Office Supplies	2,000.00	123.65	1,084.85	54%	915.15
7105 · Production Expenses	800.00	32.61	122.34	15%	677.66
7200 · Postage/Freight	1,000.00	114.00	212.00	21%	788.00
7205 · Printing	150.00	0.00	0.00	0%	150.00
7401 · Facility Supplies	500.00	73.95	73.95	15%	426.05
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	3,459.72	66%	1,790.28
7700 · Telephone/Telecommunications	3,000.00	265.76	938.26	31%	2,061.74
7900 · Facility Utilities	0.00	44.90	1,880.09		-1,880.09
Total 6000 - Operating Expenses	20,050.00	2,103.41	17,459.96	87%	2,590.04
6800 · Contracted Services					
7009 · Contracted Services-Dir Cont	30,000.00	4,416.66	20,078.82	67%	9,921.18
6900 · Contract Services-Audit/Payroll	14,500.00	169.95	10,006.43	69%	4,493.57
7001 · Contract Services-Studio Prod.	0.00	0.00	0.00		0.00
7003 · Contract Services-Janitorial	4,500.00	0.00	730.00	16%	3,770.00
7006 · Contract Service-AmeriCorp	0.00	0.00	0.00		0.00
7007 · Contract Services-CMAP	50,000.00	0.00	8,151.00	16%	41,849.00
7010 · Contract Services-Consulting	15,000.00	630.00	8,715.00	58%	6,285.00
7110 · Contract Services-Legal	2,000.00	0.00	268.60	13%	1,731.40
7910 · Contract Services-Field Prod.	4,000.00	0.00	0.00	0%	4,000.00
7915 · Contracted Services-Dunbar Prod	0.00	0.00	6,000.00		0.00
Total 6800 · Contracted Services	120,000.00	5,216.61	53,949.85	45%	66,050.15

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

	Annual Budget 2014-15	December 2014	December Year to Date	% of Budget Expended	Amount Remaining
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	500.00	0.00	1,870.00	374%	-1,370.00
7800 · Travel/Meals	500.00	330.40	1,409.74	282%	-909.74
7920 · Retreats/Events	500.00	0.00	133.60	27%	366.40
7950 · Misc. Expense	0.00	0.00	-22.83		22.83
8600 · Special Events Expense	0.00	240.00	743.25		-743.25
Total 7000 · Staff Development & Fundraising	1,500.00	570.40	4,133.76	276%	1,522.83
7500 · Operating Salaries & Benefits					
7510 · Salaries - Executive Director	0.00	0.00	0.00		0.00
7512 · Salaries - Station Director	60,000.00	4,666.66	23,333.30	39%	36,666.70
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Access Facilitator	0.00	0.00	0.00		0.00
7535 · Salaries - Admin Coordinator	0.00	1,100.00	8,125.65	0%	-8,125.65
7540 · Salaries - Playback Tech	0.00	0.00	0.00		0.00
7541 · Salaries - Production Super.	0.00	0.00	0.00		0.00
7542 · Salaries - Media Coordinator	40,000.00	2,711.48	19,797.11	49%	20,202.89
7545 · Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,230.15	6,283.94	52%	5,716.06
7586 · Salaries - Extra Help Trainers	0.00	0.00	34.00		-34.00
7588 · Salaries - Education Coordinato	0.00	0.00	0.00		0.00
7589 · Salaries - Extra Help Prod Asst	12,000.00	148.00	356.77	3%	11,643.23
7590 · Salaries - Vacation Replacement	0.00	0.00	0.00		0.00
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,235.48	6,416.85	31%	14,615.45
7635 · Workers Comp	4,910.34	611.00	3,105.00	63%	1,805.34
7630 · Health/Dental/Vision	50,000.00	193.20	5,414.91	11%	44,585.09
7632 · Pension	20,000.00	0.00	396.00	2%	19,604.00
Total 7500 · Operating Salaries & Benefits	219,942.64	11,895.97	73,263.53	33%	146,679.11
Total 6000 · OPERATING EXPENSES	361,492.64	19,786.39	148,807.10	41%	212,685.54
6400 · Depreciation Exp-Prod Equip		0.00	0.00		0.00
6405 · Depreciation Exp-Equipment		0.00	0.00		0.00
6410 · Depreciation Exp-Leasehold		0.00	0.00		0.00
6412 · Depreciation - Prod. Vehicle		0.00	0.00		0.00
9100 · Suspense		0.00	0.00		0.00
9920 · Reimbursable Expenses		0.00	0.00		0.00
	0.00	0.00	0.00		0.00
TOTAL EXPENSES	361,492.64	20,312.96	161,127.92	45%	200,364.72
NET INCOME/LOSS	35,642.36	8,032.23	3,433.23	0.9%	

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2014
Dec 31, 14

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,106.44
1010 · Checking-SCCCUCU	39,511.99
1015 · PayPal Checking-SCCCUCU	29,217.68
1020 · Savings-SCCCUCU	51,509.24
1021 · Petty Cash Fund	187.52
1030 · Wells Fargo - 50032	2,396.71
1055 · CD Acct 2304 (13 month)	11,846.54
1060 · Savings-Wells Fargo 10445	1,212.28
1099 · Cash Box	40.00
Total Checking/Savings	<u>184,028.40</u>

Accounts Receivable

1115 · Accounts Receivable	<u>35,899.49</u>
Total Accounts Receivable	<u>35,899.49</u>

Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	225.00
1203 · Crime Coverage	336.66
1209 · Liability / D&O (SLIP)	5,253.89
1210 · Property Liability (SPIP)	1,499.10
Total 1200 · Prepaid Insurance	<u>7,314.65</u>

1260 · Prepaid Expenses	320.83
1300 · PFG Common Stock	4,931.00
Total Other Current Assets	<u>428,631.48</u>

Total Current Assets 648,559.37

Fixed Assets

1600 · Production Equipment	
1700 · Accum Depr-Production Equipment	-464,830.18
1600 · Production Equipment - Other	673,428.85
Total 1600 · Production Equipment	<u>208,598.67</u>

1602 · Board of Supervisors Equipment	
1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipment - Other	58,956.90
Total 1602 · Board of Supervisors Equipment	<u>0.00</u>

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2014
Dec 31, 14

1620 · Office Furniture/Equipment	
1720 · Accum Depr-Furniture/Equipment	-79,354.28
1620 · Office Furniture/Equipment - Other	<u>95,337.82</u>
Total 1620 · Office Furniture/Equipment	15,983.54
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-108,669.83
1625 · Leasehold Improvement - Other	<u>184,139.51</u>
Total 1625 · Leasehold Improvement	75,469.68
1650 · Future Equipment Replacement	
1750 · Accum Depr-Future Equip Replace	-22,095.53
1650 · Future Equipment Replacement - Other	<u>22,095.52</u>
Total 1650 · Future Equipment Replacement	-0.01
1660 · Production Vehicle	
1760 · Accum Depr-Production Vehicle	-98,879.72
1660 · Production Vehicle - Other	<u>106,108.28</u>
Total 1660 · Production Vehicle	7,228.56
1670 · Broadcasting Equipment	<u>28,933.89</u>
Total Fixed Assets	<u>336,214.33</u>
TOTAL ASSETS	<u>984,773.70</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>709.95</u>
Total Accounts Payable	709.95
Credit Cards	
2000 · VISA-SCCCU	<u>480.71</u>
Total Credit Cards	480.71
Other Current Liabilities	
2125 · Payroll Tax Payable	6.57
2140 · Accrued Vacation	<u>1,473.16</u>
Total Other Current Liabilities	<u>1,479.73</u>
Total Current Liabilities	2,670.39

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2014
Dec 31, 14

Long Term Liabilities	
2400 - Business Equipment Loan 33736	41,623.35
2300 - Pacifica Capital Equipment Loan	1,103.82
Total Long Term Liabilities	<u>42,727.17</u>
Total Liabilities	45,397.56
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	519,878.45
Net Income	3,433.23
Total Equity	<u>939,376.14</u>
TOTAL LIABILITIES & EQUITY	<u><u>984,773.70</u></u>



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
October 28, 2014

MINUTES

5:30 P.M.

Offices of the Corporation

1. Roll Call

Present: Keith Gudger (Chair), Joe Hall, Mathilde Rand, Tom Manheim, James Fisher, Caryn Machado, Nathan Benjamin, Adam Wade
Not Present: Lou Tuosto

2. Oral Communications

No one addressed the board.

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

None.

CONSENT AGENDA

4. Approve Minutes

Regular Board Meeting Minutes of October 28, 2014.

5. Approve recommendation of the Finance Committee to accept the September 30, 2014 financial statements.

Machado moved to approve the Consent Agenda, Fisher seconded, approved unanimously.

REGULAR AGENDA

6. Thank you to Caryn Machado for her Board Service.

7. Approve Board Resolution Closing 401K Plan.

On motion by Manheim, seconded by Machado, approved Board Resolution 011-2014 to terminate the 401K plan with the date changed to March 1, 2015.

Approved unanimously.

8. Appointment of Board Members.

On motion by Manheim, seconded by Rand, the Board approved unanimously the following appointments:

James Fisher (At Large, expires 2018),
Joe Hall (City of Santa Cruz, expires 2018),
Adam Wade (K-12 Education, expires 2018),
Keith Gudger (At Large, expires 2018),
Keith Sterling (At Large, expires 2018).

9. Appointment of Committee Members.

On motion by Rand, seconded by Manheim, approved unanimously the following committee appointments:

Finance and Budget Committee: Joe Hall (Chair), Tom Manheim, Keith Gudger.

Personnel Committee: Keith Gudger (Chair), Nathan Benjamin, Mathilde Rand.

Governance Committee: Keith Gudger (Chair), Nathan Benjamin, Tom Manheim, Joe Hall, Mathilde Rand.

Audit Committee: Mathilde Rand (Chair), Luo Tuosto, Keith Gudger

Fund Development Committee: James Fisher (Chair), Luo Tuosto

10. Elect Board Officers.

On motion by Manheim, seconded by Benjamin, approved unanimously the following Board Officers:

Board Chair: Keith Gudger
Board Vice-Chair: Mathilde Rand
Board Treasurer: Joe Hall
Board Secretary: Keith Sterling

11. Approve Annual Board Meeting Calendar.

On motion by Benjamin, seconded by Wade, approved the proposed Board Calendar:

Ayes: Gudger, Benjamin, Hall, Sterling, Rand, Wade, Manheim.

Nos: None.

Abstentions: Fisher.

12. Approve Annual Audit

On motion by Hall, seconded by Rand, unanimously accepted the audit.

13. Oral Report of Station Director.

Given.

14. Oral Report of Board Chair.

Given.

15. CMAP E.D. Contract

On motion by Wade, seconded by Sterling, approved appointing the Board Chair to negotiate in good faith with CMAP re: E.D. Contract based on existing consulting services contract.

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

Lindsey Bishop, Station Director, requests an agenda item to review re-branding the community channel.

17. Announcements.

18. Adjournment.

Adjourned at 6:14 PM on motion by Benjamin, seconded by Hall, passed unanimously.

These minutes are scheduled for approval on January 26, 2015.

Approved: _____
Board Chair

Attest: _____
Board Secretary

**Community Television of Santa Cruz County
Executive Director's Report to the Board
Jan. 20, 2015**

Administration

1. Financial:

- Santa Cruz County has been invoiced for capital expenditures in the amount of \$50,000.
- CTV will act as fiscal partner for Reel Work Film Festival and receive 5% of monies raised.
- Paid production services to CMAP are ongoing. During December/January CMAP purchased approximately 50 hours of Josh Becker's time.
- CTV completed two paid productions in December, the downtown *Holiday Parade* and *Showdown in Surf town*.

2. Risk Management:

- A new policy has been enacted that requires independent producers to place a disclaimer on the beginning of their shows before uploading them.

3. Facilities/Equipment:

- Fire extinguishers are out of date and are scheduled to be recharged.
- We repaired a leaky toilet this month.
- After receiving complaints that the door was going unanswered, our system was augmented so that when someone rings the bell, all the phones ring and light up.

4. Personnel:

- New training for our government technicians is underway. Technicians are being cross-trained at multiple sites. This is to insure that we have ample back up in case of illness etc.
- Lindsey is interviewing new intern candidates for the spring semester. All the current interns have expressed interest in continuing for another school term. Lindsey is in contact with the UCSC Community Studies Program, She is seeking Field Study students who can commitment more hours than traditional college interns and who can work on lengthier projects.

Personnel Policies:

- The employee manual is under review.
- Policies have been amended and updated to bring CTV into compliance with wage and hour laws.

Communications / Marketing

- The CTV website has been updated to promote CRUZ TV and associated professional services.
- Channel ID's for the CRUZ TV channel are in progress.

Resource Development:

- Just in time for tax season, CTV & CMAP are producing a program together. The show will inform taxpayers of deductions available to anyone who qualifies even if they don't / can't itemize. These deductions will be of great value to moderate and low-income families, seniors and students. The program will be telecast from mid-February through April 15 and will provide a valuable service to the community. It will also be very valuable for CTV as it is a project for which we will seek underwriting.
- A series of paid classes for citizen journalists is in development. We hope to roll out the first class this spring.

Community Involvement:

- E.D. participated in two meetings with SCCOE about a potential project this spring.
- E.D. met with Hope Services about how we might work with them in the future. They are expanding their use of media for their clients.
- E.D. met with the Reel Film Festival E.D. about screening a film at CTV. This will help us expose more people to our facilities and services.
- E.D. met with a representative from the SC Fire Department training department to share our services.

Public Access

1. Volunteers:

- Led by Keith and Mathilda, our core volunteers continue to meet regularly to outline, discuss, and implement action plans for both our community access programs and help needed around the facility.
- The rebranding of channel 27 is in progress. Our core group of volunteers has really taken this concept and run with it! They have developed a list of suggested names. Volunteers also came up with an action plan for narrowing the list, and for voting. They intend to bring their top 3 names to the February meeting of this board for consideration.
- Keith suggested the idea of group productions to support public access to community members who may not be suited to our current model, which requires that all users have training to create or participate in the production of a show. These group productions could provide a platform for those who would like to be heard, but are not necessarily interested in production training.

- Regularly scheduled meetings have begun for studio supervisors, producers/directors. Tricaster support evenings also continue regularly. All of these meetings are scheduled, coordinated, and run entirely by Certified Volunteers.

2. Equipment & Facilities:

- Keith, along with some of our volunteers, has set up a new portal system for members on the CTV website. This tailor made solution saves us nearly \$4,500 a year in fees we had been paying to use the Denver Open Media portal.
- Volunteers have made great progress clearing out the prop area. Nearly every item has been identified as, “sell,” “donate” or “trash.” The trash has been taken to the dump. A selection of items that can be sold has been set aside.
- The tech office has also gotten a lot of attention. Keith, Mathilde, and Lynn have already catalogued over 120 items that will be offered for sale. They are also separating the equipment that can be sold online from that which can be auctioned at a CTV fundraiser.

3. Training:

- Lynn, our first Certified Training Facilitator, lead his first Field Production certification training class this month. He was assisted by Josh and the class was well recieved. Lynn was extremely prepared, kept all students well informed both before and during the class, and offered a really excellent training to all involved. We can look forward to many more volunteer led classes in future.

Government Access Services:

- Currently we are covering an average of 15 government meetings each month. We also continue respond to technical concerns at meeting locations across the county.

Board Chair Report January 22, 2015

Community Television's mission includes supporting three distinct groups: Government, Education and the Public. This organization has historically achieved this by providing and managing content on three cable channels, with funding from cable subscriber's bills.

With the advent of DIVCA, our funding is limited to "facilities and equipment." This means that the Government and Education portion of our mission now charges for services. It also means that the Public side no longer has funding for operations.

Our professional services cannot support the organization if the public is confused by our volunteer producers. We must separate the two parts of CTV in the mind of the public by rebranding the public part of CTV. Rebranding of our professional services as "Cruz Media" continues successfully.

To this end, we are moving all Public operations to a volunteer run committee known as the "Volunteer Core", led by vice-chair Mathilde Rand. She holds monthly meetings to address issues around the public access of Community Television's resources. As we move the public side into a self-supporting entity we will be bringing policy issues to the Board.

Here are some examples of how the Volunteer Core is assuming responsibility for itself.

- Equipment Checkout / Inventory – a volunteer equipment "guru" (Annie Newman) schedules equipment specialists to take care of equipment transactions. Other volunteers maintain and inventory reservable equipment.
- Membership / Class sign-up / Reservations – All of these functions are now handled by a volunteer administered web portal, saving around \$5000 per year.
- Public Outreach / Interface – Staff is reconfiguring the phone system so that all questions regarding public access get routed to volunteers. Core volunteers are producing a new orientation program which they plan to run at least monthly.
- Non-Profit support – Core volunteers will continue to coordinate and run PSA day for non-profits. The Core will also begin producing a monthly "Non-Profit Spotlight" program.
- Rebranding – The Volunteer Core is running a contest for naming the public side.
- Training / production values – We are also splitting training between the two sides. The public side will take over all certification training for volunteers. Core volunteers are already hosting "Tricaster" and "LiveText Nights" and holding monthly producers' meetings with a goal of improving quality.
- Scheduling – Volunteers continue to run the studio time allocation lottery and schedule studio time and studio supervisors.
- Staff support – Our volunteer Volunteer Coordinator continues to provide support for staff productions as needed (such as the board meeting.)

Volunteers have identified several hundred pieces of unused and obsolete equipment that is being priced and sold on Ebay or Craigslist. All items not worth selling directly will be offered in giant "garage sale" – stay tuned!

The changes wrought by DIVCA continue to ripple through the organization. While this change is painful, we must accept it and move forward if we wish to support the community as our funding continues to decrease. Core volunteers are optimistic that we can achieve this.

Keith Gudger

MANAGEMENT CONSULTING AGREEMENT

A. GENERAL TERMS OF AGREEMENT

1. **PARTIES:** This Agreement is entered into between Community Television of Santa Cruz, Inc. ("CTV") and Community Media Access Partnership, Inc. ("CMAP"). The respective Boards of CTV and CMAP have authorized its execution.
2. **GENERAL:** Under this Agreement, CMAP staff, as set forth below, will provide consulting services to CTV in order to support the management and administration of the operations of CTV and its staff, in full compliance with all applicable laws and regulations governing the operation of Public Education and Government television. Signed copies of this Agreement will be delivered to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz. The majority of the consulting services shall be provided by the CMAP Executive Director ("Director") with support from other CMAP staff, none of whom shall be deemed to be employees of CTV for any purposes herein. CMAP and CTV (collectively, "Parties") agree to work cooperatively to address issues and concerns that may arise from time to time by the City or County of Santa Cruz.
3. **TERM AND TERMINATION:** The term of this Agreement is December 1, 2014 through November 30, 2015. 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.

4.

CONTRACT AMOUNT AND PAYMENT PROVISIONS: Total payments by CTV to CMAP under this Agreement shall not exceed **\$30,000.00**. Payments will be made monthly for services under this Agreement and shall be properly invoiced by CMAP to CTV and include both the provision of staffing, as discussed herein, and such other costs as may be incurred. Monthly charges shall not exceed **\$2500.00**. CTV will provide an initial deposit of **\$2500.00** upon execution of this Agreement.

B. CMAP RESPONSIBILITIES

The services contemplated by this Agreement shall include but not be limited to 33% of the Director's time spent performing job related duties in the course of his or her employment by CMAP. Any substitution of CMAP staff to provide those services which are part of the Director's 33% time commitment shall require the separate written agreement of the Parties.

Nothing in this Section B shall change the employment relationship between CMAP and the Director. CMAP shall reserve all exclusive rights as to the employment, compensation and discipline of the Director. Notwithstanding the exclusive right of CMAP to set the compensation of the Director, the maximum payment to CMAP from CTV for the services of the Director shall not exceed the amounts set forth above under Section A.4.

The Director shall be responsible for those duties of the CTV Executive Director as can be reasonably accomplished within the agreed upon 33% time commitment. The specific areas for which the Director shall consult with and provide guidance to the CTV Station Director and CTV staff shall include but not be limited to the following:

1. Oversight and management of the programs, contracts, and operations of CTV, as set forth by the CTV Board of Directors, including but not limited to preparation of a written monthly report regarding such matters, to be presented to the CTV Board of Directors and the County Administrator of the County of Santa Cruz. The CTV Station Director shall be responsible for making all presentations to county staff, CTV Board of Directors, and other municipal bodies.
2. Management of the finances of CTV in accordance with generally accepted accounting practices, the approved budget, and using the financial systems of CTV. The funds of CTV shall not be co-mingled in any way with the funds of CMAP. The Director shall oversee preparation of a written monthly report regarding the financial activities of CTV, to be presented to the CTV Board of Directors, with copies to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz. The Director shall assure the operations are conducted so as to comply with the

requirements of CTV's mandatory annual independent audit.

3. Supervision, evaluation, and management of CTV personnel, to assure that staffing is sufficient to fulfill the functions of CTV's operations, including assignment of work duties consistent with CTV's personnel policies and procedures. Any personnel issues or adverse actions to be taken against any CTV employee shall require the approval of the Personnel Committee of the CTV Board of Directors. Given the goal of staff reduction under DIVCA, any staff hiring shall require the approval of the CTV Personnel Committee.
4. Providing training to CTV employees sufficient to enable them to perform all duties necessary to fulfill the tasks and functions of their jobs.
5. Assuring that the CTV programming service meets all requirements set forth in county, state, and federal laws and regulations.
6. Preparation of the CTV Budget for Fiscal Year 2016-2017, and submission of said Budget to the CTV Board of Directors for their review and approval not later than March 1, 2015.
7. Submission of an annual report to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz, not later than November 1, 2015, as required by CTV's contract with the County of Santa Cruz.

C. CTV RESPONSIBILITIES

CTV will collaborate and work closely with CMAP, and specifically the Director, to accomplish the deliverables arising under this Agreement. CTV staff, including but not limited to the CTV Station Director, shall act under the direction of the Director and the CTV Board of Directors in acting to accomplish the terms and obligations arising under this Agreement, and provide the majority of any administrative tasks required. The efforts of the CTV staff, including but not limited to the CTV Station Director and the CTV Board of Directors, shall include but not be limited to:

1. Providing input to the Director regarding the operations and financial management of CTV
2. Providing input regarding the required written monthly reports discussed at Sections B.1. and B.2. above.
3. Providing input regarding an annual report to the County Administrator of the County of Santa Cruz and the City Manager of the City of Santa Cruz, as discussed at Section B.7. above.
4. Providing input to the Director, as needed, to address personnel matters, and work with the CTV Personnel Committee to address staffing problems and any hiring decisions. Provide written decisions on such matters as needed.
5. Providing input to the Director and the County's Director of Information Services to complete a Budget for Fiscal Year 2016-2017, as discussed at Section B.6. above.
6. Providing input regarding Public, Education and Government (PEG) requirements resulting from any contract between CTV and the County of Santa Cruz and the City of Santa Cruz.
7. Using best efforts to seek sponsorships, grants, off-sets, revenue and fundraising to achieve a minimum of 50% of the total CTV operating costs (salary, benefits, costs and overhead) by June 30, 2015. Additionally, to work towards a goal of full self-sustainability by July 1, 2016.
8. Providing input and assistance in responding, as they may arise, to questions posed by the County and City of Santa Cruz in a timely fashion.
9. Providing input and assistance in maintaining office space, equipment, machines and supplies to perform the function of the program directives.
10. Vesting in the Director, consistent with the Articles and Bylaws of CTV, the powers and authority necessary to carry out the Director's responsibilities elaborated in this Agreement.

11. Making available the administrative support of the CTV staff, the CTV Board of Directors, and CTV Counsel in dealing with claims, grievances and complaints brought by employees of CTV.
12. Notwithstanding any provisions to the contrary contained in the CTV Bylaws, the CTV Board of Directors by approval of this Agreement is authorizing the actions set forth in this Agreement. If inconsistencies are found, this Agreement shall govern.

D. DISPUTE RESOLUTION

In the event of a dispute between the Director and CTV regarding the Director’s performance of the duties contemplated under this Agreement, CTV and CMAP shall each appoint a committee for the purpose of resolving the issue(s) in dispute. Nothing contained in this Section D is intended to limit the authority of the Parties hereto to terminate this Agreement pursuant to the termination provisions set forth above. Likewise, nothing contained in this Section D is intended to supplant or modify the provisions contained in Section B above regarding the employment status of the Director.

E. INDEMNIFICATION AND INSURANCE

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

- a. CMAP shall indemnify, defend, and hold harmless CTV, its officers, agents and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omissions of CMAP, 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 CMAP, its officers, agents and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liability of any kind, nature or description, including those brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, 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. CTV shall be named as an additional insured on CMAP’s insurance policies required by this Agreement. Likewise, CMAP shall be named as an additional insured on CTV’s insurance policies required by this Agreement.

F. MISCELLANEOUS

1. All notices by the Parties 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) County of Santa Cruz
 816 Pacific Avenue
 Santa Cruz, CA 95060

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

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

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

2. In the event that any dispute or litigation arises as a result of this Agreement, the prevailing party in such a dispute shall be indemnified and reimbursed by the non-prevailing party for any and all legal fees and costs or such other fees and costs as may arise from said dispute.
3. This Agreement is the entire, final, and complete agreement of the Parties relating to the subject of this Agreement, and supersedes and replaces all prior or existing written and oral agreements between the Parties or their representatives relating thereto.
4. No amendment or modification of this Agreement shall be effective unless in a writing executed by both Parties.
5. The interpretation and legal effect of this Agreement shall be governed by and construed in accordance with the laws of the State of California. Only the California courts (state and federal) will have jurisdiction over any controversies regarding this Agreement.
6. Proper venue for any action or other proceeding involving such a controversy shall be the County of Santa Cruz.
7. If any provision of this Agreement is held to be invalid or unenforceable, all remaining provisions will continue in full force and effect.
8. This Agreement may be executed in multiple counterparts, all of which shall be deemed originals, and with the same effect as if all Parties had signed the same document.
9. Section headings are provided solely for convenience and shall be without legal effect in the interpretation of this Agreement.
10. The date of execution shall have no effect regarding the term of the Agreement, as defined at Section A.3. above; and all services performed by either party for the other during the term of this Agreement, as defined at Section A.3. above, shall be controlled by this Agreement.
11. The Parties hereby acknowledge that each was afforded ample time to have this Agreement reviewed by independent counsel, and was informed by their attorneys of the rights, duties and obligations arising under this Agreement.

EXECUTION: By mutual agreement of all the signers, this contract is agreed to commencing December 1, 2014 through November 30, 2015. In witness whereof, the Parties have executed this contract by their duly authorized representatives.

CMAP

CTV

By: _____
Board Chair

By: _____
Board Chair

Dated: _____

Dated: _____

Approved as to form:

Approved as to form:

CMAP Counsel

CTV Counsel

Ratification recommended by:

~~Beeea King Reed – Executive Director~~ Charles Richburg – Board Chair

Keith Gudger – Board Chair

Dated: _____

Dated: _____

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.
2. 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.
3. 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.