



**BOARD OF DIRECTORS
Regular Meeting
March 23, 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, Larry Laurent
[quorum is six]

2. Oral Communications

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

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

CONSENT AGENDA

4. Approve Minutes*

Regular Board Meeting Minutes of February 23, 2015.

5. Approve recommendation of the Finance Committee to accept the February 28, 2015 Financials*.

REGULAR AGENDA

6. Discussion re: 401K Closure.

7. Oral Report of Executive Director*

8. 2015-16 Budget Update*

9. Oral Report of Vice Chair re: Volunteer and Branding Status.

10. Oral Report of Board Chair.

11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
12. Announcements.
13. Adjourn to Closed Session
14. Closed session pursuant to Gov. Code §54957:
PUBLIC EMPLOYMENT
15. Reconvene in Open Session-Report Out from Closed Session
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
March 23, 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, Larry Laurent

[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.



**BOARD OF DIRECTORS
Regular Meeting
February 23, 2015**

MINUTES

**5:30 P.M.
Offices of the Corporation**

1. Roll Call

Present: Keith Gudger (Chair), James Fisher, Adam Wade, Joe Hall, Mathilde Rand, Tom Manheim, Nathan Benjamin, Keith Sterling, Lou Tuosto, Larry Laurent

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 January 26, 2015.

5. Approve recommendation of the Finance Committee to accept the January 31, 2015 Financials.

6. Approve Finance Committee minutes from January 20, 2015.

7. Approve Board Resolution 02-001 authorizing bank signers.

Hall moved to approve, James seconded, approved unanimously.

REGULAR AGENDA

8. Oral Report of Executive Director.

Given.

9. Proposed 2015-16 Budget Discussion and Approval.

Motion to approve budget 'in concept' and allow executive director and board chair to present it to the county – unanimously approved.

Manheim moved to approve, Rand seconded, approved unanimously.

10. Vice-Chair Report on Volunteer Core and Rebranding.

Given.

11. Oral Report of Board Chair.

Given.

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

-401k closure

-Analysis of use of "Open Air Media" for future branding (trademark/licensing)

13. Announcements

Board chair acknowledged new member Larry Laurent and thanked volunteers.

14. Adjourned on motion by Rand, seconded by Manheim, passed unanimously.

These minutes are scheduled for approval on March 23, 2015.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Profit Loss Budget Performance
February
2015

	Annual Budget 2014-15	February 2015	February Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	253,530.00	20,772.12	169,841.47	67%	
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	27,570.00	2,297.50	16,082.50	58%	11,487.50
4102 · Watsonville Government Meetings	16,500.00	390.00	2,295.00	14%	14,205.00
4103 · City of Capitola Gov. Meetings	16,500.00	475.00	3,665.00	22%	12,835.00
4104 · SCMTD Meetings	2,200.00	250.00	1,125.00	51%	1,075.00
4105 · County Operating Funds	0.00	0.00	0.00	0%	0.00
4106 · City of Santa Cruz Gov. Mtg.	13,785.00	1,620.88	10,527.03	76%	3,257.97
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	125.00	975.00	41%	1,375.00
4109 · SCWD Government Meetings	0.00	0.00	-1,656.50		1,656.50
4110 · Memberships	0.00	494.20	582.00		-582.00
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	50.00		-50.00
4118 · Misc. Production Income	0.00	0.00	725.00		-725.00
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	175.00	1,325.00		-1,325.00
4122 · PVUSD	0.00	1,710.00	1,710.00		-1,710.00
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	2,000.00	90.00	186.61	9%	1,813.39
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	1.53	45.26		-45.26
4185 · Misc. Income	200.00	1500.00	2,398.00	1199%	-2,198.00
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		-1,460.00	0.00		0.00
4220 · Production-EDU		0.00	0.00		0.00
4230 · Production-PUB		-2,800.00	0.00		0.00
4240 · Production-CMAP	30,000.00	2,496.00	8,960.00	30%	21,040.00
4200 · Production - Other		5,261.00	5,261.00		-5,261.00
Total 4200 · Production Service	30,000.00	3,497.00	14,221.00	47%	15,779.00
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	397,135.00	33,398.23	224,302.37	56%	172,832.63
4170 · Fiscal Sponsorships Income		0.00	95.00		-95.00
TOTAL INCOME	397,135.00	33,398.23	224,397.37	57%	172,737.63

Community Television of Santa Cruz County
Profit Loss Budget Performance
February
2015

	Annual Budget 2014-15	February 2015	February Year to Date	% of Budget Expended	Amount Remaining
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Rep./Maint./Security	0.00	0.00	2,192.92		-2,192.92
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	78.27	765.11		-765.11
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	0.00	78.27	2,958.03		-2,958.03
5200 · Equipment					
7215 · Copy Machine Lease	0.00	492.92	2,863.80		-2,863.80
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	-43,093.68		43,093.68
7053 · Prod.Equip.Replacement-NonDepr.	0.00	1,897.14	1,964.05		-1,964.05
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	2,390.06	-35,004.88		35,004.88
5300 · Media Licensing					
7059 · Music Library	0	55.00	110.00		-110.00
Total 5300 · Media Licensing	0	55.00	110.00		-110.00
Total 5000 · CAPITAL EXPENDITURES	0.00	2,523.33	-31,936.85		31,936.85
6000 · OPERATING EXPENSES					
6100 · Advertising	1,500.00	0.00	690.00	46%	810.00
6200 · Bad Debt	0.00	5,329.45	5,329.45	0%	-5,329.45
6300 · Bank Charges	850.00	130.60	431.66	51%	418.34
6450 · Finance Charges/Late Fees	0.00	0.00	74.00		-74.00
6600 · Dues & Subscriptions	2,500.00	104.17	2,870.51	115%	-370.51
6650 · Interest on Leased Equip.	0.00	155.23	1,075.73		-1,075.73
6700 · Insurance	2,500.00	875.27	6,988.00	280%	-4,488.00
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7061 · Production Truck/ Repairs/Maint	0.00	0.00	19.00		-19.00
7100 · Office Supplies	2,000.00	0.00	1,124.00	56%	876.00
7105 · Production Expenses	800.00	0.00	122.34	15%	677.66
7200 · Postage/Freight	1,000.00	0.00	212.00	21%	788.00
7205 · Printing	150.00	0.00	82.56	55%	67.44
7401 · Facility Supplies	500.00	0.00	301.47	60%	198.53
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	4,292.52	82%	957.48
7700 · Telephone/Telecommunications	3,000.00	115.76	1,169.78	39%	1,830.22
7900 · Facility Utilities	0.00	28	1908.09		-1,908.09
Total 6000 - Operating Expenses	20,050.00	6,738.48	26,691.11	133%	-6,641.11

Community Television of Santa Cruz County
Profit Loss Budget Performance
February
2015

	Annual Budget 2014-15	February 2015	February Year to Date	% of Budget Expended	Amount Remaining
6800 · Contracted Services					
7009 · Contracted Services-Dir Cont	30,000.00	4,416.66	28,912.14	96%	1,087.86
6900 · Contract Services-Audit/Payroll	14,500.00	269.58	10,683.80	74%	3,816.20
7001 · Contract Services-Studio Prod.	0.00	0.00	0.00		-10,683.80
7003 · Contract Services-Janitorial	4,500.00	0.00	730.00	16%	3,770.00
7006 · Contract Service-AmeriCorp	0.00	0.00			-730.00
7007 · Contract Services-CMAP	50,000.00	144.00	8,295.00	17%	41,705.00
7010 · Contract Services-Consulting	15,000.00	0.00	10,335.00	69%	4,665.00
7110 · Contract Services-Legal	2,000.00	85.00	353.60	18%	1,646.40
7910 · Contract Services-Field Prod.	4,000.00	0	0	0%	4,000.00
7915 · Contracted Services-Dunbar Prod	0.00	0	6000		-6,000.00
Total 6800 · Contracted Services	120,000.00	4,915.24	65,309.54	54%	54,690.46
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	0.00	1,409.74	282%	-909.74
7920 · Retreats/Events	500.00	62.03	195.63	39%	304.37
7950 · Misc. Expense	0.00	85.81	62.98		-62.98
8600 · Special Events Expense	0.00	0.00	713.25		-713.25
Total 7000 · Staff Development & Fundraising	1,500.00	147.84	4,251.60	283%	-2,751.60
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	32,666.62	54%	27,333.38
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	1,036.05	10,155.45	0%	-10,155.45
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	2,960.00	26,391.13	66%	13,608.87
7545 · Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,627.54	9,109.68	76%	2,890.32
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	228.84	585.61	5%	11,414.39
7590 · Salaries - Vacation Replacement	0.00	0.00	0.00		0.00
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,434.09	9,732.75	46%	11,299.55
7635 · Workers Comp	4,910.34	0.00	3,105.00	63%	1,805.34
7630 · Health/Dental/Vision	50,000.00	280.53	9,846.78	20%	40,153.22
7632 · Pension	20,000.00	0.00	396.00	2%	19,604.00
Total 7500 · Operating Salaries & Benefits	219,942.64	12,233.71	102,023.02	46%	117,919.62
Total 6000 · OPERATING EXPENSES	361,492.64	24,035.27	198,275.27	55%	163,217.37

Community Television of Santa Cruz County
 Profit Loss Budget Performance
 February
 2015

	Annual Budget 2014-15	February 2015	February Year to Date	% of Budget Expended	Amount Remaining
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	26,558.60	166,338.42	46%	195,154.22
NET INCOME/LOSS	35,642.36	6,839.63	58,058.95	16.1%	

Community Television of Santa Cruz County

Balance Sheet

As of February 28, 2015
Feb 28, 15

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,108.00
1010 · Checking-SCCCUCU	76,638.77
1015 · PayPal Checking-SCCCUCU	29,767.28
1020 · Savings-SCCCUCU	51,510.90
1030 · Wells Fargo - 50032	2,396.71
1055 · CD Acct 2304 (13 month)	11,846.54
1060 · Savings-Wells Fargo 10445	1,212.28

Total Checking/Savings	<u>221,480.48</u>
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Accounts Receivable

1115 · Accounts Receivable	54,641.49
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Total Accounts Receivable	<u>54,641.49</u>
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Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	75.00
1203 · Crime Coverage	269.32
1209 · Liability / D&O (SLIP)	4,086.37
1210 · Property Liability (SPIP)	999.50

Total 1200 · Prepaid Insurance	<u>5,430.19</u>
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1260 · Prepaid Expenses	812.49
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1300 · PFG Common Stock	4,931.00
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Total Other Current Assets	<u>427,238.68</u>
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Total Current Assets	703,360.65
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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	673,428.85
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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	58,956.90
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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 February 28, 2015
Feb 28, 15

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	28,933.89
Total Fixed Assets	<u>336,214.33</u>
TOTAL ASSETS	<u><u>1,039,574.98</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	725.27
Total Accounts Payable	<u>725.27</u>
Credit Cards	
2000 · VISA-SCCCU	2,119.98
Total Credit Cards	<u>2,119.98</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	4,324.98
Long Term Liabilities	

Community Television of Santa Cruz County

Balance Sheet

As of February 28, 2015

Feb 28, 15

2400 - Business Equipment Loan 33736	<u>40,144.32</u>
2300 - Pacifica Capital Equipment Loan	<u>1,103.82</u>
Total Long Term Liabilities	<u>41,248.14</u>
Total Liabilities	45,573.12
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	519,878.45
Net Income	<u>58,058.95</u>
Total Equity	<u>994,001.86</u>
TOTAL LIABILITIES & EQUITY	<u>1,039,574.98</u>

**Community Television of Santa Cruz County
Executive Director's Report to the Board
March 23, 2015**

Administration

1. Financial:

- Last month we identified approximately \$10,000 in bad debts that were not written off during our audit. We have followed up on all but 2 of them. We have cleared 12 of them and even collected a little money.
- Paid production services to CMAP are ongoing. During March CMAP used 35 hours of Josh Becker's time for a major project. The project was a teacher recruitment video for San Benito County School District. It is a great example of the high quality work that can be done by CTV & CMAP working together.
- CTV provided paid media services to the Dominican Foundation. The project was a full day shoot of an Autism symposium.
- CTV continues to act as fiscal partner for Reel Work Film Festival.
- A 2015/2016 budget was created and was presented to the county for review on March 10. Overall, they were happy with the budget and our Digital Media Center proposal. They also provided us with new information about the size of our Capital budget for next year. I have adjusted the budget accordingly.

2. Facilities / Equipment

- We have had a couple of extended Internet outages this month. When this happens, staff loses the Internet and the phones. The first was a CRUZIO issue. The second was harder to diagnose. The redundancy built into the system was misdirected and so we experienced a failure. The problem was identified and fixed by our contracted IT specialist.
- We also experienced a channel outage on March 18. This was a Comcast issue. The problem was identified and fixed by our contracted IT specialist.

3. Personnel:

- Victor is cross training one our new Government Technicians. He will learn Victor's job so that we have a back-up for that position. Once he

has trained his back-up, Victor will be able to assist on paid productions.

Communications / Marketing

- A local columnist (Aptos / Capitola Times) spent a few days with our Core Volunteers and wrote an article about opportunities for seniors here at CTV. She watched a studio show in productions and was very impressed. She is getting together a group of friends to become members.

Resource Development:

- E.D. created a proposal for content partnership with the Santa Cruz Warriors. It is under consideration.
- The first citizen journalism class will take place in May. Two more are in development.
- Director of Content, Josh Becker will present a new Premier editing class this month. He and Lynn Dunton have come up with a very hands-on learning experience.
- We are exploring a content partnership with UCSC

Community Involvement:

- E.D. Spoke at Santa Cruz City Council meeting
- E.D. Met with Kevin Bowling
- E.D. Met with Helen Ruiz, County Voter Registration & Outreach
- E.D. Met with Mike Nichols, Hope Services

Public Access

1. Volunteers:

- Led by Lynn Dunton CTV held a PSA Day for local non-profits. The organizations were able to record free PSAs for their organization. The PSAs happen the third Friday of the month. We can produce 6 PSAs at a time. 3 Non-profits are already signed up for next month's session.
- Led by Mathilde Rand, the volunteers held a successful orientation and have another scheduled for April. Our volunteers are very engaged and passionate about the public access mission. They continue to produce programming and are working on rebranding the public access channel.

2. **Training:**

- Josh Becker and Victor Hermann will be attending the National Association of Broadcasters Meeting in April for hands on learning, research introductions to new equipment.

Government Access Services:

- We have a new contract to record all monthly meetings for Soquel Creek Water District. We were doing these only occasionally.
- Currently we are covering an average of 15 government meetings each month. We also continue to respond to technical concerns at meeting locations across the county.

Sustainability

- New location – we are searching for a new location and are hoping to be in a new space by the end of the year. We have looked at a building on Walnut Street and the former Jerry's Sports building at Seabright and Soquel Aves. We have also looked at a county owned building on Felt St.
- One stands out among the others as far as location and size. We are in conversations about it with the building owners and our potential partner in the Digital Media center.
- We do have 2 other buildings identified in case none of the above buildings are workable.
- We are exploring the structuring of an agreement with potential partner, Satellite Telework Center.

PROPOSED OPERATING BUDGET

DRAFT Master DIVCA Operating Budget (July 2015)
Community Television of Santa Cruz County
Fiscal Year 2015-2016
Version: BKR final

Proposed Budget
FY 2015-2016
Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Notes/Footnotes/Explanations</i>
TOTAL OPERATING REVENUE	4300			
CTV Reserves		0.00	0.00	CTV Reserves
County Operating Funds	4100	200,371.00	16,697.58	
County Board of Supervisors Meetings	4101	16,500.00	1,375.00	Board of Supervisors Meetings
City of Watsonville Government Meetings	4102	8,000.00	666.67	Government Meetings
City of Capitola Government Meetings	4103	16,500.00	1,375.00	Government Meetings
SCMTD Meetings	4104	1,600.00	133.33	Government Meetings
County PEG Fees	4105	0.00	0.00	Moved to Capital Budget
City of Santa Cruz Government Meetings	4106	16,500.00	1,375.00	Government Meetings
Wats/Cap/County Charter Fees	4107	0.00	0.00	Moved to County Operating 4100
SCCRTC Meetings	4108	1,800.00	150.00	Government Meetings
Memberships	4110	62,958.00	5,246.50	Memberships Satellite
Administration Fees	4111	500.00	41.67	Administrative Services Income
Media Services	4112	500.00	41.67	Media Dubbing Income
Underwriting & Sponsorships	4114	15,000.00	1,250.00	Sponsorships /underwriting
Digital Media Sales	4115	0.00	0.00	Sale of Digital Media
Facility & Equipment Rental	4120	132,024.00	11,002.00	Facility & Equipment Rental
Classes	4130	15,000.00	1,250.00	Paid Classes
Third Party Agreements	4135	30,000.00	2,500.00	Third Party Production Agreements
Donations	4165	3,000.00	250.00	Donations & Fundraising
Grants/Production Grants	4166	5,000.00	416.67	New Grants
Misc. Income/Interest Income	4185	200.00	16.67	Bank Interest, Etc.
Production Services	4200	12,000.00	1,000.00	Income from Production Services
Special Event Revenue	4600	5,000.00	416.67	Special Event Income from Sports AwardsFundraising Event
Total Operating Revenue		542,453.00	45,204.42	
TOTAL REVENUE	4300	542,453.00	45,204.42	
OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	2,000.00	166.67	Advertising
Bank Charges	6300	970.00	80.83	Bank & Pay Pal Fees
Dues & Subscriptions	6600	2,500.00	208.33	Business Dues & Development Dues
D/O, Accident, Crime Insurance	6700	2,500.00	208.33	Corporate Insurance
Office Supplies	7100	2,000.00	166.67	Copy Paper, Pens, & Supplies
Production Expenses	7105	800.00	66.67	Expenses for CTV Productions
Postage/Freight	7200	1,000.00	83.33	Postage & Bulk Mailings
Printing	7205	2,000.00	166.67	Business Cards, Flyers, Etc.
Facility Supplies	7401	500.00	41.67	Janitorial & Cleaning Supplies
Licenses/Fees/Misc. Taxes	7640	5,250.00	437.50	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications	7700	3,000.00	250.00	Telephone (Does not include dontated internet/webhosting serv.)
Facility Utilities	7900	0.00	0.00	Included in lease
Total PEG Access Services & Supplies	6500	22,520.00	1,876.67	

PROPOSED OPERATING BUDGET

DRAFT Master DIVCA Operating Budget (July 2015)
Community Television of Santa Cruz County
Fiscal Year 2015-2016
Version: BKR final

Proposed Budget
FY 2015-2016
Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Notes/Footnotes/Explanations</i>
Contract Services	6800			
Audit/Payroll Services	6900	14,500.00	1,208.33	Audit & Payroll Services
Contract Services - Studio Production	7001	0.00	0.00	Studio Production Contractors
Contract Services - Janitorial Services	7003	0.00	0.00	Janitorial service
Contract Services - Satellite Consultants	7006	18,000.00	1,500.00	Co-work space consultant
Contract Services - CMAP Services	7007	30,000.00	2,500.00	Executive Director consultant
Contract Services - Consulting/Producing	7010	15,000.00	1,250.00	Contracted Consultants & Website Design/Services
Contract Services - Legal Fees	7110	2,000.00	166.67	Attorney Fees
Contract Services - Production Grants	7910	4,000.00	333.33	Field Production Contractors
Total Contract Services	6800	83,500.00	6,958.33	
Staff Development & Fundraisng Expenses	7000			
Newsletter/Brochure/Annual Reports	7210	0.00	0.00	Newsletter/Brochure/Annual Reports
Training & Conferences	7405	1,000.00	83.33	Staff Training
Travel & Meals	7800	1,000.00	83.33	Staff Mileage
Retreats/Events	7920	500.00	41.67	Annual Board/Staff Retreat
Special Events Expenses	8600	2,000.00	166.67	Special Event Expenses - Sports Awards Fundraising Event
Total Staff Dev. & Fundraising Expenses	7000	4,500.00	375.00	
Operating Salaries/Benefits	7500			
Station Director	7512	60,000.00	5,000.00	
Facilitaties Coordinator	7530	18,000.00	1,500.00	Position added for Satellite / Digital Media Center 6mo.
Accountant	7535	15,000.00	1,250.00	Position added
Media Services Coordinator	7542	40,000.00	3,333.33	Programmer for all channels
Director of Content	7545	30,000.00	2,500.00	Producer, camera, editor for professional productions
Extra Help/Government Technicians	7585	12,000.00	1,000.00	Technicians for Government Meetings
Extra Help/Production Asst.	7589	12,000.00	1,000.00	Production Assistants & Trainers
Total Operating Salaries	7500	187,000.00	15,583.33	
Payroll Taxes	7621	21,032.30	1,752.69	Payroll Taxes
Worker's Comp	7635	3,501.06	291.75	Worker's Compensation
Health/Dental Benefits	7630	24,000.00	2,000.00	Health, Dental, Vision & Life Insurance
Severance/Vacation Payouts	7632	9,500.00	791.67	
Total Benefits & Taxes	7500	58,033.36	4,836.11	
TOTAL OPERATING EXPENSES	6000	355,553.36	29,629.45	
TOTAL EXPENSES		\$355,553.36	\$29,629.45	
TOTAL BUDGET		\$186,899.64	15,574.97	

PROPOSED CAPITAL BUDGET

DIVCA Capital Budget (July 2015)
 Community Television of Santa Cruz County
 Fiscal Year 2015-2016

Proposed BudgetFY
 2015-2016
 Annual

Monthly

			Notes/Footnotes/Explanations	
	<i>Account</i>	<i>Annual</i>	<i>Monthly</i>	
TOTAL REVENUE	4300			
County PEG Fees	4100	655,100.00	54,591.67	County PEG Fees (Operating Moved to Operating Budget)
Wats/Cap/County Charter PEG Fees	4107	0.00	0.00	Moved to County Operating
Total Capital Revenue		655,100.00	54,591.67	
TOTAL REVENUE	4300	655,100.00	54,591.67	
CAPITAL EXPENDITURES				
Facility	5100			
Property, Cyber Liability, Broadcasters Insurance	6700	11,000.00	916.67	Property, Equip./Broadcasters/Cyber Ins.
Leasehold buildout	7058	240,375.00	20,031.25	Facility buildout (over 2 year) included moving expense
Facility/Equipment Rental	7300	1,000.00	83.33	Equipment Rental for Facility
Facility Lease	7400	129,540.00	10,795.00	maintenance, taxes, landlord building insurance and building management costs.
Total Facility Expenses	5100	381,915.00	31,826.25	
Equipment	5200			
Automation Equipment	7011	7,000.00	583.33	Projected Equipment Replacement (CTV)
Equipment Repair	7051	3,000.00	250.00	Equipment Repair
Prod. Equipment Replacement - Depreciated	7052	100,000.00	8,333.33	Projected Equipment for professional productions
Prod. Equipment Replacement - Non-Depreciated	7053	5,000.00	416.67	Equipment for youth production classes (iPads)
Equipment - Depreciated	7056	150,000.00	12,500.00	Projected Equipment for Studio ,Classroom & Community Use
Equipment - Non-Depreciated	7057	2,500.00	208.33	Projected Equipment for Studio & Community Use
Copy Machine Lease	7215	5,000.00	416.67	Leased Copy Machine
Music License	7059	660.00	55.00	Licence for production music
Total Equipment Expenses	5200	273,160.00	22,763.33	
TOTAL CAPITAL EXPENDITURES	5000	655,075.00	54,589.58	
TOTAL BUDGET		\$25.00	2.08	