



**BOARD OF DIRECTORS  
Regular Meeting  
May 18, 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 April 27, 2015.

5. Approve recommendation of the Finance Committee to accept the April 30, 2015 Financials\*.

**REGULAR AGENDA**

6. Oral Report of Executive Director\*.

7. Discussion and Action on Satellite MOU.

8. Oral Report of Board Chair.

9. Creation of Volunteer Advisory Committee via Resolution 005-2015\*.

10. Appointment of Volunteer Advisory Committee Chair.

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

12. Announcements.

13. Adjournment.

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

**\* Material Included in Board Packet**



**EXECUTIVE COMMITTEE**  
**Regular Meeting**  
**May 18, 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.



816 Pacific Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS  
Regular Meeting  
April 27, 2015**

**MINUTES**

**5:30 P.M.**

**Offices of the Corporation**

**1. Roll Call**

Present: Keith Gudger (Chair), Joe Hall, Tom Manheim, Nathan Benjamin, Keith Sterling, Larry Laurent

Absent: James Fisher, Mathilde Rand, Adam Wade, 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.**

Manheim requested item #6 be moved from consent to the regular agenda.

**CONSENT AGENDA**

**4. Approve Minutes**

Regular Board Meeting Minutes of January 26, 2015.

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

Hall moved to approve, Manheim seconded, approved unanimously.

**REGULAR AGENDA**

**6. Approve recommendation of the Finance Committee to accept the 2015-2016 Proposed Budget.**

Benjamin moved to approve, Manheim seconded, approved unanimously.

**7. Oral Report of Executive Director.**

Given.

**8. Adoption of Executive Producer Job Description and Salary Range.**

Manheim moved to approve, Benjamin seconded. Approved unanimously.

**9. Approval of Contract with County.**

Hall moved to approve and to give ED and attorney authority to make minor changes if necessary after further review and discussions with the county. Laurent seconded. Approved unanimously.

**10. Oral Report of Board Chair.**

Given.

**11. Discussion and Action on Public Access Branding**

Benjamin moved that "SC Currents" naming process move forward with a final check on any potential trademark issues. Manheim seconded. Approved unanimously.

**12. Discussion and Action on Member Equipment Status.**

Motion by Benjamin to direct counsel to prepare a letter demanding the return of equipment within a specific time frame. Manheim seconded. Approved unanimously.

**13. Discussion and Action on May Board Meeting Date.**

Motion by Benjamin to move May meeting to the 18<sup>th</sup> to avoid conflict with Memorial Day. Hall seconded. Approved unanimously.

**14. Board Member / Staff Requests for Specific Items to Appear on next meeting agenda.**

**15. Announcements**

**16. Adjournment**

Adjourned on motion by Hall, seconded by Benjamin, passed unanimously.

These minutes are scheduled for approval on May 18, 2015.

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Board Secretary

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

	Annual Budget 2014-15	April 2015	April Year to Date	% of Budget Expended	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>					
<b>4100 · County PEG Fees</b>	<b>253,530.00</b>	<b>20,772.12</b>	<b>211,385.71</b>	<b>83%</b>	
<b>4300 · OPERATING REVENUE</b>					
CTV Operating Reserves					
4101 · County BOS Meetings	27,570.00	2,297.50	20,677.50	75%	6,892.50
4102 · Watsonville Government Meetings	16,500.00	495.00	3,360.00	20%	13,140.00
4103 · City of Capitola Gov. Meetings	16,500.00	525.00	4,865.00	29%	11,635.00
4104 · SCMTD Meetings	2,200.00	250.00	1,575.00	72%	625.00
4105 · County Operating Funds	0.00	0.00	0.00	0%	0.00
4106 · City of Santa Cruz Gov. Mtg.	13,785.00	1,015.88	13,042.79	95%	742.21
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	175.00	1,275.00	54%	1,075.00
4109 · SCWD Government Meetings	0.00	0.00	(1,656.50)		1,656.50
4110 · Memberships	0.00	100.00	682.00		(682.00)
4111 · Administration Fees	500.00	134.95	139.95	28%	360.05
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	120.00		(120.00)
4118 · Misc. Production Income	0.00	0.00	800.00		(800.00)
4119 · Sales-T-shirts	0.00	0.00	187.50		(187.50)
4120 · Facility Rental	5,000.00	0.00	200.00	4%	4,800.00
4121 - SLVWD Meetings	0.00	350.00	2,050.00		(2,050.00)
4122 - PVUSD	0.00	475.00	2,610.00		(2,610.00)
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	2,000.00	0.00	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	1.64	48.59		(48.59)
4185 · Misc. Income	200.00	36.00	2,434.00	1217%	(2,234.00)
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
<b>4200 · Production Service</b>					
4210 · Production-GOV		0.00	0.00		0.00
4220 · Production-EDU		0.00	0.00		0.00
4230 · Production-PUB		0.00	0.00		0.00
4240 - Production-CMAP	30,000.00	128.00	10,016.00	33%	19,984.00
4200 · Production - Other		2,317.00	8,178.00		(5,261.00)
<b>Total 4200 · Production Service</b>	<b>30,000.00</b>	<b>2,445.00</b>	<b>18,194.00</b>	<b>61%</b>	<b>11,806.00</b>
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>397,135.00</b>	<b>29,073.09</b>	<b>282,177.15</b>	<b>71%</b>	<b>114,957.85</b>
4170 · Fiscal Sponsorships Income		1,478.32	3,472.32		(3,472.32)
<b>TOTAL INCOME</b>	<b>397,135.00</b>	<b>30,551.41</b>	<b>285,649.47</b>	<b>72%</b>	<b>111,485.53</b>

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

	Annual Budget 2014-15	April 2015	April Year to Date	% of Budget Expended	Amount Remaining
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Rep./Maint./Security	0.00	292.00	2,763.92		(2,763.92)
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	244.27	1,547.65		(1,547.65)
5100 · Facility - Other	0.00	0.00	0.00		0.00
<b>Total 5100 · Facility</b>	<b>0.00</b>	<b>536.27</b>	<b>4,311.57</b>		<b>(4,311.57)</b>
<b>5200 · Equipment</b>					
7215 · Copy Machine Lease	0.00	243.51	3,350.82		(3,350.82)
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	830.67	3,758.72		(3,758.72)
7056 · Equipment - Depreciated	0.00	0.00	0.00		(260.95)
7057 · Equipment - Non Depreciated	0.00	0.00	260.95		(260.95)
<b>Total 5200 · Equipment</b>	<b>0.00</b>	<b>1,074.18</b>	<b>(32,723.19)</b>		<b>32,723.19</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	0	55.00	220.00		(220.00)
<b>Total 5300 · Media Licensing</b>	<b>0</b>	<b>55.00</b>	<b>220.00</b>		<b>(220.00)</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>0.00</b>	<b>1,665.45</b>	<b>(28,191.62)</b>		<b>28,191.62</b>
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	1,500.00	1,311.00	2,001.00	133%	(501.00)
6200 - Bad Debt	0.00	0.00	5,329.45	0%	(5,329.45)
6300 · Bank Charges	850.00	22.39	476.44	56%	373.56
6450 · Finance Charges/Late Fees	0.00	0.00	74.00		(74.00)
6600 · Dues & Subscriptions	2,500.00	84.17	3,058.85	122%	(558.85)
6650 · Interest on Leased Equip.	0.00	135.93	1,336.38		(1,336.38)
6700 · Insurance	2,500.00	942.23	8,872.46	355%	(6,372.46)
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	17.66	1,343.64	67%	656.36
7105 · Production Expenses	800.00	225.00	918.21	115%	(118.21)
7200 · Postage/Freight	1,000.00	93.36	333.37	33%	666.63
7205 · Printing	150.00	0.00	82.56	55%	67.44
7401 · Facility Supplies	500.00	0.00	373.95	75%	126.05
7640 · Licenses/Fees/Misc. Taxes	5,250.00	150.00	4,442.52	85%	807.48
7700 · Telephone/Telecommunications	3,000.00	115.76	1,751.30	58%	1,248.70
7900 · Facility Utilities	0.00	0.00	1,975.84		(1,975.84)
<b>Total 6000 - Operating Expenses</b>	<b>20,050.00</b>	<b>3,097.50</b>	<b>32,388.97</b>	<b>162%</b>	<b>(12,338.97)</b>
<b>6800 · Contracted Services</b>					
7009 · Contracted Services-Dir Cont	30,000.00	4,416.66	37,745.46	126%	(7,745.46)
6900 · Contract Services-Audit/Payroll	14,500.00	118.38	11,131.80	77%	3,368.20
7001 · Contract Services-Studio Prod.	0.00	0.00	0.00		(11,131.80)
7003 · Contract Services-Janitorial	4,500.00	365.00	1,095.00	24%	3,405.00
7006 · Contract Service -AmeriCorp	0.00	0.00	0.00		(1,095.00)
7007 · Contract Services-CMAP	50,000.00	2,500	20,795.00	42%	29,205.00

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

	Annual Budget 2014-15	April 2015	April Year to Date	% of Budget Expended	Amount Remaining
7010 · Contract Services-Consulting	15,000.00	1,470.00	14,355.00	96%	645.00
7110 · Contract Services-Legal	2,000.00	736.00	1,323.35	66%	676.65
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		(6,000.00)
<b>Total 6800 · Contracted Services</b>	<b>120,000.00</b>	<b>9,606.04</b>	<b>92,445.61</b>	<b>77%</b>	<b>27,554.39</b>

<b>7000 · Staff Development &amp; Fundraising</b>					
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	867.90	3,292.22	658%	(2,792.22)
7920 · Retreats/Events	500.00	0.00	218.58	44%	281.42
7950 · Misc. Expense	0.00	0.00	62.98		(62.98)
8600 · Special Events Expense	0.00	0.00	713.25		(713.25)
<b>Total 7000 · Staff Development &amp; Fundraisi</b>	<b>1,500.00</b>	<b>867.90</b>	<b>6,157.03</b>	<b>410%</b>	<b>(4,657.03)</b>

<b>7500 · Operating Salaries &amp; Benefits</b>					
7510 · Salaries - Executive Director	0.00	0.00	0.00		0.00
7512 · Salaries - Station Director	60,000.00	6,326.72	43,660.00	73%	16,340.00
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	1,450.00	13,019.40	0%	(13,019.40)
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	3,219.00	32,921.63	82%	7,078.37
7545 · Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 · Salaries - Extra Help Govt.	12,000.00	2,075.68	12,554.20	105%	(554.20)
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	360.13	1,389.26	12%	10,610.74
7590 · Salaries - Vacation Replacement	0.00	0.00	0.00		0.00
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	5,518.75	16,975.10	81%	4,057.20
7635 · Workers Comp	4,910.34	0.00	3,821.00	78%	1,089.34
7630 · Health/Dental/Vision	50,000.00	1,741.81	13,716.80	27%	36,283.20
7632 · Pension	20,000.00	0.00	396.00	2%	19,604.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>219,942.64</b>	<b>20,692.09</b>	<b>138,487.39</b>	<b>63%</b>	<b>81,455.25</b>

<b>Total 6000 · OPERATING EXPENSES</b>	<b>361,492.64</b>	<b>34,263.53</b>	<b>269,479.00</b>	<b>75%</b>	<b>92,013.64</b>
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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
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>

<b>TOTAL EXPENSES</b>	<b>361,492.64</b>	<b>35,928.98</b>	<b>241,287.38</b>	<b>67%</b>	<b>120,205.26</b>
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<b>NET INCOME/LOSS</b>	<b>35,642.36</b>	<b>(5,377.57)</b>	<b>44,362.09</b>	<b>12.3%</b>	
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## Community Television of Santa Cruz County

## Balance Sheet

As of April 30, 2015

Apr 30, 15

## ASSETS

## Current Assets

## Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,109.61
1010 · Checking-SCCCUCU	110,506.50
1015 · PayPal Checking-SCCCUCU	29,767.28
1020 · Savings-SCCCUCU	51,512.62
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>255,351.54</u>
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## Accounts Receivable

1115 · Accounts Receivable	6,153.50
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Total Accounts Receivable	<u>6,153.50</u>
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## Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	825.00
1203 · Crime Coverage	201.98
1209 · Liability / D&O (SLIP)	2,918.85
1210 · Property Liability (SPIP)	499.90

Total 1200 · Prepaid Insurance	<u>4,445.73</u>
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1260 · Prepaid Expenses	2,543.52
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1300 · PFG Common Stock	4,931.00
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Total Other Current Assets	<u>427,985.25</u>
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Total Current Assets	689,490.29
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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	677,785.98
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Total 1600 · Production Equipment	<u>212,955.80</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 April 30, 2015

Apr 30, 15

1720 · Accum Depr-Furniture/Equipment	-79,354.28
1620 · Office Furniture/Equipment - Other	95,916.41
Total 1620 · Office Furniture/Equipment	<u>16,562.13</u>
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-108,669.83
1625 · Leasehold Improvement - Other	183,560.92
Total 1625 · Leasehold Improvement	<u>74,891.09</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>340,571.46</u>
TOTAL ASSETS	<u><u>1,030,061.75</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	2,498.20
Total Accounts Payable	<u>2,498.20</u>
Credit Cards	
2000 · VISA-SCCCU	822.82
Total Credit Cards	<u>822.82</u>
Other Current Liabilities	
24000 · Payroll Liabilities	5,893.22
2125 · Payroll Tax Payable	6.57
2140 · Accrued Vacation	1,473.16
Total Other Current Liabilities	<u>7,372.95</u>
Total Current Liabilities	10,693.97

## Community Television of Santa Cruz County

## Balance Sheet

As of April 30, 2015

Apr 30, 15

Long Term Liabilities	
2400 · Business Equipment Loan 33736	38,622.23
2300 · Pacifica Capital Equipment Loan	<u>1,103.82</u>
Total Long Term Liabilities	<u>39,726.05</u>
Total Liabilities	50,420.02
Equity	
3015 · Net Assets-Temp Restricted	416,064.46
3900 · Retained Earnings	519,215.18
Net Income	<u>44,362.09</u>
Total Equity	<u>979,641.73</u>
TOTAL LIABILITIES & EQUITY	<u>1,030,061.75</u>



RESOLUTION OF THE BOARD OF DIRECTORS OF  
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY

RESOLUTION NO.:     005-2015    

On 5/18/2015, at a regular noticed and convened meeting of the Board of Directors of Community Television of Santa Cruz County, also known as "CTV", the Board adopted the following Resolution of the Board:

*Pursuant to Board Resolution dated: 05/18/2015, the Board resolves the following:*

- 1. Per Section 7.08 – Advisory Committees of the by-laws, establish a "Volunteer Advisory Committee" to make recommendations to the Board regarding policies for volunteers. The chair of this committee shall be a Board Member in good standing and shall appoint other committee members as appropriate with Board approval.*
- 2. Said committee shall create policies and guidelines for volunteers who:*
  - a) Direct other volunteers*
  - b) Supervise Public Access*
  - c) Coordinate basic training, orientation classes and ongoing training for volunteers*
  - d) Coordinate programming for non-profits*
- 3. Said committee shall create policies and guidelines for assigning Volunteer Credits for approval by the Board.*
- 4. Create position descriptions for volunteer positions such as (but not limited to) the following:*
  - a) Volunteer Coordinator*
  - b) Training Coordinator*
  - c) Access Coordinator (such as for Studio Supervisors and Equipment Specialists).*
  - d) Non-Profit Coordinator*
- 5. Draft a Volunteer contract covering general volunteer behavior and responsibilities for approval by the Board.*

I, Keith Sterling, Secretary of the Board of Community Television of Santa Cruz County, hereby certify that the foregoing Resolution of the Board was duly adopted and inserted into the Minutes of the Corporation.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Keith Sterling – Secretary of the Board

\_\_\_\_\_  
Keith Gudger – Board Chair

**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
May 18, 2015**

**Administration**

**1. Financial:**

- Our contract with the county has been finalized along with our budget. They will be presented to the Board of Supervisors in late May.
- CTV continues to act as fiscal partner for Reel Work Film Festival.
- Collaborated on a informational package for Sen. Dianne Feinstein regarding the impact of DICVA on Community TV stations
- Paid production services are ongoing:

CTV projects completed April

- o Health Improvement Partnership of Santa Cruz County
- o International Jazz Day

CTV projects in May

- o California Dept. of Public Health FACE Program (April – May)

Projects in development

- o Second Stories
- o UCSC artist profile

**2. Facilities / Equipment**

We expect to give our six months notice to move from 816 Pacific Ave. in July.

**3. Personnel:**

- We are reviewing applications have come in for our Executive Producer position
- One of our volunteers from UCSC has become an intern. She is now earning class credit helping with PSA day and other editing projects.
- We have two more interns from UCSC set to us in June.

**Resource Development:**

- We are exploring a potential collaboration with AMP in Monterey
- I am exploring opportunities with Cabrillo's for collaboration with Cabrillo College extension courses

**Community Involvement:**

- E.D. met with County Supervisor, Ray Koonerty
- E.D. met with County Supervisor John Leopold's staff
- E.D. met with County Supervisor Zach Friend

**Public Access****1. Volunteers:**

- Lead by Lynn Dunton CTV's Volunteers had another successful PSA Day
- The Non-Profit Spotlight program continues monthly

**2. Training:**

- The Citizen Journalism class series will begin May 30. This is 4-class series that will be offered through July.

**Government Access Services:**

- Currently we are covering 28 government meetings per month.
- We have several contracts coming to an end in June that we will renegotiate

**Sustainability**

- We presented CTV's deal points to our partner Satellite
- Satellite submitted a letter of Intent to lease a building for our digital media center.
- The building owners have submitted a lease for review.