



**BOARD OF DIRECTORS  
Regular Meeting  
June 22, 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 May 18, 2015.
5. Approve Minutes\*  
Special Board Meeting Minutes of May 27, 2015.
6. Approve Minutes\*  
Special Board Meeting Minutes of June 12, 2015
7. Approve recommendation of the Finance Committee to accept the May 31, 2015 Financial Statements\*.
8. Approve Appointment of Maitreya Maziarz to the Board as the County of Santa Cruz Representative.

**REGULAR AGENDA**

9. Oral Report of Executive Director\*.
10. Oral Report of Vice Chair and Volunteer Advisory Committee\*

11. Election of Volunteer Advisory Committee Members.
12. Oral Report of Board Chair.
13. Discussion and Action on Key Person Insurance on STC Principals.
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  
June 22, 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  
May 18, 2015**

**MINUTES**

**5:30 P.M.**

**Offices of the Corporation**

1. Roll Call

Present: Keith Gudger (Chair), Joe Hall, Keith Sterling, Larry Laurent, Mathilde Rand, Adam Wade

Absent: Nathan Benjamin, James Fisher, Tom Manheim, 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.

Gudger requested an emergency item (#11) be added to change the permitted signers on Wells Fargo CD.

**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, Rand seconded, approved unanimously.

**REGULAR AGENDA**

6. Oral Report of Executive Director.

Given.

7. Discussion and Action on Satellite MOU

Still in progress. Hall moved to direct Chair to work with ED to prepare a presentation at a special Board meeting.

Rand seconded. Approved unanimously.

8. Oral Report of Board Chair.

Given.

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

Rand moved for approval. Wade seconded. Approved unanimously.

10. Appointment of Volunteer Advisory Committee Chair.

Motion by Sterling to appoint Rand. Laurent seconded. Approved unanimously with Rand abstaining.

11. Assign new signer to Wells Fargo Business CD

Motion by Wade. Sterling seconded. Approved unanimously.

12. Board member / Staff Requests for Specific Items to Appear on next meeting agenda.

13. Announcements

- Special Meeting to be held on May 27<sup>th</sup> at 5:30 to discuss Satellite MOU.
- Consideration should be given to registering the new 'SC Currents' Public Access channel name in California.

14. Adjournment

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

These minutes are scheduled for approval on June 22, 2015.

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

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



**BOARD OF DIRECTORS**  
**Special Meeting**  
**May 27, 2015**  
**5:30 P.M.**  
**Offices of the Corporation**

## **MINUTES**

1. Roll Call

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

Absent: Keith Sterling, James Fisher, 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.

## **REGULAR AGENDA**

4. Discussion and Action on Satellite Sublease and Business Agreement.

Due to the addition of extra materials to the packet past the deadline, no action is possible on the Sublease and Business Agreement. Instead the Board reviewed the materials present.

Several Board Members brought up the following concerns:

Benjamin: Rationale for partnership / agreement and concern about a large scale relocation. Concerned about paragraph 5 of sub lease and compensation of STC.

Hall: There are many unknowns when taking on a construction project.

Manheim: What's the market at this time for the services we'll be providing? What other obligations do we have under the sublease?

Rand: How will you make sure the money is coming in?

Hall: What are our joint responsibilities, specifically page 7 of Exhibit A?

The following motion made by Benjamin seconded by Hall:

That a subcommittee to review, edit and comment on the Master and Sublease and Exhibit A be formed consisting of Gudger, Manheim, King Reed and at least one other Board Member. Approved unanimously.

5. Adjournment.

Adjourned at 6:37 PM on motion by Wade, seconded by Manheim, passed unanimously.

These minutes are scheduled for approval on June 22, 2015.

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

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



**BOARD OF DIRECTORS  
Special Meeting  
June 12, 2015**

**MINUTES**

**5:30 P.M.**

**Offices of the Corporation**

1. Roll Call

Present: Keith Gudger (Chair), James Fisher, Keith Sterling, Larry Laurent, Mathilde Rand, Tom Manheim, Lou Tuosto.

Absent: Nathan Benjamin, Joe Hall, Adam Wade

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.

**REGULAR AGENDA**

4. Discussion and Action on Satellite Sublease and Business Agreement.

Manheim moved to approve the business agreement and sublease as amended in pages with additional amendment in business agreement that 'within the first 6 months, both parties will evaluate the agreement to ensure it continues to be acceptable.'

Rand seconded, approved unanimously.

Manheim moved to RE-VOTE to add contingency language to previous motion: ED and Board Chair shall have the authority to move forward with the contract, if TAV declines to make the changes recommended, if they deem the final terms to be acceptable.

Fisher seconded. Approved unanimously.

5. Adjournment.

Rand moved, Sterling seconded. Approved unanimously.



These minutes are scheduled for approval on June 22, 2015.

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

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

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

	Annual Budget 2014-15	May 2015	May 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>232,157.83</b>	<b>92%</b>	
<b>4300 · OPERATING REVENUE</b>					
CTV Operating Reserves					
4101 · County BOS Meetings	27,570.00	2,297.50	22,975.00	83%	4,595.00
4102 · Watsonville Government Meetings	16,500.00	405.00	3,765.00	23%	12,735.00
4103 · City of Capitola Gov. Meetings	16,500.00	600.00	5,465.00	33%	11,035.00
4104 · SCMTD Meetings	2,200.00	450.00	2,025.00	92%	175.00
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	14,542.67	105%	(757.67)
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	2,350.00	150.00	1,425.00	61%	925.00
4109 · SCWD Government Meetings	0.00	575.00	(1,081.50)		1,081.50
4110 · Memberships	0.00	400.00	1,082.00		(1,082.00)
4111 · Administration Fees	500.00	112.99	252.94	51%	247.06
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	144.00	331.50		(331.50)
4120 · Facility Rental	5,000.00	0.00	200.00	4%	4,800.00
4121 · SLVWD Meetings	0.00	425.00	2,475.00		(2,475.00)
4122 · PVUSD	0.00	475.00	3,085.00		(3,085.00)
4125 · Sponsorships	0.00	0.00	0.00		0.00
4130 · Classes	1,128.00	1,128.00	1,314.61	117%	(186.61)
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	564.00	564.00		9,436.00
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	50.28		(50.28)
4185 · Misc. Income	200.00	0.00	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	0.00	10,016.00	33%	19,984.00
4200 · Production - Other		1,308.00	9,486.00		(5,261.00)
<b>Total 4200 · Production Service</b>	<b>30,000.00</b>	<b>1,308.00</b>	<b>19,502.00</b>	<b>65%</b>	<b>10,498.00</b>
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>396,263.00</b>	<b>31,308.18</b>	<b>313,485.33</b>	<b>79%</b>	<b>82,777.67</b>
4170 · Fiscal Sponsorships Income		1,996.80	5,469.12		(5,469.12)
<b>TOTAL INCOME</b>	<b>396,263.00</b>	<b>33,304.98</b>	<b>318,954.45</b>	<b>80%</b>	<b>77,308.55</b>

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

	Annual Budget 2014-15	May 2015	May Year to Date	% of Budget Expended	Amount Remaining
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Rep./Maint./Security	0.00	0.00	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	224.27	1,771.92		(1,771.92)
5100 · Facility - Other	0.00	0.00	0.00		0.00
<b>Total 5100 · Facility</b>	<b>0.00</b>	<b>224.27</b>	<b>4,535.84</b>		<b>(4,535.84)</b>
<b>5200 · Equipment</b>					
7215 · Copy Machine Lease	0.00	593.81	3,944.63		(3,944.63)
7051 · Equipment Repair	0.00	60.00	60.00		(60.00)
7011 · Automation Equipment	0.00	0.00	3,000.00		(3,000.00)
7052 · Prod. Equip. Replacement -Depr.	0.00	(32,547.10)	(75,640.78)		75,640.78
7053 · Prod.Equip.Replacement-NonDepr.	0.00	0.00	3,608.72		(3,608.72)
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>(31,893.29)</b>	<b>(64,766.48)</b>		<b>64,766.48</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	0	55.00	275.00		(275.00)
<b>Total 5300 · Media Licensing</b>	<b>0</b>	<b>55.00</b>	<b>275.00</b>		<b>(275.00)</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>0.00</b>	<b>(31,614.02)</b>	<b>(59,955.64)</b>		<b>59,955.64</b>
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	1,500.00	75.00	2,076.00	138%	(576.00)
6200 · Bad Debt	0.00	0.00	5,329.45	0%	(5,329.45)
6300 · Bank Charges	850.00	102.58	579.02	68%	270.98
6450 · Finance Charges/Late Fees	0.00	0.00	74.00		(74.00)
6600 · Dues & Subscriptions	2,500.00	84.17	3,143.02	126%	(643.02)
6650 · Interest on Leased Equip.	0.00	133.33	1,469.71		(1,469.71)
6700 · Insurance	2,500.00	942.23	9,814.69	393%	(7,314.69)
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	272.55	1,616.19	81%	383.81
7105 · Production Expenses	800.00	391.00	1,309.21	164%	(509.21)
7200 · Postage/Freight	1,000.00	178.21	511.58	51%	488.42
7205 · Printing	150.00	962.52	1,045.08	697%	(895.08)
7401 · Facility Supplies	500.00	0.00	523.95	105%	(23.95)
7640 · Licenses/Fees/Misc. Taxes	5,250.00	217.61	4,660.13	89%	589.87
7700 · Telephone/Telecommunications	3,000.00	115.76	1,867.06	62%	1,132.94
7900 · Facility Utilities	0.00	73.25	2,049.09		(2,049.09)
<b>Total 6000 - Operating Expenses</b>	<b>20,050.00</b>	<b>3,548.21</b>	<b>36,087.18</b>	<b>180%</b>	<b>(16,037.18)</b>

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

	Annual Budget 2014-15	May 2015	May Year to Date	% of Budget Expended	Amount Remaining
<b>6800 - Contracted Services</b>					
7009 - Contracted Services-Dir Cont	30,000.00	4,416.66	42,162.12	141%	(12,162.12)
6900 - Contract Services-Audit/Payroll	14,500.00	0.00	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	0.00	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	0.00	20,795.00	42%	29,205.00
7010 - Contract Services-Consulting	15,000.00	225.00	14,580.00	97%	420.00
7110 - Contract Services-Legal	2,000.00	85.00	1,408.35	70%	591.65
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>4,726.66</b>	<b>97,172.27</b>	<b>81%</b>	<b>22,827.73</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	0.00	3,292.22	658%	(2,792.22)
7920 - Retreats/Events	500.00	14.84	233.42	47%	266.58
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; Fundraising</b>	<b>1,500.00</b>	<b>14.84</b>	<b>6,171.87</b>	<b>411%</b>	<b>(4,671.87)</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	0.00	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	1,162.50	14,181.90	0%	(14,181.90)
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	3,135.75	36,057.38	90%	3,942.62
7545 - Salaries - Operations Coord.	0.00	0.00	0.00		0.00
7585 - Salaries - Extra Help Govt.	12,000.00	2,426.14	14,980.34	125%	(2,980.34)
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	0.00	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	1,096.31	18,071.41	86%	2,960.89
7635 - Workers Comp	4,910.34	0.00	3,821.00	78%	1,089.34
7630 - Health/Dental/Vision	50,000.00	1,923.13	15,639.93	31%	34,360.07
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>9,743.83</b>	<b>148,231.22</b>	<b>67%</b>	<b>71,711.42</b>
<b>Total 6000 - OPERATING EXPENSES</b>	<b>361,492.64</b>	<b>18,033.54</b>	<b>287,662.54</b>	<b>80%</b>	<b>73,830.10</b>

Community Television of Santa Cruz County  
Profit Loss Budget Performance

May  
2015

	Annual Budget 2014-15	May 2015	May 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
<b>TOTAL EXPENSES</b>	<b>361,492.64</b>	<b>(13,580.48)</b>	<b>227,706.90</b>	<b>63%</b>	<b>133,785.74</b>
<b>NET INCOME/LOSS</b>	<b>34,770.36</b>	<b>46,885.46</b>	<b>91,247.55</b>	<b>25.2%</b>	

## Community Television of Santa Cruz County

## Balance Sheet

As of May 31, 2015

May 31, 15

## ASSETS

## Current Assets

## Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,110.43
1010 · Checking-SCCCUCU	123,122.39
1015 · PayPal Checking-SCCCUCU	1,884.70
1020 · Savings-SCCCUCU	51,513.49
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>240,086.54</u>
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## Accounts Receivable

1115 · Accounts Receivable	64,263.10
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Total Accounts Receivable	<u>64,263.10</u>
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## Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	750.00
1203 · Crime Coverage	168.31
1209 · Liability / D&O (SLIP)	2,335.09
1210 · Property Liability (SPIP)	250.10

Total 1200 · Prepaid Insurance	<u>3,503.50</u>
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1260 · Prepaid Expenses	1,456.83
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1300 · PFG Common Stock	4,931.00
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1400 · Undeposited Funds	1,050.00
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Total Other Current Assets	<u>427,006.33</u>
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Total Current Assets	731,355.97
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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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## Community Television of Santa Cruz County

## Balance Sheet

As of May 31, 2015

May 31, 15

1620 · Office Furniture/Equipment	
1720 · Accum Depr-Furniture/Equipment	-79,354.28
1620 · Office Furniture/Equipment - Other	<u>95,916.41</u>
Total 1620 · Office Furniture/Equipment	16,562.13
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-108,669.83
1625 · Leasehold Improvement - Other	<u>183,560.92</u>
Total 1625 · Leasehold Improvement	74,891.09
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>340,571.46</u>
TOTAL ASSETS	<u><u>1,071,927.43</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>635.96</u>
Total Accounts Payable	635.96
Credit Cards	
2000 · VISA-SCCCU	<u>488.99</u>
Total Credit Cards	488.99
Other Current Liabilities	
24000 · Payroll Liabilities	3,827.58
2125 · Payroll Tax Payable	6.57
2140 · Accrued Vacation	<u>1,473.16</u>
Total Other Current Liabilities	<u>5,307.31</u>

## Community Television of Santa Cruz County

## Balance Sheet

As of May 31, 2015

May 31, 15

Total Current Liabilities	6,432.26
Long Term Liabilities	
2400 · Business Equipment Loan 33736	37,864.19
2300 · Pacifica Capital Equipment Loan	1,103.82
Total Long Term Liabilities	<u>38,968.01</u>
Total Liabilities	45,400.27
Equity	
3015 · Net Assets-Temp Restricted	416,064.46
3900 · Retained Earnings	519,215.18
Net Income	91,247.52
Total Equity	<u>1,026,527.16</u>
TOTAL LIABILITIES & EQUITY	<u>1,071,927.43</u>



**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
June 22, 2015**

**Administration**

**1. Financial:**

- Our three-year contract with the county has been signed. Both the city and county have approved our contract, budget and action plan.
- CTV continues to act as fiscal partner for Reel Work Film Festival.
- Paid production services are ongoing:

CTV projects completed May / June

- Xochipilli Dance performance
- Second Stories
- Monte Vista Christian School Graduation

CTV projects in progress

- Zyppha
- Green screen project
- HopeLab (partner with CMAP)
- UCSC Charles Farr profile
- Meet the Composers Cabrillo College

**2. Facilities / Equipment**

- We have signed our Business Agreement and Sub-lease with STC for the building at 325 Soquel Ave.
- We expect to give our six months notice to move from 816 Pacific Ave. this week.
- We are working on a floor plan for our new digital media center on Soquel Ave.
- We will begin the permitting process for construction at 325 Soquel in July.
- We have organized, labeled, photographed and found descriptions for nearly 200 pieces of equipment stored in the back. Josh & Ethan will now look at it all and remove items we can use. Then we will begin to sell what is left.
- We have begun to build and archive of our taped programs.

**3. Personnel:**

- We have hired our Executive Producer, Ethan Black.
- We have two interns from UCSC starting 6-month internships with us this month.
- We are searching for 2 additional government technicians

#### **Resource Development:**

- We had a second meeting with AMP in Monterey we are looking for ways we can find ways we can economize by making purchases or contracting for services as a group.
- CTV and AMP are also working to lead a discussion among other Public Access stations regarding PEG funding as cable and broadband evolve.

#### **Community Involvement:**

- Working with Willie Elliott-McCrea of Second Harvest Food Bank. We are exploring ways to educate people about the Cal Fresh program through video. Ultimately we will take our plan to the county and possibly the state for support.
- CTV will also be supporting Second Harvest's big campaign for National Hunger Action Month (September). Their goal is to educate the community about hunger, malnutrition and about Cal Fresh. This will be the first project in which our new interns will participate. They will help to create videos and programming that supports Second Harvest's efforts.

#### **Training:**

- Six people enrolled in our new Citizen Journalism class series that began on May 30. Our first students are half way through. Currently they are working on their first stories. We will show those stories on our channel. If we get enough participation, we'll develop a regular program where Citizen Journalist stories are featured.c

#### **Government Access Services:**

- CTV will provide coverage of 28 government meetings this month.
- Victor, aided by Nick Brandt, installed a new tri-caster in the Capitola chambers.
- We are developing a survey, via Survey Monkey, so we can get feedback from our government customers.

# Volunteer Advisory Committee Report

Names for the Volunteer Advisory Committee to be confirmed by the Board;

- Lynn Dunton
- David Goldman
- Keith Gudger
- Linda Janakos
- Ken Knobler
- Annie Newman
- Steve Pleich
- Ron Powell
- Karen Scott

The committee is writing job descriptions for the different coordinator positions:

- Volunteer
- Training
- Studio Supervisor
- Equipment Specialist
- Non-Profit
- Outreach
- Producers/Directors
- Tricaster/CG evenings

We have all except the Outreach coordinator positions filled.

We are also writing a "Policy and Guidelines for Assigning Volunteer Credits" and a "Volunteer Contract," which will cover general volunteer behavior and responsibilities.

The next meeting of the VAC is June 26 at 1:00 PM.

Mathilde Rand, chair