



816 Pacific Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**July 27, 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, Maitreya Maziarz

[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 June 22, 2015.
5. Approve Minutes\*  
Special Board Meeting Minutes of June 12, 2015.
6. Accept Minutes\*  
Personnel Committee Meeting Minutes of July 2, 2015.
7. Accept Minutes\*  
Finance Committee Meeting Minutes of June 22, 2015.

**REGULAR AGENDA**

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

10. Oral Report of Board Chair.
11. Discussion and Action on Key Person Insurance on STC Principals.
12. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
13. Announcements.
14. Adjournment.

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

**\* Material Included in Board Packet**



816 Pacific Avenue  
Santa Cruz, CA 95060

## EXECUTIVE COMMITTEE

Regular Meeting

July 27, 2015

# AGENDA

**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, Maitreya Maziarz

[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  
June 22, 2015**

**MINUTES**

**5:30 P.M.**

**Offices of the Corporation**

1. Roll Call

Present: Keith Gudger (Chair), Keith Sterling, James Fisher, Mathilde Rand, Tom Manheim

Absent: Nathan Benjamin, Joe Hall, Larry Laurent, Lou Tuosto, Adam Wade

Gudger announced the meeting would go into session as an executive committee meeting.

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 pulled to make a correction.

**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

**\*Pulled and corrections made to original minutes**

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.

Rand moved to approve, Fisher seconded. Approved unanimously with Manheim abstaining. Gudger announced at 5:33 we now have a quorum and will continue meetings as the board of directors.

8a. Special Board Meeting Minutes of June 12, 2015

Manheim asked minutes be edited to reflect he made a motion for a re-vote before the actual re-vote took place.

Manheim moved to approve, Sterling seconded. Approved unanimously.

## REGULAR AGENDA

9. Oral Report of Executive Director.

Given.

10. Oral Report of Vice Chair and Volunteer Advisory Committee.

Given.

11. Election of Volunteer Advisory Committee Members

Manheim moved to approve list provided, Sterling seconded. Approved unanimously.

12. Oral Report of Board Chair

13. Discussion and Action on Key Person Insurance on STC Principals.  
ED and Board Chair will gather details and bring to finance committee.

14. Board member / Staff Requests for Specific Items to Appear on next meeting agenda.  
Fisher – Insurance package  
Manheim – possible revisions/updates to bylaws

15. Announcements

New Board Member Maziarz introduced himself.

16. Adjournment

Adjourned at 6:04 pm on motion by Rand, seconded by Maziarz, passed unanimously.

These minutes are scheduled for approval on July 27, 2015.

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

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



816 Pacific Avenue  
Santa Cruz, CA 95060

**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 then moved to hold a RE-VOTE, Fisher seconded. Approved unanimously.

Manheim moved 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.

Rand 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



**BOARD OF DIRECTORS  
Personnel Committee Meeting  
July 2, 2015  
3:30 P.M.  
Offices of the Corporation**

## **MINUTES**

1. Roll Call

Present: (Chair) Keith Gudger, Mathilde Rand, Nathan Benjamin, Becca King Reed  
Absent: None

2. Oral Communications

No one addressed the committee.

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

None.

## **REGULAR AGENDA**

4. Discussion and Action on Staff Request for Committee Meeting

The staff member introduced himself and questioned the CTV "Conflict of Interest" policy. He felt that an employee who only worked 5 hours per month at CTV should not be held to the policy requiring no outside production work. The committee confirmed that all Government Technicians at CTV are employees, not independent contractors due to IRS requirements. Benjamin pointed out that employees could choose to accept the policy or not work for CTV.

Rand moved to report to the board that the Committee met and reaffirmed the Conflict of Interest policy. Benjamin seconded, approved unanimously.

5. Adjournment.

Adjourned at 4:05 PM on motion by Rand, seconded by Benjamin, passed unanimously.

These minutes are scheduled for approval on July 27, 2015.

Approved: \_\_\_\_\_  
Committee Chair

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





**BOARD OF DIRECTORS  
Finance Committee Meeting  
June 22, 2015  
5:00 P.M.  
Offices of the Corporation**

## **MINUTES**

1. Roll Call

Present: Keith Gudger, Tom Manheim  
Absent: (Chair) Joe Hall

2. Oral Communications

No one addressed the committee.

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

None.

## **REGULAR AGENDA**

4. May 2015 Financial Reports.

Manheim moved, Gudger seconded that the committee approve the financial data as of May 31, 2015. Approved unanimously.

5. Adjournment.

Adjourned at 5:15 PM on motion by Gudger, seconded by Manheim, passed unanimously.

These minutes are scheduled for approval on July 27, 2015.

Approved: \_\_\_\_\_  
Committee Chair

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

**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
July, 27 2015**

**Administration**

**1. Financial:**

- o We have listed nearly 200 pieces of equipment for sale on Amazon. We have sold many items and collected more than \$4k.
- o In the last month our new Executive Producer has brought in over \$17,000 in paid productions.

Paid projects:

CTV projects completed in July

- New Teachers video
- Zyppha Video
- Tasting Under the Redwoods video

CTV projects in progress

- o HopeLab (partner with CMAP)
- o UCSC Charles Farr profile
- o Meet the Composers Cabrillo Music Festival
- o Spirit of 64 – Documentary
- o Cabrillo College video production
- o Comcast Commercial production
- o New Teachers 2

**2. Facilities / Equipment**

- o Drawings have been completed for 325 Soquel Ave.
- o We have begun the permitting process for construction at 325 Soquel Ave.
- o Contracted with a designer
- o Studio Consultant coming next week
- o Much of the Furniture has been purchased
- o Archive project: We have archived 900 tapes.

**3. Personnel:**

- Our interns from UCSC have arrived and are working on 4 projects:
- We Have hired 2 new Government technicians

**4. Production:**

We are producing to series in house this summer.

- The food Chain – about how food effects our bodies and our lives
- Santa Cruz Eats – interviews with local chefs

Government Access Services:

- CTV will provide coverage of 15 government meetings this month.

**5. Training:**

9 people completed our new Citizen Journalism class series that began on May 30. We are hoping this will result in more interaction with the community, new producers and contributors for Santa Cruz Currents. We earned \$550.

**Community Involvement:**

- CTV are supporting Second Harvest's campaign for National Hunger Action Month (September). Our interns are capturing photos and videos and that raise awareness of hunger in our community for use in the campaign.
- Producer services for the Santa Cruz Film Fest