



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
January 25, 2016

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, 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 *
Organizing Board Meeting Minutes of November 23, 2015.
5. Approve Recommendation of Finance Committee to Accept the November 30, 2015 Financial Statements *
6. Approve Recommendation of Finance Committee to Accept the December 31, 2015 Financial Statements *
7. Accept Minutes of Finance Committee Meeting of November 20, 2015 *
8. Accept Minutes of Finance Committee Meeting of January 19, 2016 *
9. Approval of Board Resolution 001-2016 Regarding Bank Signatories *

REGULAR AGENDA

10. Oral Report of Executive Director *

11. Oral Report of Vice Chair and Volunteer Advisory Committee
12. Oral Report of Board Chair.
13. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
14. Announcements.
15. 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
January 25, 2016

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

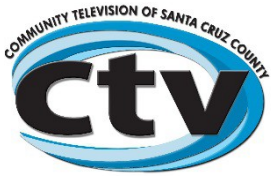
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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.



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Organization and Regular Meeting
November 23, 2015**

MINUTES

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

1. Roll Call

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

Absent: Joe Hall

2. Oral Communications

No one addressed the board.

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

None.

CONSENT AGENDA

4. Approve Minutes *
Regular Board Meeting Minutes of October 26, 2015.
5. Approve Recommendation of Finance Committee to Accept the September 30, 2015 Financial Statements *
6. Approve Recommendation of Finance Committee to Accept the October 31, 2015 Financial Statements *
7. Accept Minutes of Finance Committee Meeting of October 19, 2015.
8. Re-appoint Maitreya Maziarz to the Board as the County of Santa Cruz Representative.

Rand moved to approve with changes to the DIVCA spelling, Maziarz second. Approved Unanimously

REGULAR AGENDA

9. Election of Officers

Benjamin motioned to nominate existing officers. Wade second

Approved Unanimously

Chair Gudger noted that Board Members Tuosto and Manheim arrived at meeting.

10. Appointments to Committees for 2016

Chair Gudger added that Board member Maziarz has volunteered for the Fund Development Committee and the Audit Committee

Rand motioned to appoint existing committee members, Fisher second.

Approved Unanimously

11. Approval of 2016 Board Calendar

Board member Rand requested that a retreat meeting, possibly a joint meeting with CMAP. Executive director Reed stated that the joint meeting would probably not be prior to March

Rand motioned to approve Calendar, Benjamin second.

Approved Unanimously

12. Oral Report of Executive Director.

Given. Board member Maziarz commented that the indexing of meeting are important and offered to give input based on experience

13. Approval of Furniture Expenditure

Executive Director requested approval to purchase use furniture from the Rockefeller Group for \$10,000, believed it to be 70% less than new furniture.

Board member Benjamin asked if the amount was in the new building budget. Chair Gudger it is not in the new building budget, but is in the Equipment Budget

Benjamin motioned to approve, Manheim second.

Approved unanimously

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

Given.

15. Oral Report of Board Chair.

Given.

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

None

17. Announcements

Chair Gudger thanked the volunteers that were working on the meeting.
These minutes are scheduled for approval on December 2015 meeting.

18. Adjournment to the next regularly scheduled meeting

Manheim motioned to adjourn at 6:01 p.m, Maziarz second

Approved unanimously

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance November 2015

	Annual Budget 2015-16	November 2015	November Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Operating Funds	200,371.00	16,697.59	83,487.92	42%	116,883.08
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	6,875.00	42%	9,625.00
4102 · Watsonville Government Meetings	8,000.00	255.00	1,530.00	19%	6,470.00
4103 · City of Capitola Gov. Meetings	16,500.00	750.00	3,175.00	19%	13,325.00
4104 · SCMTD Meetings	1,600.00	200.00	750.00	47%	850.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,575.00	7,075.00	43%	9,425.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	150.00	800.00	44%	1,000.00
4109 · SCWD Government Meetings	0.00	475.00	1,525.00		-1,525.00
4110 · Memberships	48,241.00	100.00	450.00	1%	47,791.00
4111 · Administration Fees	500.00	0.00	0.00	0%	500.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	15,000.00	0.00	0.00	0%	15,000.00
4115 · Digital Media Sales	0.00	0.00	0.00		0.00
4120 · Facility & Equipment Rental	101,216.00	50.00	2,050.00	2%	99,166.00
4121 · SLVWD Meetings	0.00	350.00	1,975.00		-1,975.00
4122 · PVUSD	0.00	350.00	1,425.00		-1,425.00
4130 · Classes	15,000.00	112.00	556.00	4%	14,444.00
4165 · Donations	3,000.00	0.00	0.00		3,000.00
4166 · Grants/Production Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.64	8.38		-8.38
4185 · Misc. Income	200.00	364.07	440.07	220%	-240.07
4190 · Gain/Loss on Sale of Assets	0.00	3,494.72	10,719.35		-10,719.35
Total - Operating Revenue	249,557.00	9,602.43	39,353.80	16%	210,203.20
4200 · Production Service					
4240 - Production-CMAP	0.00	512.00	1,185.50		-1,185.50
4200 · Production - Other	42,000.00	11,758.00	27,553.00	66%	14,447.00
Total 4200 · Production Service	42,000.00	12,270.00	28,738.50	68%	13,261.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	38,570.02	151,580.22	31%	113,010.20
4170 · Fiscal Sponsorships Income		0.00	200.00		-200.00
TOTAL INCOME	496,928.00	38,570.02	151,780.22	31%	345,147.78

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance November 2015

	Annual Budget 2015-16	November 2015	November Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	2,000.00	0.00	99.50	5%	1,900.50
6200 · Bad Debt	0.00	0.00	0.00		0.00
6300 · Bank Charges	970.00	453.59	600.47	62%	369.53
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	183.17	1,009.85	40%	1,490.15
6700 · Insurance	2,500.00	924.84	4,688.99	188%	-2,188.99
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	287.82	805.19	40%	1,194.81
7105 · Production Expenses	800.00	8,761.51	14,173.18	1772%	-13,373.18
7200 · Postage/Freight	1,000.00	386.46	1,221.66	122%	-221.66
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	0.00	90.43	18%	409.57
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	638.65	12%	4,611.35
7700 · Telephone/Telecommunications	3,000.00	265.76	1,078.80	36%	1,921.20
7900 · Facility Utilities	0.00	28.00	223.00		-223.00
Total 6000 - Operating Expenses	22,520.00	11,291.15	24,629.72	109%	-2,109.72
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	18.00	93.50	1%	14,406.50
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-140.00
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service - Satellite Consultants	18,000.00	0.00	0		18,000.00
7007 · Contract Services-CMAP	30,000.00	5,000.00	11,250.00	38%	18,750.00
7010 · Contract Services-Consulting/Producing	15,000.00	548.00	1,620.50	11%	13,379.50
7110 · Contract Services-Legal	2,000.00	2,016.00	2,758.35	138%	-758.35
7910 · Contract Services-Production Grants	4,000.00	0	0	0%	4,000.00
Total 6800 · Contracted Services	83,500.00	7,582.00	15,862.35	19%	67,637.65
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	1,000.00	0.00	0.00	0%	1,000.00
7800 · Travel/Meals	1,000.00	957.54	2,705.43	271%	-1,705.43
7920 · Retreats/Events	500.00	0.00	22.48	4%	477.52
7950 · Misc. Expense	0.00	0.00	0.00		0.00
8600 · Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 · Staff Development & Fundraising	4,500.00	957.54	2,727.91	61%	1,772.09

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance November 2015

	Annual Budget 2015-16	November 2015	November Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	60,000.00	4,583.34	22,916.70	38%	37,083.30
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Facilities Coordinator	18,000.00	0.00	0.00		18,000.00
7535 · Salaries - Accountant	15,000.00	956.25	5,131.25	34%	9,868.75
7542 · Salaries - Media Services Coordinator	40,000.00	3,314.24	16,338.24	41%	23,661.76
7545 · Salaries - Director of Content	30,000.00	4,549.16	22613.30	75%	7,386.70
7585 · Salaries - Extra Help Govt.	12,000.00	2,513.78	12,463.52	104%	-463.52
7589 · Salaries - Extra Help Prod Asst	12,000.00	1,626.56	1,852.44	15%	10,147.56
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,526.67	7,176.31	34%	13,855.99
7635 · Workers Comp	3,501.06	69.17	345.85	10%	3,155.21
7630 · Health/Dental/Vision	24,000.00	2,222.74	9,897.15	41%	14,102.85
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	245,033.36	21,361.91	98,734.76	40%	146,298.60
Total 6000 · OPERATING EXPENSES	355,553.36	41,192.60	141,954.74	40%	213,598.62
TOTAL EXPENSES	355,553.36	41,192.60	141,954.74	40%	213,598.62
NET INCOME/LOSS	141,374.64	-2,622.58	9,825.48	6.9%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget
 Performance
 November 2015

	Annual Budget 2015-16	November 2015	November Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Capital Funds	670,100.00	55,794.59	278,972.92	42%	391,127.08
TOTAL INCOME	670,100.00	55,794.59	278,972.92	42%	391,127.08
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	0.00	1,073.11	1%	142,926.89
6701 · Facility/Equip. Insurance	11,000.00	0.00	0.00	0%	11,000.00
7058 · Leasehold Improvements/Capital	240,375.00	0.00	31,124.71	13%	209,250.29
7300 · Facilities & Equipment Rental	1,000.00	52.57	274.99	27%	725.01
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	52.57	32,472.81	8%	363,902.19
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	121.45	626.33		-626.33
7215 · Copy Machine Lease	5,000.00	571.15	1,923.12	38%	3,076.88
7051 · Equipment Repair	3,000.00	0.00	6.26	0%	2,993.74
7011 · Automation Equipment	7,000.00	0.00	1,500.00	21%	5,500.00
7052 · Prod. Equip. Replacement -Depr.	100,000.00	0.00	2,986.84	3%	97,013.16
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	557.75	8,141.38	163%	-3,141.38
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		149,307.41
7057 · Equipment - Non Depreciated	2,500.00	0.00	692.59	28%	1,807.41
Total 5200 · Equipment	272,500.00	1,250.35	15,876.52	6%	256,623.48
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	669,535.00	1,357.92	48,624.33	7%	620,910.67
NET INCOME/LOSS	565.00	54,436.67	230,348.59		
Capital Purchases(Fixed Assets)		0	26365.24		

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2015
Nov 30, 15

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,115.26
1010 · Checking-SCCCUCU	216,962.88
1015 · PayPal Checking-SCCCUCU	7,735.64
1020 · Savings-SCCCUCU	51,518.68
1021 · Petty Cash Fund	156.80
Total Checking/Savings	<u>324,489.26</u>

Accounts Receivable

1115 · Accounts Receivable	<u>234,777.57</u>
Total Accounts Receivable	<u>234,777.57</u>

Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	300.00
1203 · Crime Coverage	370.37
1206 · Workers Comp Deposit	484.15
1209 · Liability / D&O (SLIP)	5,622.23
1210 · Property Liability (SPIP)	1,777.92
Total 1200 · Prepaid Insurance	<u>8,554.67</u>

1260 · Prepaid Expenses	-46,757.13
1300 · PFG Common Stock	4,931.00
1400 · Undeposited Funds	350.00

Total Other Current Assets	<u>383,143.54</u>
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Total Current Assets	942,410.37
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Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-493,235.15
1600 · Production Equipment - Other	704,151.22
Total 1600 · Production Equipment	<u>210,916.07</u>

1602 · Board of Supervisors Equipment

1702 · Accum Depr-Board of Supervisors	-58,956.90
1602 · Board of Supervisors Equipment - Other	58,956.90

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

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2015
Nov 30, 15

1720 · Accum Depr-Furniture/Equipment	-83,663.58
1620 · Office Furniture/Equipment - Other	95,916.41
Total 1620 · Office Furniture/Equipment	<u>12,252.83</u>
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-114,773.76
1625 · Leasehold Improvement - Other	183,560.92
Total 1625 · Leasehold Improvement	<u>68,787.16</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	-106,108.28
1660 · Production Vehicle - Other	106,108.28
Total 1660 · Production Vehicle	<u>0.00</u>
1670 · Broadcasting Equipment	28,933.89
Total Fixed Assets	<u>320,889.94</u>
TOTAL ASSETS	<u><u>1,263,300.31</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	11,212.84
Total Accounts Payable	<u>11,212.84</u>
Credit Cards	
2000 · VISA-SCCCU	729.75
Total Credit Cards	<u>729.75</u>
Other Current Liabilities	
24000 · Payroll Liabilities	5,271.66
2110 · Sales Tax Payable	111.59
2140 · Accrued Vacation	4,494.50
Total Other Current Liabilities	<u>9,877.75</u>
Total Current Liabilities	21,820.34

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2015
Nov 30, 15

Long Term Liabilities	
2400 - Business Equipment Loan 33736	33,277.37
Total Long Term Liabilities	<u>33,277.37</u>
 Total Liabilities	 55,097.71
 Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	551,964.07
Net Income	240,174.07
Total Equity	<u>1,208,202.60</u>
 TOTAL LIABILITIES & EQUITY	 <u>1,263,300.31</u>

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance December 2015

	Annual Budget 2015-16	December 2015	December Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Operating Funds	200,371.00	16,697.58	100,185.50	50%	100,185.50
4300 · OPERATING REVENUE					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	8,250.00	50%	8,250.00
4102 · Watsonville Government Meetings	8,000.00	300.00	1,830.00	23%	6,170.00
4103 · City of Capitola Gov. Meetings	16,500.00	500.00	3,675.00	22%	12,825.00
4104 · SCMTD Meetings	1,600.00	100.00	850.00	53%	750.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	8,450.00	51%	8,050.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	425.00	1,225.00	68%	575.00
4109 · SCWD Government Meetings	0.00	475.00	2,000.00		-2,000.00
4110 · Memberships	48,241.00	0.00	450.00	1%	47,791.00
4111 · Administration Fees	500.00	0.00	0.00	0%	500.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	15,000.00	0.00	0.00	0%	15,000.00
4115 · Digital Media Sales	0.00	225.00	225.00		-225.00
4120 · Facility & Equipment Rental	101,216.00	0.00	2,050.00	2%	99,166.00
4121 · SLVWD Meetings	0.00	375.00	2,350.00		-2,350.00
4122 · PVUSD	0.00	250.00	1,675.00		-1,675.00
4130 · Classes	15,000.00	0.00	556.00	4%	14,444.00
4165 · Donations	3,000.00	0.00	0.00		3,000.00
4166 · Grants/Production Grants	5,000.00	0.00	0.00		5,000.00
4180 · Interest Earned	0.00	1.70	10.08		-10.08
4185 · Misc. Income	200.00	46.82	486.89	243%	-286.89
4190 · Gain/Loss on Sale of Assets	0.00	1,149.95	11,869.30		-11,869.30
Total - Operating Revenue	249,557.00	6,598.47	45,952.27	18%	203,604.73
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	1,185.50		-1,185.50
4200 · Production - Other	42,000.00	30,662.00	58,215.00	139%	-16,215.00
Total 4200 · Production Service	42,000.00	30,662.00	59,400.50	141%	-17,400.50
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	496,928.00	53,958.05	205,538.27	41%	151,580.22
4170 · Fiscal Sponsorships Income		0.00	200.00		-200.00
TOTAL INCOME	496,928.00	53,958.05	205,738.27	41%	291,189.73

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance December 2015

	Annual Budget 2015-16	December 2015	December Year to Date	% of Budget Expended	Amount Remaining
6000 - OPERATING EXPENSES					
6100 - Advertising	2,000.00	0.00	99.50	5%	1,900.50
6200 - Bad Debt	0.00	0.00	0.00		0.00
6300 - Bank Charges	970.00	5.00	605.47	62%	364.53
6450 - Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 - Dues & Subscriptions	2,500.00	280.00	1,289.85	52%	1,210.15
6700 - Insurance	2,500.00	924.84	5,613.83	225%	-3,113.83
6999 - Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 - Office Supplies	2,000.00	70.72	875.91	44%	1,124.09
7105 - Production Expenses	800.00	241.66	14,414.84	1802%	-13,614.84
7200 - Postage/Freight	1,000.00	101.62	1,323.28	132%	-323.28
7205 - Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 - Facility Supplies	500.00	173.78	264.21	53%	235.79
7640 - Licenses/Fees/Misc. Taxes	5,250.00	32.74	671.39	13%	4,578.61
7700 - Telephone/Telecommunications	3,000.00	165.76	1,244.56	41%	1,755.44
7900 - Facility Utilities	0.00	33.75	256.75		-256.75
Total 6000 - Operating Expenses	22,520.00	2,029.87	26,659.59	118%	-4,139.59
6800 - Contracted Services					
6900 - Contract Services-Audit/Payroll	14,500.00	36.00	129.50	1%	14,370.50
7001 - Contract Services-Studio Prod.	0.00	0.00	140.00		-140.00
7003 - Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 - Contract Service - Satellite Consultants	18,000.00	0.00	0		18,000.00
7007 - Contract Services-CMAP	30,000.00	2,500.00	13,750.00	46%	16,250.00
7010 - Contract Services-Consulting/Producing	15,000.00	0.00	1,620.50	11%	13,379.50
7110 - Contract Services-Legal	2,000.00	3,424.00	6,182.35	309%	-4,182.35
7910 - Contract Services-Production Grants	4,000.00	0	0	0%	4,000.00
Total 6800 - Contracted Services	83,500.00	5,960.00	21,822.35	26%	61,677.65
7000 - Staff Development & Fundraising					
7210 - Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 - Training/conferences	1,000.00	0.00	0.00	0%	1,000.00
7800 - Travel/Meals	1,000.00	132.48	2,837.91	284%	-1,837.91
7920 - Retreats/Events	500.00	0.00	22.48	4%	477.52
7950 - Misc. Expense	0.00	0.00	0.00		0.00
8600 - Special Events Expense	2,000.00	0.00	0.00		2,000.00
Total 7000 - Staff Development & Fundraising	4,500.00	132.48	2,860.39	64%	1,639.61

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance December 2015

	Annual Budget 2015-16	December 2015	December Year to Date	% of Budget Expended	Amount Remaining
7500 - Operating Salaries & Benefits					
7512 - Salaries - Executive Producer	60,000.00	4,583.34	27,500.04	46%	32,499.96
7520 - Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 - Salaries - Facilities Coordinator	18,000.00	0.00	0.00		18,000.00
7535 - Salaries - Accountant	15,000.00	825.00	5,956.25	40%	9,043.75
7542 - Salaries - Media Services Coordinator	40,000.00	5,076.72	21,414.96	54%	18,585.04
7545 - Salaries - Director of Content	30,000.00	4,549.16	27,162.46	91%	2,837.54
7585 - Salaries - Extra Help Govt.	12,000.00	1,401.61	13,865.13	116%	-1,865.13
7589 - Salaries - Extra Help Prod Asst	12,000.00	1,056.00	2,908.44	24%	9,091.56
7620 - Payroll Taxes/Workers Comp					
7621 - Payroll Taxes	21,032.30	1,441.92	8,618.23	41%	12,414.07
7635 - Workers Comp	3,501.06	69.17	415.02	12%	3,086.04
7630 - Health/Dental/Vision	24,000.00	2,222.74	12,119.89	50%	11,880.11
7632 - Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 - Operating Salaries & Benefits	245,033.36	21,225.66	119,960.42	49%	125,072.94
Total 6000 - OPERATING EXPENSES	355,553.36	29,348.01	171,302.75	48%	184,250.61
TOTAL EXPENSES	355,553.36	29,348.01	171,302.75	48%	184,250.61
NET INCOME/LOSS	141,374.64	24,610.04	34,435.52	24.4%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget
 Performance
 December 2015

	Annual Budget 2015-16	December 2015	December Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County Capital Funds	670,100.00	55,794.58	334,767.50	50%	335,332.50
TOTAL INCOME	670,100.00	55,794.58	334,767.50	50%	335,332.50
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	279.00	1,352.11	1%	142,647.89
6701 · Facility/Equip. Insurance	11,000.00	0.00	0.00	0%	11,000.00
7058 · Leasehold Improvements/Capital	240,375.00	2,120.79	33,245.50	14%	207,129.50
7300 · Facilities & Equipment Rental	1,000.00	52.57	327.56	33%	672.44
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	396,375.00	2,452.36	34,925.17	9%	361,449.83
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	114.88	741.21		-741.21
7215 · Copy Machine Lease	5,000.00	265.90	2,189.02	44%	2,810.98
7051 · Equipment Repair	3,000.00	0.00	6.26	0%	2,993.74
7011 · Automation Equipment	7,000.00	0.00	1,500.00	21%	5,500.00
7052 · Prod. Equip. Replacement -Depr.	100,000.00	0.00	2,986.84	3%	97,013.16
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	-203.89	7,937.49	159%	-2,937.49
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		148,877.50
7057 · Equipment - Non Depreciated	2,500.00	429.91	1,122.50	45%	1,377.50
Total 5200 · Equipment	272,500.00	606.80	16,483.32	6%	256,016.68
5300 · Media Licensing					
7059 · Music Library	660.00	54.96	329.96	50%	330.04
Total 5300 · Media Licensing	660.00	54.96	329.96	50%	330.04
Total 5000 · CAPITAL EXPENDITURES	669,535.00	3,114.12	51,738.45	8%	617,796.55
NET INCOME/LOSS	565.00	52,680.46	283,029.05		
Capital Purchases (Fixed Assets)		0	26365.24		

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2015
Dec 31, 15

ASSETS

Current Assets

Checking/Savings

1070 · CD 12 month Cert SCCCUCU	48,116.08
1010 · Checking-SCCCUCU	436,820.92
1015 · PayPal Checking-SCCCUCU	7,730.64
1020 · Savings-SCCCUCU	51,519.56
1021 · Petty Cash Fund	89.01
Total Checking/Savings	<u>544,276.21</u>

Accounts Receivable

1115 · Accounts Receivable	15,158.82
Total Accounts Receivable	<u>15,158.82</u>

Other Current Assets

1117 · A/R - Temp. Restricted	416,065.00
1200 · Prepaid Insurance	
1202 · Accident	225.00
1203 · Crime Coverage	336.74
1206 · Workers Comp Deposit	980.98
1209 · Liability / D&O (SLIP)	5,060.01
1210 · Property Liability (SPIP)	1,523.93
Total 1200 · Prepaid Insurance	<u>8,126.66</u>

1260 · Prepaid Expenses	28,666.05
1300 · PFG Common Stock	4,931.00
Total Other Current Assets	<u>457,788.71</u>

Total Current Assets 1,017,223.74

Fixed Assets

1600 · Production Equipment

1700 · Accum Depr-Production Equipment	-493,235.15
1600 · Production Equipment - Other	704,151.22
Total 1600 · Production Equipment	<u>210,916.07</u>

1602 · Board of Supervisors Equipment

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

1620 · Office Furniture/Equipment

1720 · Accum Depr-Furniture/Equipment	-83,663.58
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Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2015
Dec 31, 15

1620 · Office Furniture/Equipment - Other	<u>95,916.41</u>
Total 1620 · Office Furniture/Equipment	12,252.83
1625 · Leasehold Improvement	
1725 · Accum Depr-Leasehold Improv.	-114,773.76
1625 · Leasehold Improvement - Other	<u>183,560.92</u>
Total 1625 · Leasehold Improvement	68,787.16
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	-106,108.28
1660 · Production Vehicle - Other	<u>106,108.28</u>
Total 1660 · Production Vehicle	0.00
1670 · Broadcasting Equipment	<u>28,933.89</u>
Total Fixed Assets	<u>320,889.94</u>
TOTAL ASSETS	<u><u>1,338,113.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>9,036.18</u>
Total Accounts Payable	9,036.18
Credit Cards	
2000 · VISA-SCCCU	<u>806.57</u>
Total Credit Cards	806.57
Other Current Liabilities	
24000 · Payroll Liabilities	5,596.49
2110 · Sales Tax Payable	185.96
2140 · Accrued Vacation	<u>4,494.50</u>
Total Other Current Liabilities	<u>10,276.95</u>
Total Current Liabilities	20,119.70
Long Term Liabilities	

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2015

Dec 31, 15

2400 - Business Equipment Loan 33736	<u>32,500.88</u>
Total Long Term Liabilities	<u>32,500.88</u>
Total Liabilities	52,620.58
Equity	
3015 - Net Assets-Temp Restricted	416,064.46
3900 - Retained Earnings	551,964.07
Net Income	317,464.57
Total Equity	<u>1,285,493.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,338,113.68</u></u>



816 Pacific Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
November 20, 2015**

MINUTES

9:00 A.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim

2. Oral Communications

Any person may address the Committee 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 Committee.

There were no oral communications.

REGULAR AGENDA

3. September 2015 Financial Reports

Joe Hall opened the discussion of the September 2015 CTV Financial Reports.. Mel Sweet explained the charge adjustments and explained several other line item events that affected their balances. Following this discussion it was then moved by Tom Manheim and seconded by Keith Gudger to approve the September 2015 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

4. October 2015 Financial Reports

It was moved by Keith Gudger and seconded by Tom Manheim to approve the October 2015 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

5. Adjournment.

On the motion of Keith Gudger and second of Tom Manheim the meeting was adjourned.



816 Pacific Avenue
Santa Cruz, CA 95060

MINUTES

**BOARD OF DIRECTORS
Finance Committee Meeting
January 19, 2016
4:00 P.M.**

Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim

2. Oral Communications

Any person may address the Committee 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 Committee.

There were no oral communications.

REGULAR AGENDA

3. November 2015 Financial Reports

Joe Hall opened the discussion of the November 2015 CTV Financial Reports. Mel Sweet explained several adjustments and changes due to a production project.

Following this discussion it was then moved by Keith Gudger and seconded by Tom Manheim to approve the November 2016 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

4. December 2015 Financial Reports

Joe Hall opened the discussion of the December 2015 CTV Financial Reports. Under discussion of the overall financial status of CTV and the delay of the opening of the new studios, Tom Manheim requested a revised budget or some other type of report reflecting the lowered projected revenues due to the delayed opening of the new studio. It was agreed this would be placed on the February agenda.

It was moved by Keith Gudger and seconded by Tom Manheim to approve the December 2015 Finance Reports submitted to the Finance Committee as proposed by the Executive Director. The motion passed unanimously.

5. Adjournment.

On the motion of Keith Gudger and second of Tom Manheim the meeting was adjourned.



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

RESOLUTION NO.: 001-2016

On 1/25/2016, 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: 01/25/2016, the Board resolves the following:

- 1. To approve the following Board Officers and Employees as signers on all Community Television of Santa Cruz County Bank accounts:*

*Keith Gudger
Mathilde Rand
Larry Laurent
Joe Hall
Becca King Reed*

I, Larry Laurent, 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: _____

Larry Laurent – Secretary of the Board

Keith Gudger – Board Chair

**Community Television of Santa Cruz County
 Executive Director’s Report to the Board
 January 25, 2016**

Administration

1. Financial / Facilities:

We have begun construction on our new space. At this point we project we will be done by the end of February. We should be open in March. I am working on an amended budget that will take into account the lost revenue due to our late start.

2. Equipment

Victor and I are endeavoring to improve the workflow involved in recording, telecasting and streaming public meetings. The laptops we purchased in November have been outfitted with software that will allow the operators to monitor meeting cablecasts on site.
 The laptops will be installed this month in Santa Cruz City & County chambers as well as the PVUSD meeting place. This saves Victor many hours on call.

3. Staff

Ethan is participating as a guest speaker at UCSC’s Digital Media Class and working with the Santa Cruz Film Fest.

4. Production:

CTV Paid Productions completed in December/ January

In Progress

Movies:

- Baseball Ballet (Feature)
- Spirit of 64 (Documentary)

Video Production

- o Cabrillo College

Booked

- o Metro campaign
- o Dominican Hospital event (February)
- o Live Streaming Event – Kuumbwa (March)
- o Comcast commercials (February)

In Development

- o New Teachers Association
- o MAH
- o Independent Film (no working title)

Government Meeting Services:

- CTV will provide coverage of 12 government meetings in December. Less than usual because of the holidays. We will cover 16 meetings in January