



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS  
Regular Meeting  
March 28, 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 \*  
Regular Board Meeting Minutes of February 22, 2016
5. Approve Recommendation of Finance Committee to Accept the January 2016 Financial Statements \*

## **REGULAR AGENDA**

6. Oral Report of Executive Director \*
7. Oral Report of Vice Chair and Volunteer Advisory Committee
8. Oral Report of Board Chair.
9. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
10. Announcements.

## 11. 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**



325 Soquel Avenue  
Santa Cruz, CA 95062

**EXECUTIVE COMMITTEE**  
**Regular Meeting**  
**March 28, 2016**

**A G E N D A**

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

1. Roll Call

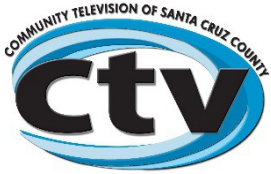
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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**  
**Regular Meeting**  
**February 22, 2016**

**MINUTES**

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

**1. Roll Call**

Present: Keith Gudger (Chair), Mathilde Rand, Larry Laurent, Maitreya Maziarz, Adam Wade, Lou Tuosto, Nathan Benjamin, Joe Hall

Absent: James Fisher, Tom Manheim

**2. Oral Communications**

No one addressed the board.

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

None.

**CONSENT AGENDA**

4. Approve Minutes \* Regular Board Meeting Minutes of January 25, 2016
5. Approve Recommendation of Finance Committee to Accept the Updated 2015-16 Budget \*
6. Accept Minutes of Finance Committee Meeting of February 16, 2016 \*
7. Accept Minutes of Personnel Committee Meeting of February 11, 2016 \*
8. Approve Recommendation of the Personnel Committee to Accept the Media Services Manager Job Description and Salary Range (with requirement that Executive Director confirm exempt job status with attorney)\*
9. Approve Recommendation of the Personnel Committee to Accept the Coworking Community Coordinator Job Description and Salary Range \*
10. Accept Minutes of Governance Committee Meeting of February 4, 2016 \*

Motion to approve Consent Agenda Rand, second Maziarz. Approved unanimously

## REGULAR AGENDA

### 11. Approve Executive Director Contract for 2015-16 \*

Chair Gudger stated that the agreement with the Executive Director was the same as the previous contract with the dates changed.

Motion to approve Contract Hall, second Rand. Approved unanimously

### 12. Oral Report of Executive Director \*

Given. Director Wade asked question regarding grant program and it was stated that the County Board of Supervisors will have to approve budget in order to move forward with the program. Director Wade said he will try to get students to attend BOS meeting when discussed.

### 13. Approval of Capital Expenditure Items

As recommended by the Executive Director \*

Director Benjamin asked if the funding to these expenditures had already been approved. Executive Director Reed stated that the purchases were within the approved budget. Director Hall commented that the Rolling Cyclorama will be a generation change for Community television.

CTV volunteer Cameraman Ron Powell commented that the camera pedestals and lighting are in need of being replaced.

Director Maziarz requested that audio interface for studio will be part of expenditures.

Motion to approve expenditure Benjamin, second Laurent.

Approved unanimously.

### 14. Recommendations of the Governance Committee to Approve the Youth Grant Program.

Documents to Approve include Guidelines, Application Form and Contract \*

Director Rand requested the word funds be removed from the application since the grants are for physical equipment.

Director Maziarz asked if the equipment is one-size fits all or is it tailored to the grantee?

Executive Director Reed responded that in order to support the grantee, the grants will be for standard packages of equipment. Unique equipment would be difficult.

Director Wade would like to have a general idea of the equipment list.

Chair Gudger stated the BOS must approve the program budget for FY 16/17 of the equipment would not be available.

Wade moved to approve the Guidelines, Application Form and Contract with recommended test changes. Maziarz second. Approved unanimously

**15. Oral Report of Vice Chair and Volunteer Advisory Committee**

Given. Reported that volunteers have been working on the move. Studio is not ready for programming.

**16. Oral Report of Board Chair.**

Given

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

None

**18. Announcements.**

Chari Gudger thanked the volunteers

**19. Adjournment.**

Motion to adjourn Rand, Second Wade Approved unanimously at 6:14 p.m.

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

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

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 January  
 2016

	Annual Budget 2015-16	January 2016	January Year to Date	% of Budget Expended	Amount Remaining
<b>4000 · OPERATING REVENUE</b>					
<b>4100 · County Operating Funds</b>	<b>200,371.00</b>	<b>16,697.58</b>	<b>116,883.08</b>	<b>58%</b>	<b>83,487.92</b>
<b>4300 · OPERATING REVENUE</b>					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	9,625.00	58%	6,875.00
4102 · Watsonville Government Meetings	8,000.00	255.00	2,085.00	26%	5,915.00
4103 · City of Capitola Gov. Meetings	16,500.00	225.00	3,900.00	24%	12,600.00
4104 · SCMTD Meetings	1,600.00	100.00	950.00	59%	650.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	9,825.00	60%	6,675.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	225.00	1,450.00	81%	350.00
4109 · SCWD Government Meetings	0.00	175.00	2,175.00		-2,175.00
4110 · Memberships	48,241.00	0.00	450.00		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	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	175.00	2,525.00		-2,525.00
4122 - PVUSD	0.00	250.00	1,925.00		-1,925.00
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	0.82	10.90		-10.90
4185 · Misc. Income	200.00	38.00	524.89	262%	-324.89
4190 · Gain/Loss on Sale of Assets	0.00	-1,283.44	10,585.86		-10,585.86
<b>4200 · Production Service</b>					
4240 - Production-CMAP	0.00	0.00	1,185.50		-1,185.50
4200 · Production - Other	42,000.00	-4,337.00	53,878.00	128%	-5,261.00
<b>Total 4200 · Production Service</b>	<b>42,000.00</b>	<b>-4,337.00</b>	<b>55,063.50</b>	<b>131%</b>	<b>-13,063.50</b>
4600 · Special Events Revenue	5,000.00	0.00	0.00		5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>496,928.00</b>	<b>15,270.96</b>	<b>220,809.23</b>	<b>44%</b>	<b>276,118.77</b>
4170 · Fiscal Sponsorships Income		0.00	200.00		-200.00
<b>TOTAL INCOME</b>	<b>496,928.00</b>	<b>15,270.96</b>	<b>221,009.23</b>	<b>44%</b>	<b>275,918.77</b>

Community Television of Santa Cruz County  
Operating Profit Loss Budget Performance  
January  
2016

	Annual Budget 2015-16	January 2016	January Year to Date	% of Budget Expended	Amount Remaining
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	2,000.00	0.00	99.50	5%	1,900.50
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	20.00	625.47	64%	344.53
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	130.00	1,419.85	57%	1,080.15
6700 · Insurance	2,500.00	917.29	6,531.12	261%	-4,031.12
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	87.11	963.02	48%	1,036.98
7105 · Production Expenses	800.00	12,475.50	26,890.34	3361%	-26,090.34
7200 · Postage/Freight	1,000.00	126.18	1,449.46	145%	-449.46
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	85.91	263.23	53%	236.77
7640 · Licenses/Fees/Misc. Taxes	5,250.00	341.35	1,012.74	19%	4,237.26
7700 · Telephone/Telecommunications	3,000.00	265.76	1,510.32	50%	1,489.68
7900 · Facility Utilities	0.00	22.25	279.00		-279.00
<b>Total 6000 · Operating Expenses</b>	<b>22,520.00</b>	<b>14,471.35</b>	<b>41,044.05</b>	<b>182%</b>	<b>-18,524.05</b>
<b>6800 · Contracted Services</b>					
6900 · Contract Services-Audit/Payroll	14,500.00	0.00	129.50	1%	14,370.50
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-129.50
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	0.00		18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	16,250.00	54%	13,750.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	1,620.50	11%	13,379.50
7110 · Contract Services-Legal	2,000.00	0.00	6,182.35	309%	-4,182.35
7910 · Contract Services-Production Grants	4,000.00	0.00	0.00	0%	4,000.00
<b>Total 6800 · Contracted Services</b>	<b>83,500.00</b>	<b>2,500.00</b>	<b>24,322.35</b>	<b>29%</b>	<b>59,177.65</b>
<b>7000 · Staff Development &amp; Fundraising</b>					
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	0.00	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
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>4,500.00</b>	<b>0.00</b>	<b>2,860.39</b>	<b>64%</b>	<b>1,639.61</b>



Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 January  
 2016

	Annual Budget 2015-16	January 2016	January Year to Date	% of Budget Expended	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>					
7512 · Salaries - Executive Producer	60,000.00	4,583.34	32,083.38	53%	27,916.62
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	1,031.25	6,987.50	47%	8,012.50
7542 · Salaries - Media Services Coordinator	40,000.00	3,230.64	24,645.60	62%	15,354.40
7545 · Salaries - Director of Content	30,000.00	4,549.16	31711.62	106%	-1,711.62
7585 · Salaries - Extra Help Govt.	12,000.00	1,177.50	15,042.63	125%	-3,042.63
7589 · Salaries - Extra Help Prod Asst	12,000.00	450.00	3,358.44	28%	8,641.56
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	2,080.52	10,698.75	51%	10,333.55
7635 · Workers Comp	3,501.06	69.17	484.19	14%	3,016.87
7630 · Health/Dental/Vision	24,000.00	2,222.74	14,342.63	60%	9,657.37
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>245,033.36</b>	<b>19,394.32</b>	<b>139,354.74</b>	<b>57%</b>	<b>105,678.62</b>
<b>TOTAL EXPENSES</b>	<b>355,553.36</b>	<b>36,365.67</b>	<b>207,581.53</b>	<b>58%</b>	<b>147,971.83</b>
<b>NET INCOME/LOSS</b>	<b>141,374.64</b>	<b>-21,094.71</b>	<b>13,427.70</b>	<b>3.8%</b>	

Community Television of Santa Cruz County  
 Capital Profit Loss Budget Performance  
 January  
 2016

	Annual Budget 2015-16	January 2016	January Year to Date	% of Budget Expended	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>					
<b>4100 · County PEG Fees</b>	<b>670,100.00</b>	<b>55,794.58</b>	<b>390,562.08</b>	<b>58%</b>	<b>279,537.92</b>
<b>TOTAL INCOME</b>	<b>670,100.00</b>	<b>55,794.58</b>	<b>390,562.08</b>	<b>58%</b>	<b>279,537.92</b>
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Lease	144,000.00	0.00	1,352.11	1%	142,647.89
6701 · Facility/Equip. Insurance	11,000.00	0.00	0.00		11,000.00
7058 · Leasehold Improvements/Capital	240,375.00	70,290.99	103,536.49	43%	136,838.51
7300 · Facilities & Equipment Rental	1,000.00	551.57	879.13	88%	120.87
5100 · Facility - Other	0.00	0.00	0.00		0.00
<b>Total 5100 · Facility</b>	<b>396,375.00</b>	<b>70,842.56</b>	<b>105,767.73</b>	<b>27%</b>	<b>290,607.27</b>
<b>5200 · Equipment</b>					
6650 - Interest on Leased Equip	0.00	115.79	857.00		-857.00
7215 · Copy Machine Lease	5,000.00	600.43	2,789.45	56%	2,210.55
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	926.98	8,864.47	177%	-3,864.47
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		148,855.27
7057 · Equipment - Non Depreciated	2,500.00	22.23	1,144.73	46%	1,355.27
<b>Total 5200 · Equipment</b>	<b>272,500.00</b>	<b>1,665.43</b>	<b>18,148.75</b>	<b>7%</b>	<b>254,351.25</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	660.00	55.00	384.96	58%	275.04
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>384.96</b>	<b>58%</b>	<b>275.04</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>669,535.00</b>	<b>72,562.99</b>	<b>124,301.44</b>	<b>19%</b>	<b>545,233.56</b>
<b>NET INCOME/LOSS</b>	<b>565.00</b>	<b>-16,768.41</b>	<b>266,260.64</b>		
<b>Capital Purchases (Fixed Assets)</b>		<b>0.00</b>	<b>26,365.24</b>		

## Community Television of Santa Cruz County

**BALANCE SHEET**

As of January 31, 2016

	<b>TOTAL</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1010 Checking-SCCCU	324,382.12
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,519.56
1021 Petty Cash Fund	289.01
1025 Payroll-Wells Fargo Bank (deleted)	0.00
1030 Wells Fargo - 50032	0.00
1045 SCCC Money Market	0.00
1050 Reserve Acct-Coast Commercial	0.00
1055 CD Acct 2304 (13 month)	0.00
1060 Savings-Wells Fargo 10445	0.00
1065 CD Acct 0972 (180 day)	0.00
1070 CD 12 month Cert SCCC	48,116.90
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$432,038.23</b>
<b>Accounts Receivable</b>	
1114 Temp A/R	0.00
1115 Accounts Receivable	85,222.16
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$85,222.16</b>
<b>Other current assets</b>	
1117 A/R - Temp. Restricted	416,065.00
1125 County Reserve Acct. Restricted	0.00
1150 Salary Advance	0.00
<b>1200 Prepaid Insurance</b>	
1201 Health	0.00
1202 Accident	150.00
1203 Crime Coverage	303.11
1204 Crime/(401K) Erisa Bond	0.00
1205 General Liability (deleted)	0.00
1206 Workers Comp Deposit	911.81
1207 Directors & Officers (deleted)	0.00
1208 Commercial (deleted)	0.00
1209 Liability / D&O (SLIP)	4,497.79
1210 Property Liability (SPIP)	1,269.94
1211 Auto-Physical Damage Coverage	0.00
<b>Total 1200 Prepaid Insurance</b>	<b>7,132.65</b>
1260 Prepaid Expenses	27,438.72
1300 PFG Common Stock	4,931.00

1400 Undeposited Funds	400.00
<b>Total Other current assets</b>	<b>\$455,967.37</b>
<b>Total Current Assets</b>	<b>\$973,227.76</b>
<b>Fixed Assets</b>	
1600 Production Equipment	704,151.22
1700 Accum Depr-Production Equipment	-493,235.15
<b>Total 1600 Production Equipment</b>	<b>210,916.07</b>
1602 Board of Supervisors Equipment	58,956.90
1702 Accum Depr-Board of Supervisors	-58,956.90
<b>Total 1602 Board of Supervisors Equipment</b>	<b>0.00</b>
1620 Office Furniture/Equipment	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
<b>Total 1620 Office Furniture/Equipment</b>	<b>12,252.83</b>
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76
<b>Total 1625 Leasehold Improvement</b>	<b>68,787.16</b>
1650 Future Equipment Replacement	22,095.52
1750 Accum Depr-Future Equip Replace	-22,095.53
<b>Total 1650 Future Equipment Replacement</b>	<b>-0.01</b>
1660 Production Vehicle	106,108.28
1760 Accum Depr-Production Vehicle	-106,108.28
<b>Total 1660 Production Vehicle</b>	<b>0.00</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$320,889.94</b>
<b>TOTAL ASSETS</b>	<b>\$1,294,117.70</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100 Accounts Payable	3,353.98
<b>Total Accounts Payable</b>	<b>\$3,353.98</b>
<b>Credit Cards</b>	
2000 VISA-SCCCU	1,045.31
2002 76 Gas Card	0.00
<b>Total Credit Cards</b>	<b>\$1,045.31</b>
<b>Other Current Liabilities</b>	
2101 Tsunami Pass Through (deleted)	0.00
2102 Earnings Withholdings	0.00
2110 Sales Tax Payable	688.13
2111 Sales Tax (Manual entry)	0.00
2112 Direct Deposit Liabilities	0.00
2120 Accrued Payroll	0.00
2125 Payroll Tax Payable	0.00
2130 Accrued Pension	0.00

2140 Accrued Vacation	4,494.50
2145 401K Tax Shelter Annuity	0.00
2160 Deferred Income-Special Project	0.00
2165 Salaries Payable	0.00
2400 Payroll Liabilities	5,332.81
Board of Equalization Payable	-239.20
<b>Total Other Current Liabilities</b>	<b>\$10,276.24</b>
<b>Total Current Liabilities</b>	<b>\$14,675.53</b>
<b>Long-Term Liabilities</b>	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	31,725.30
<b>Total Long-Term Liabilities</b>	<b>\$31,725.30</b>
<b>Total Liabilities</b>	<b>\$46,400.83</b>
<b>Equity</b>	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	551,964.07
Net Revenue	279,688.34
<b>Total Equity</b>	<b>\$1,247,716.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,294,117.70</b>

Thursday, Mar 17, 2016 10:44:54 AM PDT GMT-7 - Accrual Basis

**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
March 28, 2016**

**Administration**

**1. Financial / Facilities:**

- We moved our accounts to Lighthouse Bank.
- We have set-up a merchant account and will now be able to accept credit cards.
- Our new space is done. We will have a final inspection on Wed. March 30.
- We have moved into our new space.
- The last of our new furniture will arrive on March 30.
- We conducted a review of our insurance policies to confirm adequate coverage for our new endeavor.

**2. Equipment**

- Lighting grid, curtains have been installed in the new studio.
- Our new camera pedestals have arrived. One was damaged in shipping and is being repaired.
- Our new LED lights are on the grid and we have new more programmable light board.
- Volunteers are adding asset tags to all of our equipment, in order to track and organize it for our new business model.

**3. Staff**

We are interviewing candidates for the new Coworking Community Coordinator position. We hope to make a decision this week.

**4. Policies and Procedures**

We are creating a Workers Compensation protocol workers can follow in case of an on the job injury.

We are creating a retention policy for CTV business documents and a second for CTV BOD documents.

**5. Production:**

CTV Paid Productions in March

- Live streaming event – Kuumbwa
- Comcast commercials

In Development

- New Teachers Association
- MAH
- Code Blue 6 Part Series

Government Meeting Services:

- CTV will provide coverage of 19 government meetings in March.

**6. Outreach**Equipment Grants

CTV continues to pursue the creation of an equipment grant program. The documents that were presented last month have been reviewed by our attorney and are being finalized for presentation to the County in early April.

First Friday

We are planning a soft launch event for April 1. We are participating in First Friday with a Virtual Reality party. Visitors will be able to tour our new space and try a number of virtual reality apps with Goggle Cardboard. We will teach people how to download the app on their own phones. We will also have demos set-up of several fun VR experiences, including tours of great cities, helicopter flights, roller coasters and games.