



325 Soquel Avenue  
Santa Cruz, CA 95062

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

**REGULAR AGENDA**

6. Oral Report of Executive Director \*
7. Approve Recommendation of Finance Committee to Accept the 2016-2017 Budgets\*
8. Oral Report of Vice Chair and Volunteer Advisory Committee
9. Oral Report of Board Chair.

10. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
11. Announcements.
12. 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**  
**April 25, 2016**

**A G E N D A**

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

1. Roll Call

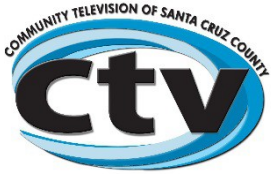
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 28, 2016**

**MINUTES**

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

**1. Roll Call**

Present: Keith Gudger (Chair), Mathilde Rand, Maitreya Maziarz, James Fisher, Tom Manheim, Joe Hall

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

**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 February 22, 2016

**5. Approve Recommendation of Finance Committee to Accept the January 2016 Financial Statements \***

Motion to approve Consent Agenda Hall, second Fisher. Approved unanimously

**REGULAR AGENDA**

**6. Oral Report of Executive Director \***

Given.

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

Given.

**8.** Oral Report of Board Chair.

Given

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

None

**10.** Announcements.

Chair Gudger thanked the volunteers

**11.** Adjournment.

Motion to adjourn Rand, Second Manheim Approved unanimously at 6:07 P. M.

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

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

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

	Annual Budget 2015-16	February 2016	February 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>133,580.66</b>	<b>67%</b>	<b>66,790.34</b>
<b>4300 · OPERATING REVENUE</b>					
CTV Operating Reserves					
4101 · County BOS Meetings	16,500.00	1,375.00	11,000.00	67%	5,500.00
4102 · Watsonville Government Meetings	8,000.00	390.00	2,475.00	31%	5,525.00
4103 · City of Capitola Gov. Meetings	16,500.00	425.00	4,325.00	26%	12,175.00
4104 · SCMTD Meetings	1,600.00	175.00	1,125.00	70%	475.00
4106 · City of Santa Cruz Gov. Mtg.	16,500.00	1,375.00	11,200.00	68%	5,300.00
4107 · Wats/Cap/Cty Charter Fees	0.00	0.00	0.00		0.00
4108 · SCCRTC Meetings	1,800.00	0.00	1,450.00	81%	350.00
4109 · SCWD Government Meetings	0.00	400.00	2,575.00		-2,575.00
4110 · Memberships	48,241.00	0.00	450.00		47,791.00
4111 · Administration Fees	500.00	10.00	10.00	2%	490.00
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	500.00	2,550.00	3%	98,666.00
4121 - SLVWD Meetings	0.00	375.00	2,900.00		-2,900.00
4122 - PVUSD	0.00	175.00	2,100.00		-2,100.00
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	2.45	13.35		-13.35
4185 · Misc. Income	200.00	221.49	746.38	373%	-546.38
4190 · Gain/Loss on Sale of Assets	0.00	1,954.61	12,540.47		-12,540.47
<b>4200 · Production Service</b>					
4240 - Production-CMAP	0.00	480.00	1,665.50		-1,665.50
4200 · Production - Other	42,000.00	3,875.00	57,753.00	138%	-5,261.00
<b>Total 4200 · Production Service</b>	<b>42,000.00</b>	<b>4,355.00</b>	<b>59,418.50</b>	<b>141%</b>	<b>-17,418.50</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>28,431.13</b>	<b>249,240.36</b>	<b>50%</b>	<b>247,687.64</b>
4170 · Fiscal Sponsorships Income		-10.00	190.00		-190.00
<b>TOTAL INCOME</b>	<b>496,928.00</b>	<b>28,421.13</b>	<b>249,430.36</b>	<b>50%</b>	<b>247,497.64</b>

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

	Annual Budget 2015-16	February 2016	February 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	0.00	625.47	64%	344.53
6450 · Finance Charges/Late Fees	0.00	0.00	0.00		0.00
6600 · Dues & Subscriptions	2,500.00	92.50	1,512.35	60%	987.65
6700 · Insurance	2,500.00	-6,531.12	0.00	0%	2,500.00
6999 · Uncategorized Expenses	0.00	0.00	0.00		0.00
7100 · Office Supplies	2,000.00	233.79	1,196.81	60%	803.19
7105 · Production Expenses	800.00	2,713.90	29,604.24	3701%	-28,804.24
7200 · Postage/Freight	1,000.00	38.24	1,487.70	149%	-487.70
7205 · Printing	2,000.00	0.00	0.00	0%	2,000.00
7401 · Facility Supplies	500.00	0.00	263.23	53%	236.77
7640 · Licenses/Fees/Misc. Taxes	5,250.00	0.00	1,012.74	19%	4,237.26
7700 · Telephone/Telecommunications	3,000.00	115.76	1,626.08	54%	1,373.92
7900 · Facility Utilities	0.00	56.75	335.75		-335.75
<b>Total 6000 - Operating Expenses</b>	<b>22,520.00</b>	<b>-3,280.18</b>	<b>37,763.87</b>	<b>168%</b>	<b>-15,243.87</b>
<b>6800 · Contracted Services</b>					
6900 · Contract Services-Audit/Payroll	14,500.00	18.00	147.50	1%	14,352.50
7001 · Contract Services-Studio Prod.	0.00	0.00	140.00		-147.50
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	18,750.00	63%	11,250.00
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	1,620.50	11%	13,379.50
7110 · Contract Services-Legal	2,000.00	-5,440.00	742.35	37%	1,257.65
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>-2,922.00</b>	<b>21,400.35</b>	<b>26%</b>	<b>62,099.65</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	211.58	3,049.49	305%	-2,049.49
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>211.58</b>	<b>3,071.97</b>	<b>68%</b>	<b>1,428.03</b>

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

	Annual Budget 2015-16	February 2016	February 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	36,666.72	61%	23,333.28
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	1,075.00	8,062.50	54%	6,937.50
7542 · Salaries - Media Services Coordinator	40,000.00	3,230.64	27,876.24	70%	12,123.76
7545 · Salaries - Director of Content	30,000.00	4,549.16	36,260.78	121%	-6,260.78
7585 · Salaries - Extra Help Govt.	12,000.00	1,237.44	16,280.07	136%	-4,280.07
7589 · Salaries - Extra Help Prod Asst	12,000.00	613.50	3,971.94	33%	8,028.06
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	21,032.30	1,853.13	12,551.88	60%	8,480.42
7635 · Workers Comp	3,501.06	69.17	553.36	16%	2,947.70
7630 · Health/Dental/Vision	24,000.00	2,222.74	16,565.37	69%	7,434.63
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>19,434.12</b>	<b>158,788.86</b>	<b>65%</b>	<b>86,244.50</b>
<b>TOTAL EXPENSES</b>	<b>355,553.36</b>	<b>13,443.52</b>	<b>221,025.05</b>	<b>62%</b>	<b>134,528.31</b>
<b>NET INCOME/LOSS</b>	<b>141,374.64</b>	<b>14,977.61</b>	<b>28,405.31</b>	<b>8.0%</b>	



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

	Annual Budget 2015-16	February 2016	February 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>446,356.66</b>	<b>67%</b>	<b>223,743.34</b>
<b>TOTAL INCOME</b>	<b>670,100.00</b>	<b>55,794.58</b>	<b>446,356.66</b>	<b>67%</b>	<b>223,743.34</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	7,455.96	7,455.96		3,544.04
7058 · Leasehold Improvements/Capital	240,375.00	82,297.01	185,833.50	77%	54,541.50
7300 · Facilities & Equipment Rental	1,000.00	17.35	896.48	90%	103.52
5100 · Facility - Other	0.00	0.00	0.00		0.00
<b>Total 5100 · Facility</b>	<b>396,375.00</b>	<b>89,770.32</b>	<b>195,538.05</b>	<b>49%</b>	<b>200,836.95</b>
<b>5200 · Equipment</b>					
6650 - Interest on Leased Equip	0.00	112.86	969.86		-969.86
7215 · Copy Machine Lease	5,000.00	243.51	3,032.96	61%	1,967.04
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	241.85	9,106.32	182%	-4,106.32
7056 · Equipment - Depreciated	150,000.00	0.00	0.00		148,855.27
7057 · Equipment - Non Depreciated	2,500.00	0.00	1,144.73	46%	1,355.27
<b>Total 5200 · Equipment</b>	<b>272,500.00</b>	<b>598.22</b>	<b>18,746.97</b>	<b>7%</b>	<b>253,753.03</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	660.00	55.00	439.96	67%	220.04
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>439.96</b>	<b>67%</b>	<b>220.04</b>
<b>6800 · Contracted Services</b>					
7010 - Contract Services - Consulting	<b>0.00</b>	2,310.00	2,310.00		-2,310.00
7110 - Contract Services - Legal	<b>0.00</b>	5,440.00	5,440.00		-5,440.00
<b>Total 6800 Contract Services</b>	<b>0.00</b>	<b>7,750.00</b>	<b>7,750.00</b>		<b>-7,750.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>669,535.00</b>	<b>98,173.54</b>	<b>222,474.98</b>	<b>33%</b>	<b>447,060.02</b>
<b>NET INCOME/LOSS</b>	<b>565.00</b>	<b>-42,378.96</b>	<b>223,881.68</b>		
<b>Capital Purchases (Fixed Assets)</b>		<b>12001.56</b>	<b>38,366.80</b>		

**Community Television of Santa Cruz County**  
**Balance Sheet**  
As of February 29, 2016

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1010 Checking-SCCCU	216,206.19
1015 PayPal Checking-SCCCU	7,730.64
1020 Savings-SCCCU	51,521.25
1021 Petty Cash Fund	25.31
1030 Wells Fargo - 50032	0.00
1045 SCCCUC 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 SCCCUC	48,117.66
1075 Checking - Lighthouse Bank	226,901.50
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$ 550,502.55</b>
<b>Accounts Receivable</b>	
1114 Temp A/R	0.00
1115 Accounts Receivable	88,433.65
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 88,433.65</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	75.00
1203 Crime Coverage	269.48
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	842.64
1209 Liability / D&O (SLIP)	3,935.57
1210 Property Liability (SPIP)	1,015.95
1211 Auto-Physical Damage Coverage	0.00
<b>Total 1200 Prepaid Insurance</b>	<b>\$ 6,138.64</b>
1260 Prepaid Expenses	-123,138.12
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	25.00
<b>Total Other current assets</b>	<b>\$ 304,021.52</b>
<b>Total Current Assets</b>	<b>\$ 942,957.72</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>\$</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>\$</b>	<b>0.00</b>
1620 Office Furniture/Equipment		107,917.97
1720 Accum Depr-Furniture/Equipment		-83,663.58
<b>Total 1620 Office Furniture/Equipment</b>	<b>\$</b>	<b>24,254.39</b>
1625 Leasehold Improvement		183,560.92
1725 Accum Depr-Leasehold Improv.		-114,773.76
<b>Total 1625 Leasehold Improvement</b>	<b>\$</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>-\$</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>\$</b>	<b>0.00</b>
1670 Broadcasting Equipment		28,933.89
<b>Total Fixed Assets</b>	<b>\$</b>	<b>332,891.50</b>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>1,275,849.22</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2100 Accounts Payable		13,190.03
<b>Total Accounts Payable</b>	<b>\$</b>	<b>13,190.03</b>
<b>Credit Cards</b>		
2000 VISA-SCCCU		526.61
2002 76 Gas Card		0.00
<b>Total Credit Cards</b>	<b>\$</b>	<b>526.61</b>
<b>Other Current Liabilities</b>		
2102 Earnings Withholdings		0.00
2110 Sales Tax Payable		248.68
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
24000 Payroll Liabilities		1,034.98
CA PIT / SDI		487.55
CA SUI / ETT		679.40
Federal Taxes (941/944)		3,925.16
<b>Total 24000 Payroll Liabilities</b>	<b>\$</b>	<b>6,127.09</b>
Board of Equalization Payable		0.00
Direct Deposit Payable		0.00

<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>10,870.27</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>24,586.91</b>
<b>Long-Term Liabilities</b>		
2300 Pacifica Capital Equipment Loan		0.00
2400 Business Equipment Loan 33736		30,946.79
<b>Total Long-Term Liabilities</b>	<b>\$</b>	<b>30,946.79</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>55,533.70</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		252,286.99
<b>Total Equity</b>	<b>\$</b>	<b>1,220,315.52</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,275,849.22</b>

Thursday, Apr 14, 2016 09:54:54 PM PDT GMT-7 - Accrual Basis

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

**Administration**

**1. Financial / Facilities:**

- We have created a new budget for CTV & our digital media center. If approved, we will present it to the county in May.
- Construction on our new space is complete.
- We have moved in, unpacked and we are open.
- Volunteers recorded the first show in the new studio last Friday.

**2. Equipment**

- Keith and Mathilde have spent hours creating a detailed spreadsheet of equipment and equipment rental prices that has been uploaded into the Satellite System software where it has been listed for rent.
- Our chroma key rolling panels have arrived and have been assembled.
- Our new desk system has arrived. Members can now create numerous desk looks with one set of elements that can be stored on a cart.
- Staff and volunteers have inventoried all of our equipment and placed asset tags on every item.
- Keith and volunteers are installing equipment in our new control room

**3. Staff**

- We have hired a new Coworking Community Coordinator. She spent last week in training.
- We have hired Lynn Dunton, a former volunteer, as a new government technician. He is also in training.

**5. Production:**

Government Meeting Services:

- CTV will provide coverage of 18 government meetings in April

**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 have been posted on the website. Digital Nest and The Boys and Girls Club have applied for grants.

First Friday

We held a Virtual Reality party for First Friday in April 1. About 60 visitors will toured our new space and tried a number of virtual reality apps with Goggle Cardboard. We got a few mentions in the press.

**PROPOSED OPERATING BUDGET**

DRAFT Master DIVCA Operating Budget (July 2016)  
 Community Television of Santa Cruz County  
 Fiscal Year 2016-2017  
 Version: BKR 4\_15\_16

Proposed Budget  
 FY 2016-2017  
 Annual

Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Notes/Footnotes/Explanations</i>
<b>TOTAL OPERATING REVENUE</b>	<b>4300</b>			
CTV Reserves		8,700.00	725.00	CTV Reserves
County Operating Funds	4100	0.00		
County Board of Supervisors Meetings	4101	21,000.00	1,750.00	Board of Supervisors Meetings
City of Watsonville Government Meetings	4102	8,000.00	666.67	Government Meetings + Equipment Lease/ service
City of Capitola Government Meetings	4103	6,000.00	500.00	Government Meetings
SCMTD Meetings	4104	1,600.00	133.33	Government Meetings
City of Santa Cruz Government Meetings	4106	30,000.00	2,500.00	Government Meetings
SCCRTC Meetings	4108	2,000.00	166.67	Government Meetings
SCWD Meetings	4109	4,800.00	400.00	Government Meetings
Memberships	4110	60,000.00	5,000.00	Satellite memberships. Assumes reaching 70% of total capacity in year 1.
Administration Fees	4111	0.00	0.00	Administrative Services Income
Media Services	4112	500.00	41.67	Media Dubbing Income
Underwriting & Sponsorships	4114	0.00	0.00	Sponsorships /underwriting
Digital Media Sales	4115	500.00	41.67	Sale of Digital Media
Facility & Equipment Use, Classes	4120	143,000.00	11,916.67	Assumes reaching 70% of total capacity in year 1.
SLVWD meetings	4121	7,600.00	633.33	Government Meetings + Equipment Lease/ service
PVUSD	4122	6,100.00	508.33	Government Meetings + Equipment Lease/ service
Classes	4130	0.00	0.00	Paid Classes included in 4120
Third Party Agreements	4135	0.00	0.00	Moved to Production Services
Donations	4165	1,000.00	83.33	Donations & Fundraising
Grants/Production Grants	4166	0.00	0.00	New Grants
Misc. Income/Interest Income	4185	0.00	0.00	Bank Interest, Etc.
<b>Total Operating Revenue</b>		<b>300,800.00</b>	<b>25,066.67</b>	
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>300,800.00</b>	<b>25,066.67</b>	

<b>OPERATING EXPENSES</b>	<b>6000</b>			
<b>PEG Access Services &amp; Supplies</b>	<b>6500</b>			
Advertising	6100	12,000.00	1,000.00	Advertising
Bank Charges	6300	970.00	80.83	Bank & Pay Pal Fees
Dues & Subscriptions	6600	1,500.00	125.00	Business Dues & Development Dues
Office Supplies	7100	1,500.00	125.00	Copy Paper, Pens, & Supplies
Postage/Freight	7200	1,000.00	83.33	Postage & Bulk Mailings
Printing	7205	2,000.00	166.67	Business Cards, Flyers, Etc.
Facility Supplies	7401	4,800.00	400.00	Cleaning Supplies, coffee, office supplies
Licenses/Fees/Misc. Taxes	7640	1,500.00	125.00	Business Licenses, Parking Fees & Corporate Taxes
Telephone/Telecommunications/ internet	7700	9,000.00	750.00	Telephone /high-speed internet
Facility Utilities	7900	0.00	0.00	Included in lease
<b>Total PEG Access Services &amp; Supplies</b>	<b>6500</b>	<b>34,270.00</b>	<b>2,855.83</b>	

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Monthly

	<i>Account</i>	<i>Total</i>	<i>Total</i>	<i>Notes/Footnotes/Explanations</i>
<b>Contract Services</b>	<b>6800</b>			
Audit Services	6900	14,500.00	1,208.33	Audit
Contract Services - Studio Production Support	7001	6,000.00	500.00	Studio Production Contractors
Contract Services - Janitorial Services	7003	0.00	0.00	Janitorial service
Contract Services - Satellite Consultants	7006	18,000.00	1,500.00	Co-work space consultant
Contract Services - CMAP Services	7007	30,000.00	2,500.00	Executive Director consultant
Contract Services - Consulting	7010	15,000.00	1,250.00	Contracted Consultants & Website Design/Services
Contract Services - Legal Fees	7110	5,000.00	416.67	Attorney Fees
Contract Services - Equipment Technicians	7910	5,000.00	416.67	Support studio / equipment rental
<b>Total Contract Services</b>	<b>6800</b>	<b>93,500.00</b>	<b>7,791.67</b>	
<b>Staff Development &amp; Fundraising Expenses</b>	<b>7000</b>			
Newsletter/Brochure/Annual Reports	7210	0.00	0.00	Newsletter/Brochure/Annual Reports
Training & Conferences	7405	2,000.00	166.67	Staff Training
Travel & Meals	7800	2,000.00	166.67	Staff Mileage
Retreats/Events	7920	0.00	0.00	Annual Board/Staff Retreat
Special Events Expenses	8600	2,000.00	166.67	Promotional events
<b>Total Staff Dev.</b>	<b>7000</b>	<b>6,000.00</b>	<b>500.00</b>	
<b>Operating Salaries/Benefits</b>	<b>7500</b>			
Executive Producer	7512	10,000.00	833.33	
Coworking Community Coordinator	7530	32,000.00	2,666.67	Position added for Satellite / Digital Media Center
Accountant	7535	15,000.00	1,250.00	
Media Services Coordinator	7542	47,000.00	3,916.67	Programmer for all channels, manages technicians
Director of Content	7545	9,000.00	750.00	
Government Technicians	7585	12,000.00	1,000.00	Technicians for Government Meetings
Extra Help, Trainers & technicians Etc.	7589	6,000.00	500.00	Production Assistants & Trainers (50% moved to 7001)
<b>Total Operating Salaries</b>	<b>7500</b>	<b>131,000.00</b>	<b>10,916.67</b>	
Payroll Taxes	7621	11,000.00	916.67	Payroll Taxes
Worker's Comp	7635	3,501.06	291.75	Worker's Compensation
Health/Dental Benefits	7630	12,000.00	1,000.00	Health, Dental, Vision & Life Insurance Payroll Taxes
Severance/Vacation Payouts	7632	9,500.00	791.67	
<b>Total Benefits &amp; Taxes</b>	<b>7500</b>	<b>36,001.06</b>	<b>3,000.09</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>6000</b>	<b>300,771.06</b>	<b>25,064.25</b>	
<b>TOTAL EXPENSES</b>		<b>\$300,771.06</b>	<b>\$25,064.25</b>	
<b>TOTAL BUDGET</b>		<b>\$28.94</b>	<b>2.41</b>	

**PROPOSED CAPITAL BUDGET**

DIVCA Capital Budget (July 2015)  
Community Television of Santa Cruz County  
Fiscal Year 2015-2016

Proposed BudgetFY  
2015-2016  
Annual

Monthly

				Notes/Footnotes/Explanations
	<i>Account</i>	<i>Annual</i>	<i>Monthly</i>	
<b>TOTAL REVENUE</b>	<b>4300</b>			
County PEG Fees	4100	500,000.00	41,666.67	County PEG Fees (Operating Moved to Operating Budget)
Wats/Cap/County Charter PEG Fees	4107			Moved to County Operating
<b>Total Capital Revenue</b>		<b>500,000.00</b>	<b>41,666.67</b>	
<b>TOTAL REVENUE</b>	<b>4300</b>	<b>500,000.00</b>	<b>41,666.67</b>	
<b>CAPITAL EXPENDITURES</b>				
<b>Facility</b>	<b>5100</b>			
Insurance	6700	9,294.00	774.50	Property, general liability, special liability & crime
Leasehold buildout	7058	0.00	0.00	Facility buildout includes moving expense
Facility/Equipment Rental	7300	1,000.00	83.33	Equipment Rental for Facility
Facility Lease	7400	144,000.00	12,000.00	Facility Lease, utilities, janitorial, trash removal, maintenance, taxes, landlord building insurance and building management costs.
<b>Total Facility Expenses</b>	<b>5100</b>	<b>154,294.00</b>	<b>12,857.83</b>	
<b>Equipment</b>	<b>5200</b>			
Automation and Playout Equipment	7011	15,046.00	1,253.83	Projected Equipment Replacement (CTV)
Equipment Repair	7051	10,000.00	833.33	Equipment Repair
Prod. Equipment Replacement - Depreciated	7052	150,000.00	12,500.00	Projected Equipment for remote locations and new computers for community use
Prod. Equipment Replacement - Non-Depreciated	7053	5,000.00	416.67	Equipment for adult and youth production classes
Equipment - Depreciated	7056	150,000.00	12,500.00	Projected Equipment for Studio ,Classroom & Community Use
Equipment - Non-Depreciated	7057	10,000.00	833.33	Projected Equipment for Studio & Community Use
Copy Machine Lease	7215	5,000.00	416.67	Leased Copy Machine
Music License	7059	660.00	55.00	Licence for production music
<b>Total Equipment Expenses</b>	<b>5200</b>	<b>345,706.00</b>	<b>28,808.83</b>	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>5000</b>	<b>500,000.00</b>	<b>41,666.67</b>	
<b>TOTAL BUDGET</b>		<b>\$0.00</b>	<b>0.00</b>	