



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
July 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 June 27, 2016
5. Approve Minutes *
Regular Board Meeting Minutes of May 22, 2016
6. Approve Minutes *
Finance Committee Meeting Minutes of June 23, 2016

REGULAR AGENDA

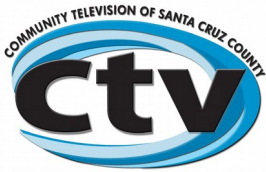
7. Oral Report of Executive Director *
8. Approve CTV Document Retention Policy *
9. Approve Minutes and Recommendations of the Youth A/V Grant Committee *
10. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

11. Oral Report of Board Chair.
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**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE
Regular Meeting
July 25, 2016

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

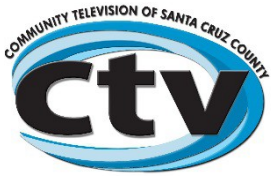
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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
Regular Meeting
May 22, 2016

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

Present: Keith Gudger (Chair), Joe Hall, Larry Laurent, Maitreya Maziarz, Nathan Benjamin, Tom Manheim

Absent: James Fisher, Adam Wade, Lou Tuosto, Mathilde Rand

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 March 28, 2016

5. Accept Minutes of Finance Committee Meeting of April 22, 2016 *

Regular Committee Meeting Minutes of April 22, 2016

6. Approve Recommendation of Finance Committee to Accept the March 2016 Financial Statements

7. Approve Recommendation of Finance Committee to Accept the April 2016 Financial Statements

Motion to approve Hall, second Laurent. Approved Unanimously

REGULAR AGENDA

8. Oral Report of Executive Director *

Given. Director Manheim asked if the number of 140 pieces of equipment rented was number of pieces or number of rentals. Executive Director stated that it was piece. Director Benjamin asked if the reporting provide was part of the new system. Executive Director Reed confirmed it was and that finance will be able to separate the different types of revenue in the future. Director Benjamin asked if the Sanders campaign was renting space and if space would be able to be rented by other campaigns. Executive Director confirmed that was the case and in no way was this an endorsement of the candidate. Director Hall asked if the June 2nd was being recorded and broadcasted. Chair Gudger confirmed it would be recorded but the broadcast equipment was not yet installed.

9. Oral Report of the Board Chair

Given. Chair Gudger will be presenting 2016-2017 budget at the May 23rd Board of Supervisors meeting at 9 a.m. and that directors were welcome to attend. Chair Gudger stated that the cataloging of old shows is continuing by volunteers. 3100 items spanning 58 boxes have been cataloged so far. Community TV held a garage sale at the old facility on Pacific Avenue. Chair Gudger thanked Director Maziarz for his help. \$1300 of equipment has been sold so far. Chair Gudger will update the list of available equipment. Community TV will participate in the City of Santa Cruz citywide garage sale on June 4th and 5th. Chair Gudger reported that a purchase order has been issued for the antenna from Community TV to the County building. Installer does not believe there should be any problems.

10. Discussion and Action on Youth A/V Grant Approval Committee.

Chair Gudger stated that the Youth A/V will review applications for grant, but the approval for funding will not occur until the last Board of Supervisors meeting of the fiscal year. Director Benjamin asked if Community TV had solicited applications for the grant and if the need was for a committee to review the applications, Chair Gudger confirmed. Director Benjamin offered to participate. Director Manheim offered to participate, but asked for the deadline to be moved until after the funding had been approved. Director Maziarz offered to participate. Director hall asked for a description of the program. Chair Gudger stated that the program is a 3-year rolling grant program with a focus on storytelling using video. There is a requirement for the grant to provide content for Community TV.

Director Manheim moved to form a Youth A/V Grant Approval Committee comprised of Executive Director Reed, Director Benjamin, Director Maziarz, Director Rand and Director Manheim and to move the application deadline until after Board of Supervisors has approved funding. Director Maziarz seconded. Approved Unanimously.

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

None

12. Announcements.

Chair Gudger thanked the volunteers

13. Adjournment.

Motion to adjourn Manheim, Second Benjamin Approved unanimously at 6:05 p.m.

Approved: _____

Board Chair

Attest: _____

Board Secretary



816 Pacific Avenue
Santa Cruz, CA 95060

BOARD OF DIRECTORS
Regular Meeting
June 27, 2016

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

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

Absent: Lou Tuosto

2. Oral Communications

No one addressed the board.

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

None.

CONSENT AGENDA

4. Approve Minutes * Regular Board Meeting Minutes of April 25, 2016
Director Laurent requested the minutes be pulled for updating.
5. Approve Recommendation of Finance Committee to Accept the May 2016 Financial Statements
Director Hall stated that there will he will speak regarding financial updates at next meeting.

Motion to approve Hall, second Manheim. Approved Unanimously

REGULAR AGENDA

6. Oral Report of Executive Director *

Given. Director Manheim asked to be reminded of the grant timeline. Executive Director Reed stated that they have received one proposal. Director Laurent asked when the lease at the Pacific Avenue facility ends, Executive Director Reed stated 6-30-2016. Director Wade stated that he had informed the ROP program of the equipment. Chair Gudger requested that directors contact anyone that might want equipment. Grey Bears will take remaining electronics, including monitors.

7. Approve CTV Document Retention Policy *

Executive Director Reed presented the document retention policy. Director Benjamin asked if this was a standalone policy or was part of the bylaws. Executive Director Reed stated that this document was separate from bylaws. Director Benjamin will double check to see if it needs to be in the bylaws. Director Maziarz asked about electronic document retention. Chair Gudger stated that there was no deletion on Gmail. Director Wade stated that if the electronic data met the category on the retention schedule then it should have the same schedule. Director Benjamin believed direction is that Chair Gudger and Executive Director Reed add electronic media retention and bring back to board. Director Manheim requested the item be brought back at a future meeting.

8. Oral Report of Vice Chair and Volunteer Advisory Committee

Given. Volunteers have been working at the old building. Garage sale was a fun event. Karen has been doing an enormous amount of work, but they do need more help and more volunteers. After this week, they will restart the volunteer programs, although some have kept running. Director Hall requested that the volunteers attend a board meeting for public thanks for all the work.

9. Oral Report of Board Chair.

Given. Chair Gudger stated that this was the first board meeting being broadcast live from the new building. In addition the grand opening was live and there was a live play. The rental part of the facility is trending up. There are still some minor items that need to be addressed. Executive Director Reed stated that the ability to broadcast live was a result of Keith's work. He figured out an alternative option that Community Television could afford.

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

Updated minutes, Document Retention Policy

11. Announcements.

Chari Gudger thanked the volunteers

12. Adjournment.

Motion to adjourn Rand, Second Fisher Approved unanimously at 6:03 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Youth A/V Grant Committee Meeting
July 13, 2016**

MINUTES

5:00 P.M.
Offices of the Corporation

1. Roll Call

Present: Executive Director Becca King Reed, Directors Maitreya Maziarz, Nathan Benjamin, Tom Manheim, Mathilde Rand

2. Oral Communications

No one addressed the committee.

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

None.

REGULAR AGENDA

4. Consider Applications for the 2016-17 Youth A/V Grant Program

The committee received 3 grant applications from Digital Nest, Boys and Girls Club Santa Cruz County, and Monterey Bay Academy Church. We carefully considered all applications and selected the two strongest applications.

Benjamin moved to approve the Digital Nest application for a Studio Maker Kit, noting that we gave it an independent evaluation and review. Manheim seconded and the vote was unanimous to recommend the approval of the grant application to the Board of Directors.

Manheim moved to approve the Boys and Girls Club Santa Cruz County application for a Studio Maker Kit, subject to the confirmation that there is a designated point of contact who is responsible for oversight of the curriculum, equipment, program implementation, and deliverables. Rand seconded the motion and the vote was unanimous.

Executive Director King Reed will contact Boys and Girls Club in Live Oak to get a confirmation of a designated person.

The application from the Monterey Bay Academy was not selected.

Further, the committee had a question about when the money to buy the Studio Maker Kits would be released by the County in order to give the successful applicants an idea when the Studio Maker Kits could be expected and recommended, if the funding is received in quarterly payments, that the Digital Nest application receive the first available studio package and Boys and Girls Club Santa Cruz receive the second available studio package.

Respectfully submitted by Mathilde Rand

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF DIRECTORS
Finance Committee Meeting
June 23, 2016**

MINUTES

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.

Ethan Black spoke on a concept he was developing similar to one he had seen in Hawaii where hotels are tied into a TV channel which displays commercials for local businesses and attractions. Ethan explained that he had initiated research into how such a channel could be developed in the Santa Cruz tourists market and how it might be sponsored. Ethan believed there might be a role for CTV in various aspects of this concept. Ethan will work further on this concept with CTV Executive Director and see if it has the potential to work in the Santa Cruz County tourists market.

REGULAR AGENDA

3. May 2016 Financial Reports

Tom Manheim asked several questions concerning which were answered by Becca King-Reed concerning the long terms financial condition of CTV. Following this discussion it was then moved by Tom Manheim and seconded by Keith Gudger that the May 2016 Financial Report be approved as submitted to the Finance Committee by the Executive Director. The motion passed unanimously

4. Adjournment.

On the motion of Keith Gudger and second of Joe Hall the meeting was adjourned.

**Community Television of Santa Cruz County
Executive Director's Report to the Board
July 22, 2016**

Administration

1. Financial / Facilities:

- The Santa Cruz City Council approved our annual plan and budget on June 28.th
- Accruals in the coworking sector are up 25% from last month. We still have some work to do but our revenue is trending upward. All 4 of our small offices are rented.
- We vacated 816 Pacific Avenue on the 30th.

2. Equipment

- 15 shows will be shot in the studio this month.
- The camera pedestal that was out for repair is back.

3. Production:

Government Meeting Services:

- CTV will provide coverage for 7 government meetings in June.

4. Membership

- Volunteers have resumed monthly new member orientations.
- Volunteers continue to host PSA Day each month.

5. Outreach:

- Equipment Grant Program

CTV received 3 applications for the Equipment Grant. The Grant Committee selected 2 grantees. The committee voted to recommend that the board approve a grant for a "Studio Maker Kit" to the Digital Nest in Watsonville.

The committee also voted to recommend that the board approve the Boys and Girls Club Santa Cruz County application for a Studio Maker Kit, subject to the confirmation that there is a designated point of contact, who is responsible for oversight of the curriculum, equipment and deliverables.

I spoke with the The Boys and Girls Club to get confirmation. They have dedicated funding to hire a part time Digital Media Program Director, who will be responsible for program development, planning and instruction. They would like help from us to develop a curriculum.

RECORD RETENTION PERIODS FOR CTV BUSINESS RECORDS

In Alphabetical Order

	RETENTION PERIOD
Accident reports	Seven Years
Accounts receivable ledgers and related trial balances	Ten Years
Appropriate ledger and related end of year trial balances	Permanent
Articles of Incorporation	Permanent
Audits and compilations	Permanent
Bank reconciliations	Seven Years
Bank statements	Ten Years
Canceled checks (see exception under permanent records)	Seven Years
Canceled checks for payment of taxes, purchase of property, and in payment of important contracts should be retained permanently with the papers in these files	Permanent
Cash books (receipts and disbursement journals)	Permanent
Chart of accounts	Seven years

Compilations and Audits	Permanent
Contracts and leases expired	Seven Years
Corporate resolutions	Permanent
Correspondence of unimportant nature with customers or vendors	One Year
Correspondence - legal and important matters	Permanent
Deeds, mortgages, and bills of sale, contracts and leases in effect	Permanent
Depreciation schedules	Permanent
Duplicate deposit slips	Seven Years
Donation records of endowment funds and of significant restricted funds	Permanent
Donation records – other [Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]	10 years
IRS exemption determination and related correspondence (501C3 letter)	Permanent
Employee personnel records (after termination):	Four Years

Employee benefit records	Six Years
Employment applications - not hired	Three Years
Employment applications - hired	Four years after termination
Employment taxes (records and returns, including withholding statements)	Permanent
Equipment files and maintenance records	Seven Years after disposition
Expense analyses and expense distribution schedules	Seven Years
Financial statements - Year end (others optional)	Permanent
Garnishments	Seven Years
General and private ledgers, and related end of year trial balances	Permanent
General correspondence	Three Years

Insurance policies which have expired	Four Years
Insurance records (existing)	Permanent
Insurance claims	Seven Years after

	settlement
Insurance disability records	Seven Years after end of benefits
IRS Form 990s	Seven Years
IRS Form I-9 (store separate from personnel file)	Three Years
Internal audit reports, including working papers	Three Years
Journal vouchers	Seven Years
Miscellaneous internal reports	Three Years
Minutes of board meetings and agendas	Permanent
Payroll records and summaries	Seven Years
Personnel files (terminated)	Four Years
Petty cash vouchers	Three Years
Physical inventory tags	Three Years
Purchase orders	Seven Years
Receiving sheets	One Year
Retirement plan benefits (plan descriptions, plan documents)	Permanent

Sales records	Seven Years
Software licenses and support agreements	Seven Years after expiration
Tax returns and worksheets, Revenue Agent's reports and other documents relating to determination of tax liability	Permanent
Time sheets or cards	Seven Years
Withholding tax statements	Seven Years
Workers compensation claims	Thirty Years

RECORD RETENTION PERIODS FOR CTV BUSINESS RECORDS

By Category

		RETENTION PERIOD
Corporate		
	Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Minutes of board meetings, committee meetings and agendas	Permanent

Financial	Accounts receivable ledgers and related trial balances	Ten Years
	Audits and compilations	Permanent
	Appropriate ledger and related end of year trial balances	Permanent
	Bank reconciliations	Seven Years
	Bank statements	Ten Years
	Canceled checks (see exception under permanent records)	Seven Years
	Canceled checks for payment of taxes, purchase of property, and in payment of important contracts should be retained permanently with the papers in these files	Permanent
	Cash books (receipts and disbursement journals)	Permanent
	Chart of accounts	Seven years
	Compilations and Audits	Permanent
	Contracts and leases expired	Seven Years
	Depreciation schedules	Permanent
	Duplicate deposit slips	Seven Years
	Donation records of endowment funds and of significant restricted funds	Permanent

	<p>Donation records – other</p> <p>[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]</p>	10 years
	Correspondence of unimportant nature with customers or vendors	One Year
	Expense analyses and expense distribution schedules	Seven Years
	Financial statements - Year end (others optional)	Permanent
	Internal audit reports, including working papers	Three Years
	General and private ledgers, and related end of year trial balances	Permanent
	Journal vouchers	Seven Years
	Payroll records and summaries	Seven Years
	Petty cash vouchers	Three Years
	Purchase orders	Seven Years

	Time sheets or cards	Seven Years
Legal		
	Deeds, mortgages, and bills of sale, contracts and leases in effect	Permanent
Correspondence		
	Correspondence - legal and important matters	Permanent
	General correspondence	Three Years
Taxes		
	IRS exemption determination and related correspondence (501C3 letter)	Permanent
	Employment taxes (records and returns, including withholding statements)	Permanent
	IRS Form 990s	Seven Years
	IRS Form I-9 (store separate from personnel file)	Three Years
	Tax returns and worksheets, Revenue Agent's reports and other documents relating to determination of tax liability	Permanent
	Withholding tax statements	Seven Years

Personnel		
	Employee personnel records (after termination):	Four Years
	Employee benefit records	Six Years
	Employment applications - not hired	Three Years
	Employment applications - hired	Four years after termination
	Garnishments	Seven Years
	Equipment files and maintenance records	Seven Years after disposition
	Personnel files (terminated)	Four Years
Insurance	Insurance policies which have expired	Four Years
	Insurance records (existing)	Permanent
	Insurance claims	Seven Years after settlement
	Insurance disability records	Seven Years after end of benefits
	Workers compensation claims	Thirty Years

Technology		
	Software licenses and support agreements	Seven Years after expiration
Assets		
	Physical inventory tags	Three Years
	Receiving sheets	One Year
Non-related business income		
	Sales records	Seven Years
Benefits		
	Retirement plan benefits (plan descriptions, plan documents)	Permanent



ELECTRONIC DOCUMENT RETENTION POLICY

Purpose

The Electronic Document Retention Policy is intended to help Community Television of Santa Cruz County (CTV) employees determine what information sent or received by electronic means should be retained and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

Scope

All CTV email information is categorized into four main classifications with retention guidelines:

- Administrative Correspondence (4 years)
- Fiscal Correspondence (7 years)
- Personnel Correspondence (4 years after departure)
- General Correspondence (1 year)
- Other Correspondence (1 year)

To ensure Correspondence is retained we use Google's mail services. Please only archive your electronic communications and do not delete them.

Administrative Correspondence

CTV Administrative Correspondence includes, though is not limited to clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues such as intellectual property violations. All email with the information sensitivity label Management Only shall be treated as Administrative Correspondence.

Fiscal Correspondence

CTV Fiscal Correspondence is all information related to revenue and expense for the company.

General Correspondence

CTV General Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

Other Correspondence

CTV Other Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to product development, updates and status reports.

Instant Messenger Correspondence

CTV Instant Messenger General Correspondence is automatically saved as long as you are using Hangouts.

Instant Messenger conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address.

Recovering Deleted Email via Backup Media

CTV's use of Gmail insures that all email is backed up off site.

Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Definitions

Terms and Definitions

Approved Electronic Mail

Includes all mail systems supported by the IT Support Team. These include, but are not necessarily limited to, GMail. If you have a business need to use other mailers contact the appropriate support person.

Approved Encrypted email and files

Techniques include the use of DES and PGP. DES encryption is available via many different public domain packages on all platforms. PGP use within CTV is done via a license. Please contact the appropriate support organization if you require a license.

Approved Instant Messenger

Hangouts is the only IM that is approved for use on CTV computers.

Individual Access Controls

Individual Access Controls are methods of electronically protecting files from being accessed by people other than those specifically designated by the owner.

Insecure Internet Links

Insecure Internet Links are all network links that originate from a locale or travel over lines that are not totally under the control of CTV.