



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF DIRECTORS
Regular Meeting
November 21, 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 October 24, 2016

REGULAR AGENDA

5. Election of Board Members

At Large Seats Expiring 2016 and 2019

6. Election of Officers

7. Appointments to Committees*

8. Approval of 2017 Board Calendar*

9. Co-working Revenue and Projections Review

10. Oral Report of Executive Director*
11. Oral Report of Board Vice Chair
Volunteer Advisory Committee Report
12. Consider Recommendation of Vice Chair
Minor Changes to Rules and Procedures.
13. Oral Report of Board Chair.
14. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
15. Announcements.
16. 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
November 21, 2016

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

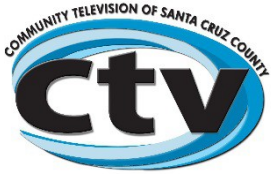
Keith Gudger (Chair), Nathan Benjamin, James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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
October 24, 2016**

MINUTES

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

1. Roll Call

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

Absent: James Fisher, 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 September 26, 2016

5. Approve Recommendation of the Finance Committee to Accept the August 2016 Financial Reports*

6. Approve Recommendation of the Finance Committee to Accept the September 2016 Financial Reports*

7. Accept the Finance Committee Minutes of September 20, 2016*

Item 5 moved to regular Agenda

Motion to Approve Items 1-4 on Consent Agenda Director Benjamin Second Director Laurent. Approved Unanimously

REGULAR AGENDA

8. Oral Report of Executive Director *

Executive Director Reed not present, Chair Gudger Gave report

9. Consider Approving Expenditure for Equipment*

Various Items over the \$5,000 limit.

Item 9 Moved to after Item 11

10. Consider Approving on Recommendation of the Finance Committee Revised Financial Policies*

Chair Gudger reported that the changes to the policy included increasing the amount the Executive Director can approve from \$5,000 to \$10,000, and the increasing requirement for proof of competitive pricing from \$3,000 to \$6,000. Director Benjamin asked if the competitive bid could be an online quote. Director Manheim stated that it only deals with the financial requirements. Director Manheim stated that auditor will review one more time.

Motion to Approve Director Benjamin, Seconded Director Manheim. Approved Unanimously.

11. Item 5 Approve Recommendation of the Finance Committee to Accept the August 2016 Financial Reports*

Vice-Chair Rand commented that item 4200 looks like it has incorrect data. Director Manheim stated that he will fix the spreadsheet.

Motion to approve Vice-Chair Rand, Seconded Director Benjamin. Approved Unanimously.

12. Item 9 Consider Approving Expenditure for Equipment*

Various Items over the \$5,000 limit.

Executive Director Reed is requesting approval for Audio Visual Equipment. Director Gudger reported that there a request for Go-Pro cameras and HTC Vive Virtual Reality system. Director Benjamin commented that he was concerned that they were getting ahead of the technology curve. Director Gudger stated that he had done research and this was the best product.

Motion to Approve Director Benjamin, Seconded Director Maziarz. Approved Unanimously.

13. Oral Report of Board Vice Chair

Vice Chair Rand reported that there will be a Volunteer Advisory Committee Meeting on Friday. Classes have been successful and that attendees have been enthusiastic and that a community is beginning to form at the new facility. Students are shadowing the production this meeting. Cabrillo college will have another class here in November. Will continue to do outreach to non-profits to help them learn how to do production and CTV

will help with more complex jobs. The VAC has looked at the rules and procedure and they look pretty good. There are a few changes for items that are dated and small

14. Consider Recommendation of Vice Chair

Member Changes to Volunteer Advisory Committee

Vice Chair Rand Reported that two people are leaving the VAC and the committee is recommending Ann Simonton to be on the committee. Ms. Simonton has experience to help with social media presence.

Motion to Approve Director Manheim, Seconded Director Benjamin. Approved Unanimously.

15. Oral Report of Board Chair.

Chair Gudger reported there is a paid production for an interview from New Jersey. Questions were asked and answered.

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

Chair Gudger stated cash flow will be on November meeting agenda. Vice Chair Rand will have VAC recommendations for Rules and Procedures. Director Maziarz requested that the changes be identified.

17. Announcements

Chair Gudger stated that the Board will adjourn to closed session and will report out. There will be no more video. Chair Gudger thanked the Volunteers

18. Closed Session

Executive Director Evaluation (Pursuant to CA § 54957)

Executive Director Labor Negotiations (Pursuant to CA § 54957.6)

19. Report Out of Closed Session

There was no reportable action taken

20. Motion to adjourn Vice Chair Rand. 7:15 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary

CTV Board Meeting Calendar 2017

JANUARY 23, 2016

Finance Committee meeting (review current year budget at half-year mark, including any adjustments proposed by E.D.)

FEBRUARY 27, 2016

Regular Board or Committee Meetings.

MARCH 27, 2016

Regular Board or Committee Meetings.

APRIL 24, 2016

Regular Personnel Committee meeting (annual review of salaries/wages)—adopt Salary Schedule;

Finance Committee meeting; review current year budget at close to 3/4-year mark;

Prepare/review of budget for next fiscal year; recommendation re contracts reflected in budget).

Presentation of next fiscal year budget by E.D. and Finance Committee;

Adopt Work Plan and Budget.

MAY 22, 2016

Regular Board or Committee Meetings.

JUNE 26, 2016

Finance Committee meeting (review current year budget at close to year end;

Report of Finance Committee re budget and recommendation re selection of auditor.

JULY 24, 2016

Regular Board or Committee Meetings.

AUGUST

No Regular Board or Committee meetings.

SEPTEMBER 25, 2016

Finance Committee meeting (review current FY budget).

Regular Board meeting

OCTOBER 23, 2016

Consider recommendations of Finance Committee re accepting annual audit;

Finance Committee meeting (review current FY budget).

NOVEMBER 27, 2016

Finance Committee meeting (review current FY budget).

Organizational (regular) Meeting of Board: elect officers, make committee appointments;

Approve Board meeting calendar for next calendar year,

Conduct other business noticed for regular meeting.

DECEMBER

No Regular Board or Committee meetings.

Community Television of Santa Cruz County Board Committees, 2016

Standing Committees

EXECUTIVE COMMITTEE- Number of seated Board Members less than a quorum of the Board; quorum of the Committee is three.

FINANCE AND BUDGET COMMITTEE- Joe Hall (Chair), Tom Manheim, Keith Gudger

PERSONNEL COMMITTEE- Keith Gudger (Chair), Nathan Benjamin, Mathilde Rand

GOVERNANCE COMMITTEE- Keith Gudger (Chair), Nathan Benjamin, Joe Hall, Mathilde Rand, Tom Manheim

Other Committees

AUDIT COMMITTEE- Mathilde Rand, Keith Gudger, Lou Tuosto, Maitreya Maziarz

FUND DEVELOPMENT COMMITTEE- James Fisher, Lou Tuosto, Maitreya Maziarz

YOUTH GRANT COMMITTEE- Nathan Benjamin, Maitreya Maziarz, Mathilde Rand, Tom Manheim

VOLUNTEER ADVISORY COMMITTEE- Mathilde Rand (Chair), David Goldman, Keith Gudger, Linda Janakos, Annie Newman, Steve Pleich, Ron Powell, Karen Scott, Ann Simonton

**Community Television of Santa Cruz County
Executive Director's Report to the Board
November 21, 2016**

Administration

1. Financial / Facilities:

- Additional lighting instruments are being added the lighting grid in the studio. This will make it possible to use two sets during a production.

2. Equipment

- We purchased 6 new laptops for classes. They stored in a self-charging cart. They are already in use in our pilot Youth Program.
- Other purchases include:
 - o TramTR50 Omni directional Lavalier
 - o Sennheiser Shotgun Mic
- Equipment on order:
 - o GoPro Omni
 - o Vive

3. Production:

Government Meeting Services:

- CTV will provide coverage for an estimated 16 government meetings in November.

4. Membership

- Volunteers participated in Business Expo event in order to promote our coworking center. We rented some video equipment as a result of that event.

5. Outreach:

Youth Programs

- Our Youth Program pilot session began on November 2nd and will run for 6 more weeks. The kids meet here on Wednesdays from 3-5pm.

6. Equipment Grant

- o We have received a signed grant agreement from Digital Nest.
- o We are working with the Boys and Girls Club as they develop a program that fits the requirements of our grant.