



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
June 26, 2017
5:30 P.M.
Offices of the Corporation

A G E N D A

1. Roll Call

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

[quorum is five]

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 May 22, 2017
5. Approve Recommendation of Finance Committee to Accept the May 2017 Financial Reports *
6. Consider approval of Finance Committee Minutes of May 18, 2017 *

REGULAR AGENDA

7. Written Report of Executive Director *
8. Consider Approval of TriCaster in portable case *

Authorize Executive Director to spend \$11,000 for TriCaster in portable case for mobile meeting coverage.
9. Consider Approval of TriCaster TC1 Purchase *

Authorize Executive Director to spend \$16345.00 for new TC1 for Studio.

10. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

11. Consider Change to Rules and Procedures *

Authorize Proposed Rule Change.

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**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE
Regular Meeting
June 26, 2017

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

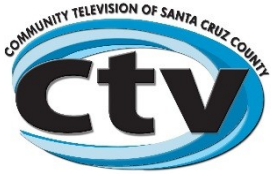
Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz

[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
May 22, 2017

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

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

Absent: Tom Manheim, Lou Tuosto, Adam Wade

2. Oral Communications

None

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 24, 2017.

5. Approve Recommendation of Finance Committee to Accept the March 2017 Financial Reports *

6. Approve Recommendation of Finance Committee to Accept the April 2017 Financial Reports *

Director Hall reported that they are working on getting the finances of Satellite and CTV in sync. Executive Director Reed, Chair Gudger and Melanie will be meeting with Barbara to fine tune.

Director Maziarz asked about the status of the production vehicle and it was reported that CTV does not own the vehicle and should be taken off the finance report.

Motion to approve Director Benjamin, Second Director Hall. Approved Unanimously

REGULAR AGENDA

7. Written Report of the Executive Director

Given. Director Benjamin ask how CTV recruits people. Executive Director reported that CTV often needs to advertise for the position. Executive Director Reed reviews the application and, if the applicant looks qualified, will forward to Victor Hermann

8. Youth Grant Application

Currently have three applications. Committee will review in June and make recommendations. Executive Director Reed is verifying the requirements with one of the applicants.

9. Oral Report of Board Vice Chair

Vice Chair Rand reported that the VAC met last week and they are evaluating the coordinator descriptions, some things are no longer needed, and other descriptions will be updated. Will come back to the board with descriptions. VAC has had some turnover. Michael Parks is a new committee member. There has been an increase in doing shows. Director Benjamin's musical group will be recording Wednesday, May 31 and there will be poetry on Thursday. Vice Chair Rand just taped a show with Mike Rotkin and Rick Longinotti. People keep coming up with ideas and volunteers are helping with shows. Had orientation on May 16th, audio class will be May 23rd, studio camera class will be June 3rd. First field camera class was held May 12th and was full, 6 students. Vice Chair Rand attended. A four-hour class has been suggested in the future.

10. Oral Report of Board Chair.

Chair Gudger reported that 2nd elected spotlight with Supervisor Leopold will air soon. Another Non-Profit Spotlight, with Watsonville Wetlands Watch will be taped Wednesday. June and July Non-Profit Spotlights are booked. June elected spotlight will be with Michael Watkins

11. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
None

12. Announcements

Chair Gudger thanked the volunteers working of the meeting.

13. Motion to adjourn Vice Chair Rand. Director Fisher Second 5:50 p.m.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
May 18, 2017**

MINUTES

10:30 A.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, and Keith Grudger

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. March 2017 Financial Report

The discussion of the March 2017 Financial Report was opened and Mel Sweet discussed her progress and work to reconcile the income figures reported by Satellite and those received from Satellite to be deposited into the CTV bank. A discussion was also held on seeing if changes can be made in the Satellite financial system or new software purchased to allow a better reporting of income so it will reconcile with the CTV bank records. Mel Sweet stated after some work the difference between the two reports is not significant but should be easier to reconcile. Keith Grudger, Mel Sweet and Becca Reed will meet with Barbara Springer of Satellite to discuss what type of software changes can be made to address this issue. The March 2017 Financial Report was approved on the motion of Keith Grudger and second of Joe Hall.

4. April 2017 Financial Report

The April 2017 Financial Report was approved on the motion of Keith Grudger and second of Joe Hall, with a request by Keith Grudger to see a report which separately showed the income and expenses for CTV to televise public agencies meetings.

5. Adjournment.

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

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May Year to Date	% of Budget Expended	Amount Remaining
4300 · OPERATING REVENUE					
CTV Operating Reserves	8,700.00	0.00	0.00	0%	8,700.00
4101 · County BOS Meetings	21,000.00	1,860.00	14,182.50	68%	6,817.50
4102 · Watsonville Government Meetings	8,000.00	0.00	1,310.50	16%	6,689.50
4103 · City of Capitola Gov. Meetings	6,000.00	501.50	8,336.50	139%	-2,336.50
4104 · SCMTD Meetings	1,600.00	295.00	1,877.00	117%	-277.00
4106 · City of Santa Cruz Gov. Mtg.	30,000.00	2,092.50	21,120.00	70%	8,880.00
4108 · SCCRTC Meetings	2,000.00	236.00	2,392.50	120%	-392.50
4109 · SCWD Government Meetings	4,800.00	442.50	3,824.00	80%	976.00
4110 · Memberships	60,000.00	2,726.67	18,668.30	31%	41,331.70
4111 · Administration Fees	0.00	0.00	0.00		0.00
4112 · Media Services	500.00	0.00	0.00	0%	500.00
4114 · Underwriting & Sponsorships	0.00	0.00	0.00		0.00
4115 · Digital Media Sales	500.00	0.00	0.00		500.00
4120 · Facility & Equipment Rental	143,000.00	11,256.68	76,641.34	54%	66,358.66
4121 · SLVWD Meetings	7,600.00	383.50	4,121.50	54%	3,478.50
4122 · PVUSD	6,100.00	354.00	4,196.50	69%	1,903.50
4130 · Classes	0.00	268.00	1,213.52		-1,213.52
4165 · Donations	1,000.00	0.00	90.00	9%	910.00
4166 · Grants/Production Grants	0.00	0.00	0.00		0.00
4180 · Interest Earned	0.00	63.33	633.75		-633.75
4185 · Misc. Income	0.00	0.00	236.00		-236.00
4190 · Gain/Loss on Sale of Assets	0.00	140.00	2,252.72		-2,252.72
4200 · Production Service					
4240 - Production-CMAP	0.00	0.00	0.00		0.00
4200 · Production - Other	0.00	1,305.00	9,830.50		-5,261.00
Total 4200 · Production Service	0.00	1,305.00	9,830.50		-9,830.50
4600 · Special Events Revenue	0.00	0.00	0.00		0.00
Total 4300 · OPERATING REVENUE	300,800.00	21,924.68	170,927.13	57%	129,872.87
4170 · Fiscal Sponsorships Income		0.00	0.00		0.00
TOTAL INCOME	300,800.00	21,924.68	170,927.13	57%	129,872.87

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May Year to Date	% of Budget Expended	Amount Remaining
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	100.00	3,999.31	33%	8,000.69
6200 · Bad Debt	0.00	0.00	0.00	0%	0.00
6300 · Bank Charges	970.00	191.64	1,532.66	158%	-562.66
6450 · Finance Charges /Late Fees	0.00	0.00	264.50		-264.50
6600 · Dues & Subscriptions	1,500.00	65.00	1,558.32	104%	-58.32
7100 · Office Supplies	1,500.00	72.51	995.65	66%	504.35
7105 · Production Expenses	0.00	0.00	1,353.00		-1,353.00
7200 · Postage/Freight	1,000.00	95.24	548.02	55%	451.98
7205 · Printing	2,000.00	0.00	472.43	24%	1,527.57
7401 · Facility Supplies	4,800.00	76.49	296.78	6%	4,503.22
7640 · Licenses/Fees/Misc. Taxes	1,500.00	160.00	210.61	14%	1,289.39
7700 · Telephone/Telecommunications	9,000.00	802.88	8,647.44	96%	352.56
7900 · Facility Utilities	0.00	0.00	0.00		0.00
Total 6000 · Operating Expenses	34,270.00	1,563.76	19,878.72	58%	14,391.28
6800 · Contracted Services					
6900 · Contract Services-Audit/Payroll	14,500.00	1,209.45	2,027.09	14%	12,472.91
7001 · Contract Services-Studio Prod.	6,000.00	0.00	679.19	11%	3,972.91
7003 · Contract Services-Janitorial	0.00	0.00	0.00		0.00
7006 · Contract Service -Satellite Consultants	18,000.00	0.00	6,000.00	33%	18,000.00
7007 · Contract Services-CMAP	30,000.00	2,500.00	25,120.43	84%	4,879.57
7010 · Contract Services-Consulting/Producing	15,000.00	0.00	1,980.00	13%	13,020.00
7110 · Contract Services-Legal	5,000.00	0.00	1,964.25	39%	3,035.75
7910 · Contract Services-Production Grants	5,000.00	0.00	0.00	0%	5,000.00
Total 6800 · Contracted Services	93,500.00	3,709.45	37,770.96	40%	55,729.04
7000 · Staff Development & Fundraising					
7210 · Newsletter/Brochure/Annual Repo	0.00	0.00	0.00		0.00
7405 · Training/conferences	2,000.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	2,000.00	47.73	47.73	2%	1,952.27
7920 · Retreats/Events	0.00	0.00	532.46	0%	-532.46
7950 · Misc. Expense	0.00	0.00	-3,169.24		3,169.24
8600 · Special Events Expense	2,000.00	0.00	100.00	0%	1,900.00
Total 7000 · Staff Development & Fundraising	6,000.00	47.73	-2,489.05	-41%	8,489.05

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May Year to Date	% of Budget Expended	Amount Remaining
7500 · Operating Salaries & Benefits					
7512 · Salaries - Executive Producer	10,000.00	0.00	9,329.90	93%	670.10
7520 · Salaries - Programming Coord.	0.00	0.00	0.00		0.00
7530 · Salaries - Coworking Community Coordinator	32,000.00	2,936.00	31,472.00	98%	528.00
7535 · Salaries - Accountant	15,000.00	1,237.50	9,606.25	64%	5,393.75
7542 · Salaries - Media Services Coordinator	47,000.00	4,158.40	42,373.90	90%	4,626.10
7545 · Salaries - Director of Content	9,000.00	0.00	0.00	0%	9,000.00
7585 · Salaries - Extra Help Govt.	12,000.00	1,780.52	12,641.13	105%	-641.13
7589 · Salaries - Extra Help Prod Asst	6,000.00	99.00	3,530.46	59%	2,469.54
7620 · Payroll Taxes/Workers Comp					
7621 · Payroll Taxes	11,000.00	974.46	11,246.91	102%	-246.91
7635 · Workers Comp	3,501.06	187.60	2,063.60	59%	1,437.46
7630 · Health/Dental/Vision	12,000.00	2,763.91	9,996.75	83%	2,003.25
7632 · Severance/Vacation Payouts	9,500.00	0.00	0.00	0%	9,500.00
Total 7500 · Operating Salaries & Benefits	167,001.06	14,137.39	132,260.90	79%	34,740.16
TOTAL EXPENSES	300,771.06	19,458.33	187,421.53	62%	113,349.53
NET INCOME/LOSS	28.94	2,466.35	-16,494.40	-5.5%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance

May
2017

	Annual Budget 2016-17	May 2017	May Year to Date	% of Budget Expended	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	375,000.00	75%	125,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	475,000.00	79%	125,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	144,000.00	14,509.72	152,734.37	106%	-8,734.37
6701 · Facility/Equip. Insurance	9,294.00	948.88	10,390.55	112%	-1,096.55
7058 · Leasehold Improvements/Capital	0.00	322.00	9,067.41		-9,067.41
7300 · Facilities & Equipment Rental	1,000.00	0.00	373.51	37%	626.49
5100 · Facility - Other	0.00	0.00	0.00		0.00
Total 5100 · Facility	154,294.00	15,780.60	172,565.84	112%	-18,271.84
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	45.45	913.42		-913.42
7215 · Copy Machine Lease	5,000.00	789.27	5,070.01	101%	-70.01
7051 · Equipment Repair	10,000.00	0.00	28.25	0%	9,971.75
7011 · Automation Equipment	15,046.00	0.00	1,500.00	10%	13,546.00
7052 · Prod. Equip. Replacement -Depr.	150,000.00	0.00	0.00	0%	150,000.00
7053 · Prod.Equip.Replacement-NonDepr.	5,000.00	0.00	756.41	15%	4,243.59
7056 · Equipment - Depreciated	150,000.00	3,820.99	84,350.99	56%	130,931.73
7057 · Equipment - Non Depreciated	10,000.00	1,036.77	19,068.27	191%	-9,068.27
Total 5200 · Equipment	345,046.00	5,692.48	111,687.35	32%	233,358.65
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	500,000.00	21,528.08	284,858.19	57%	215,141.81
NET INCOME/LOSS	100,000.00	-21,528.08	190,141.81		

Community Television of Santa Cruz County

BALANCE SHEET

As of May 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	3,827.19
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	46,534.00
1021 Petty Cash Fund	200.10
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	48,129.73
1075 Checking - Lighthouse Bank	460,789.44
1080 Savings - Lighthouse Bank	501.59
1099 Cash Box	0.00
Total Bank Accounts	\$563,354.26
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	13,934.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$13,934.00
Other Current Assets	
1117 A/R - Temp. Restricted	416,065.00
1125 County Reserve Acct. Restricted	0.00
1150 Salary Advance	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	835.88
1203 Crime Coverage	168.71
1204 Crime/(401K) Erisa Bond	0.00
1206 Workers Comp Deposit	465.40
1209 Liability / D&O (SLIP)	2,311.60
1210 Property Liability (SPIP)	253.75
1211 Auto-Physical Damage Coverage	0.00
Total 1200 Prepaid Insurance	4,035.34
1260 Prepaid Expenses	24,620.96
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$449,652.30
Total Current Assets	\$1,026,940.56
Fixed Assets	

	TOTAL
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
1602 Board of Supervisors Equipment	58,956.90
1702 Accum Depr-Board of Supervisors	-58,956.90
Total 1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	12,252.83
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	68,787.16
1650 Future Equipment Replacement	22,095.52
1750 Accum Depr-Future Equip Replace	-22,095.53
Total 1650 Future Equipment Replacement	-0.01
1660 Production Vehicle	106,108.28
1760 Accum Depr-Production Vehicle	-106,108.28
Total 1660 Production Vehicle	0.00
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.70
TOTAL ASSETS	\$1,341,402.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-9,652.03
Total Accounts Payable	\$ -9,652.03
Credit Cards	
2000 VISA-SCCCU	-8.99
2002 76 Gas Card	0.00
Total Credit Cards	\$ -8.99
Other Current Liabilities	
2102 Earnings Withholdings	0.00
2110 Sales Tax Payable	0.08
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	1,756.24
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	160.71
CA SUI / ETT	-615.95
Federal Taxes (941/944)	1,210.95
Total 24000 Payroll Liabilities	1,790.69

	TOTAL
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$3,547.01
Total Current Liabilities	\$ -6,114.01
Long-Term Liabilities	
2300 Pacifica Capital Equipment Loan	0.00
2400 Business Equipment Loan 33736	18,902.73
Total Long-Term Liabilities	\$18,902.73
Total Liabilities	\$12,788.72
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	416,064.46
3900 Retained Earnings	738,901.87
Net Revenue	173,647.21
Total Equity	\$1,328,613.54
TOTAL LIABILITIES AND EQUITY	\$1,341,402.26

**Community Television of Santa Cruz County
Executive Director's Report to the Board
June 26, 2017**

1. Administration

• **Financial**

Coworking

- The Coworking center was in profit in June in terms of income vs. expenses. Our offices were all full and we had more people using the café area. We enrolled 18 new members this month.

Paid Services

- **Government Meeting Services:**
 - CTV will provide coverage for 24 government meetings in June.
- **Event Documentation Service**
 - We have a new project for the city scheduled at the civic auditorium this week and a second at the Simpkins Center.

• Paid Classes:

- We launched a new, advanced series of editing classes taught by award winning visual effects artist Ed Batres. Ed is known for his work on films like Babe, Beetlejuice, Space Jam and more.
- He taught a successful workshop Adobe Premiere Pro. We had 9 students attend.
- In July, Ed will be teaching Photoshop and After Effects.

• **Staff**

- We are searching for a new government technician. Victor has a couple of candidates in the interview process.

2. Equipment / Facilities:

Facilities

- We have begun the process of having the studio floor leveled, finished and sealed.
- We are in conversation with SC County Schools Career Tech program to see if we might be able to host some High School classes for advance video students.

Equipment

- o We purchased a new powerful, but smaller computer, for the Vive. We are aiming to put the whole system in a portable case so we can take it into the field.

3. Communication

- We are marketing to thousands of professional TV staff and crew in the region via Productionville SF, a powerful authority site for the production business.
- We sent physical postcards to all production people in Santa Cruz promoting our National Camera Day sale.
- Activity on our website is up since we started our promotions.
- We had 30 new users this month. Most visits were from Salinas and San Francisco. Users stayed for an average of 1:10, which is good.

4. Equipment Grant Program

- The Grant Committee met on Friday the 23rd to consider 3 grant applications, all from Santa Cruz County schools.

Proposed Portable TriCaster Purchase

B & H Price:	\$10995.00
Sales Tax:	\$1000.00
Total:	\$11995.00

Information:

We currently use a Blackmagic ATEM switcher with a laptop.

This equipment would benefit us in 3 ways:

- More reliable with a quicker set-up in the field
- All technicians are certified in its use, making it possible for any Tech. to run a paid shoot in the field.
- Ability to stream live (Our customers have asked for this.)

The TriCaster Mini PLP Road case makes your TriCaster Mini Mobile. It includes a 22" 1920 X1080 HD monitor . Easy access to the Computer and I/O ports makes setup quick and easy. The Mini is protected in our proprietary shock mount in the case . The control surface is stored for easy access along with the keyboard mouse and power brick. And everything stays hooked up saving wear and tear on the connectors. No more getting to the job just to find you forgot to bring the accessories. Plus with our pull out handle and wheels moving it around is easy too.

Proposed TriCaster TC1 Purchase

B & H Price:	\$14995.00
Sales Tax:	\$1350.00
Total:	\$16345.00

Information:

We currently have 1 TriCaster in our studio. Our Government Techs use 3 other TriCasters at the City and County of Santa Cruz and at Capitola. Having a backup TriCaster would allow us to quickly swap out any failed unit. The new TriCaster in this proposal also will allow us to produce 4K video in the future.

- Switching, streaming, recording in HD, 3G, and **4K UHD 60p**
- Comprehensive camera coverage and compelling multi-source video mixing, including 16 external inputs and 4 M/Es
- Studio-grade Skype® video calling with multi-channel Skype TX software integration
- Integrated video servers allowing playback, replay, and live editing without any additional hardware
- Dual-channel live streaming to Facebook Live, Microsoft®Azure®, Periscope, Twitch, YouTube™ Live, and more
- Real-time social media sharing to Facebook, Imgur, LinkedIn, Twitter, Vimeo, YouTube, and more

Proposed Change to Rules and Procedures

Background:

Community Television's continued survival depends on getting professionals to pay for our space. We need studio and equipment rentals to make our model work. Professionals book reservations in advance and will want the studio for long periods. If we have lots of Public Access reservations far in the future blocking booking of the studio, we may not get this business. To allow Access producers to book the studio for many months in advance is an opportunity cost for us. Booking the studio far in the future would cost us, so we must be reimbursed somehow. That's the intent of the rule change.

The current policy is that we only book one month in advance. That means currently no one can book an ongoing program in advance. This change would allow that.

We have had a problem with producers booking the studio, changing their minds, re-booking again, changing their minds again, etc. This is a significant problem to deal with. It seems reasonable that we should have a cost associated with making many reservations and then canceling them. This change would do that.

This change does not remove the specter of us reinstating the lottery. (It's in the current Rules.) If we get a lot of demand for studio slots, we will revert to the lottery and this whole issue will be moot. If the concern that a producer will have to pay for a reservation in the future reduces the number of long term reservations, we may be able to put off using the lottery (which is unpopular.)

Marked Up Text of Proposed Change:

5) Canceling a Reservation

USERS who have reserved equipment or facilities they cannot use are asked to notify STAFF as soon as possible so that these resources may be reassigned to other USERS. Notification of any cancellation is required prior to the reservation time.

There is no penalty for equipment reservation cancellations made more than 48 hours before the reservation time. If USERS cancel reservations for rental equipment ~~and studio use~~ with less than 48 hours notice then refunds will not be issued.

For studio reservations made less than one month before the scheduled date, there is the same 48 hours stipulation. For studio reservations made more than one month in advance, there is no grace period. The full price of the reservation will be charged.