



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
September 25, 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, Janis O'Driscoll

[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 July 24, 2017
5. Accept Minutes *
Finance Committee Meeting Minutes of July 21, 2017
6. Accept Minutes *
Finance Committee Meeting Minutes of September 19, 2017
7. Consider Approving Recommendation of Finance Committee to Accept the July 2017 Financial Reports *
8. Consider Approving Recommendation of Finance Committee to Accept the August 2017 Financial Reports *

REGULAR AGENDA

9. Consider Appointment of New Board Member *
Proposed Board Member Judy Owen

10. Written Report of Executive Director *
11. Oral Report of Board Vice Chair
 Volunteer Advisory Committee Report
12. Consider Approval of Volunteer Coordinator Descriptions*
13. Oral Report of Board Chair.
14. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
15. Announcements.
16. Closed Session
 Executive Director Evaluation (Pursuant to CA § 54957)
17. Report Out of Closed Session
18. 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
September 25, 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, Janis O'Driscoll

[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
July 24, 2017 5:30 P.M.
Offices of the Corporation

MINUTES

1. Roll Call

Present: Keith Gudger (Chair), Mathilde Rand (Vice Chair), Lou Tuosto, Adam Wade, Tom Manheim, Maitreya Maziarz
Absent: James Fisher, Joe Hall (Treasurer), Larry Laurent (Secretary)

2. Oral Communications

No one addressed the Board.

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

Item 6 moved to the Regular Agenda.

CONSENT AGENDA

4. Approve Minutes

Regular Board Meeting Minutes of June 26, 2017

5. Approve Minutes

Finance Committee Meeting of June 23, 2017

Motion to approve the Consent Agenda by Wade, seconded by Manheim.
Approved unanimously.

REGULAR AGENDA

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

Director Manheim handed out revised financial data from the Finance Committee meeting. The one change is that the committee decided to retract \$1950 from Bad Debt and attempt to recover the money.

Motion to approve, as amended, the Financial Reports for June 2017 by Manheim, seconded by Rand. Approved unanimously.

7. Consider Appointment of New Board Member *

Director Manheim introduced proposed Board Member Janis O'Driscoll,

Assistant Director of the Santa Cruz Public Library System.
Motion to approve appointment of Janis O'Driscoll to the board by Rand,
seconded by Maziarz. Approved unanimously.

8. Written Report of Executive Director *

Given.

9. Consider Approval of enCaption3 R3 *

Authorize Executive Director to spend up to \$12,000 for automated hardware/software system that automatically generates captioning on live or recorded video.

Executive Director Reed described how this equipment will allow us to reach 95 to 98% accuracy "on the fly". We will still have to hire someone to complete the captioning so that we can meet the required 99% accuracy. We have a contract with the County for captioning. This equipment is a lease, not a purchase. Director Maziarz asked some technical questions that will be referred to our staff.

Motion to approve this expenditure by Maziarz, seconded by Wade. Approved unanimously.

10. Oral Report of Board Vice Chair

Vice Chair Rand described how some new tools are being used to match volunteers with producers. There is also a plan for a studio supervisors meeting soon. The committee is working on new volunteer advisor descriptions, to be brought to the board at the September Board meeting.

11. Oral Report of Board Chair.

Given.

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

Vice Chair Rand requested that approval of the Volunteer Advisory Committee position descriptions be on the September Agenda.

13. Announcements.

Chair Gudger thanked the volunteers for the meeting production.

14. Adjournment.

Motion to adjourn Vice Chair Rand. Director Wade second 6:03 p.m.

Approved: _____ Attest: _____
Board Chair Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Finance Committee Meeting
July 21, 2017
2:30 P.M.
Offices of the Corporation

MINUTES

1. Attendance

Present: Tom Manheim, Keith Gudger (by phone)
Absent: (Chair) Joe Hall

2. Oral Communications

None.

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

None.

REGULAR AGENDA

4. Consider Approval of June 2017 Financial Reports

Discussion of \$3476.80 bad debt deemed unrecoverable: the committee recommended that the Executive Director continue efforts to recover \$1950 for three productions.

Gudger moved approval of the June 2017 Financial Reports amended to reflect a \$1950 reduction in the amount of bad debt, seconded by Manheim. Approved unanimously.

5. Adjournment.

Adjourned at 3:05 PM.



325 Soquel Avenue
Santa Cruz, CA 95060

MINUTES

BOARD OF DIRECTORS
Finance Committee Meeting
September 19, 2017
9:30 A.M.

Offices of the Corporation

1. Roll Call

Present: Joe Hall (Chair, by phone), Keith Gudger
Absent: Tom Manheim

2. Oral Communications

None.

REGULAR AGENDA

3. Consider Approval of the Financial Statements as of July 31, 2017

Motion by Hall to approve the reports, seconded by Gudger, passed unanimously.

4. Consider Approval of the Financial Statements as of August 31, 2017

Motion by Hall to approve the reports, seconded by Gudger, passed unanimously.

5. Adjournment.

Adjourned at 9:54 AM.

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2017

	Annual Budget 2017-18	July 2017	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	6,355.00	6,355.00	30%	14,645.00
4103 · City of Capitola Gov. Meetings	10,000.00	501.50	501.50	5%	9,498.50
4104 · SCMTD Meetings	1,600.00	236.00	236.00	15%	1,364.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	5,133.00	5,133.00	16%	27,867.00
4108 · SCCRTC Meetings	2,400.00	206.50	206.50	9%	2,193.50
4109 · SCWD Government Meetings	4,800.00	383.50	383.50	8%	4,416.50
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	11,297.19	11,297.19	8%	138,702.81
4121 - SLVWD Meetings	7,600.00	354.00	354.00	5%	7,246.00
4122 - PVUSD	6,100.00	678.50	678.50	11%	5,421.50
4130 · Classes	6,000.00	40.00	40.00	1%	5,960.00
4165 · Donations	500.00	0.00	0.00	0%	500.00
4180 · Interest Earned	300.00	70.74	70.74	24%	229.26
4185 · Misc. Income	0.00	46.00	46.00		-46.00
4190 · Gain/Loss on Sale of Assets	0.00	-44.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	0.00	0%	8,000.00
Total 4300 · OPERATING REVENUE	258,800.00	25,257.93	25,257.93	10%	233,542.07
TOTAL INCOME	258,800.00	25,257.93	25,257.93	10%	233,542.07
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	340.74	340.74	21%	1,259.26
6600 · Dues & Subscriptions	1,500.00	65.00	65.00	4%	1,435.00
7100 · Office Supplies	700.00	51.57	51.57	7%	648.43
7200 · Postage/Freight	500.00	0.00	0.00	0%	500.00
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	49.68	49.68	2%	2,950.32
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	0.00	0%	1,000.00
7700 · Telephone/Telecommunications/Internet	9,000.00	273.55	273.55	3%	8,726.45
Total 6000 - Operating Expenses	30,300.00	780.54	780.54	3%	29,519.46
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	99.50	99.50	1%	14,400.50
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,900.50
7007 · Contract Services-CMAP	33,000.00	2,500.00	2,500.00	8%	30,500.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00	0%	10,000.00
7110 · Contract Services-Legal	6,000.00	0.00	0.00	0%	6,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	2,599.50	2,599.50	4%	69,900.50
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00	0%	3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	0.00	0.00	0%	6,538.00

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2017

	Annual Budget 2017-18	July 2017	July Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,528.00	2,528.00	8%	30,472.00
7535 · Salaries - Accountant	15,450.00	831.25	831.25	5%	14,618.75
7542 · Salaries - Media Services Coordinator	48,500.00	3,796.80	3,796.80	8%	44,703.20
7585 · Salaries - Government Technicians	13,000.00	461.63	461.63	4%	12,538.37
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	176.63	176.63	2%	9,823.37
7621 · Payroll Taxes	11,000.00	687.38	687.38	6%	10,312.62
7635 · Workers Comp	2,012.00	233.76	233.76	12%	1,778.24
7630 · Health/Dental/Vision	12,000.00	868.42	868.42	7%	11,131.58
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	149,462.00	9,583.87	9,583.87	6%	139,878.13
TOTAL EXPENSES	258,800.00	12,963.91	12,963.91	5%	245,836.09
NET INCOME/LOSS	0.00	12,294.02	12,294.02	4.8%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 July
 2017

	Annual Budget 2017-18	July 2017	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00	0%	500,000.00
4106 · County PEG Fees	100,000.00	100,000.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	100,000.00	100,000.00	17%	500,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,509.72	14,509.72	8%	177,490.28
6701 · Facility/Equip. Insurance	9,294.00	695.15	695.15	7%	8,598.85
7058 · Leasehold Improvements/Capital	0.00	232.00	232.00		-232.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	202,294.00	15,436.87	15,436.87	8%	186,857.13
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	62.41	62.41		-62.41
7215 · Copy Machine Lease	5,000.00	1,013.99	1,013.99	20%	3,986.01
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	28,702.51	28,702.51	8%	365,086.66
7057 · Equipment - Non Depreciated	15,000.00	1,959.34	1,959.34	13%	13,040.66
Total 5200 · Equipment	397,046.00	31,738.25	31,738.25	8%	365,307.75
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	47,230.12	47,230.12	8%	552,769.88
NET INCOME/LOSS	0.00	52,769.88	52,769.88		

Community Television of Santa Cruz County

BALANCE SHEET As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	6,137.08
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	41,545.26
1021 Petty Cash Fund	81.62
1070 CD 12 month Cert SCCC	48,132.16
1075 Checking - Lighthouse Bank	528,949.02
1080 Savings - Lighthouse Bank	501.91
1099 Cash Box	0.00
Total Bank Accounts	\$628,719.26
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	108,992.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$108,992.50
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	585.14
1203 Crime Coverage	67.70
1206 Workers Comp Deposit	2,337.50
1209 Liability / D&O (SLIP)	1,155.80
1210 Property Liability (SPIP)	6,559.18
Total 1200 Prepaid Insurance	10,705.32
1260 Prepaid Expenses	15,819.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$31,456.30
Total Current Assets	\$769,168.06
Fixed Assets	
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
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

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,083,629.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,644.92
Total Accounts Payable	\$1,644.92
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,683.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	156.16
CA SUI / ETT	-771.14
Federal Taxes (941/944)	1,054.91
Total 24000 Payroll Liabilities	1,474.91
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,158.11
Total Current Liabilities	\$5,803.03
Long-Term Liabilities	
2400 Business Equipment Loan 33736	16,419.99
Total Long-Term Liabilities	\$16,419.99
Total Liabilities	\$22,223.02
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	46,851.15
Total Equity	\$1,061,406.75
TOTAL LIABILITIES AND EQUITY	\$1,083,629.77

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
August
2017

	Annual Budget 2017-18	August 2017	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	0.00	6,355.00	30%	14,645.00
4103 · City of Capitola Gov. Meetings	10,000.00	374.00	875.50	9%	9,124.50
4104 · SCMTD Meetings	1,600.00	0.00	236.00	15%	1,364.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	0.00	5,133.00	16%	27,867.00
4108 · SCCRTC Meetings	2,400.00	0.00	206.50	9%	2,193.50
4109 · SCWD Government Meetings	4,800.00	136.00	519.50	11%	4,280.50
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	11,047.95	22,345.14	15%	127,654.86
4121 - SLVWD Meetings	7,600.00	442.00	796.00	10%	6,804.00
4122 - PVUSD	6,100.00	0.00	678.50	11%	5,421.50
4130 · Classes	6,000.00	0.00	40.00	1%	5,960.00
4165 · Donations	500.00	75.00	75.00	15%	425.00
4180 · Interest Earned	300.00	70.47	141.21	47%	158.79
4185 · Misc. Income	0.00	0.00	46.00		-46.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	0.00	0%	8,000.00
Total 4300 · OPERATING REVENUE	258,800.00	12,145.42	37,403.35	14%	221,396.65
TOTAL INCOME	258,800.00	12,145.42	37,403.35	14%	221,396.65
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	218.01	558.75	35%	1,041.25
6600 · Dues & Subscriptions	1,500.00	93.22	158.22	11%	1,341.78
7100 · Office Supplies	700.00	0.00	51.57	7%	648.43
7200 · Postage/Freight	500.00	14.16	14.16	3%	485.84
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	46.53	96.21	3%	2,903.79
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	0.00	0%	1,000.00
7700 · Telephone/Telecommunications/Internet	9,000.00	273.55	547.10	6%	8,452.90
Total 6000 - Operating Expenses	30,300.00	645.47	1,426.01	5%	28,873.99
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	99.50	199.00	1%	14,301.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,801.00
7007 · Contract Services-CMAP	33,000.00	2,500.00	5,000.00	15%	28,000.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00	0%	10,000.00
7110 · Contract Services-Legal	6,000.00	0.00	0.00	0%	6,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	2,599.50	5,199.00	7%	67,301.00
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00	0%	3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	0.00	0.00	0%	6,538.00

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 August
 2017

	Annual Budget 2017-18	August 2017	August Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	3,268.00	5,796.00	18%	27,204.00
7535 · Salaries - Accountant	15,450.00	1,017.13	1,848.38	12%	13,601.62
7542 · Salaries - Media Services Coordinator	48,500.00	4,158.40	7,955.20	16%	40,544.80
7585 · Salaries - Government Technicians	13,000.00	914.39	1,376.02	11%	11,623.98
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	12.76	189.39	2%	9,810.61
7621 · Payroll Taxes	11,000.00	755.34	1,442.72	13%	9,557.28
7635 · Workers Comp	2,012.00	-1,129.25	-895.49	-45%	2,907.49
7630 · Health/Dental/Vision	12,000.00	868.42	1,736.84	14%	10,263.16
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	149,462.00	9,865.19	19,449.06	13%	130,012.94
TOTAL EXPENSES	258,800.00	13,110.16	26,074.07	10%	232,725.93
NET INCOME/LOSS	0.00	-964.74	11,329.28	4.4%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 August
 2017

	Annual Budget 2017-18	August 2017	August Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00	0%	500,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	100,000.00	17%	500,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,509.72	29,019.44	15%	162,980.56
6701 · Facility/Equip. Insurance	9,294.00	864.82	1,559.97	17%	7,734.03
7058 · Leasehold Improvements/Capital	0.00	0.00	232.00		-232.00
7300 · Facilities & Equipment Rental	1,000.00	77.58	77.58	8%	922.42
Total 5100 · Facility	202,294.00	15,452.12	30,888.99	15%	171,405.01
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	61.53	123.94		-123.94
7215 · Copy Machine Lease	5,000.00	1,318.57	2,332.56	47%	2,667.44
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	0.00	28,702.51	8%	364,725.79
7057 · Equipment - Non Depreciated	15,000.00	360.87	2,320.21	15%	12,679.79
Total 5200 · Equipment	397,046.00	1,740.97	33,479.22	8%	363,566.78
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	17,248.09	64,478.21	11%	535,521.79
NET INCOME/LOSS	0.00	-17,248.09	35,521.79		

Community Television of Santa Cruz County

BALANCE SHEET As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	6,137.08
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	41,545.26
1021 Petty Cash Fund	81.62
1070 CD 12 month Cert SCCC	48,132.16
1075 Checking - Lighthouse Bank	528,949.02
1080 Savings - Lighthouse Bank	501.91
1099 Cash Box	0.00
Total Bank Accounts	\$628,719.26
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	108,992.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$108,992.50
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	585.14
1203 Crime Coverage	67.70
1206 Workers Comp Deposit	2,337.50
1209 Liability / D&O (SLIP)	1,155.80
1210 Property Liability (SPIP)	6,559.18
Total 1200 Prepaid Insurance	10,705.32
1260 Prepaid Expenses	15,819.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$31,456.30
Total Current Assets	\$769,168.06
Fixed Assets	
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
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

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,083,629.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,644.92
Total Accounts Payable	\$1,644.92
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,683.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	156.16
CA SUI / ETT	-771.14
Federal Taxes (941/944)	1,054.91
Total 24000 Payroll Liabilities	1,474.91
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,158.11
Total Current Liabilities	\$5,803.03
Long-Term Liabilities	
2400 Business Equipment Loan 33736	16,419.99
Total Long-Term Liabilities	\$16,419.99
Total Liabilities	\$22,223.02
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	46,851.15
Total Equity	\$1,061,406.75
TOTAL LIABILITIES AND EQUITY	\$1,083,629.77

Judy Owen, Proposed CTV Board Member

Judy Owen is currently the President of Angels by the Sea and a General Partner at Calumet Venture Fund. She was a Silicon Valley entrepreneur for over 30 years, having served at CEO, VP and General Manager of several leading firms including: Wireless Access Inc., Silicon Graphics Inc., Teknekron Communication systems, Chips and Technologies, and Intel Corporation. She started her career as a “chip” designer at Intel Corporation and then moved on to Management positions and eventually CEO of Wireless Access, which was acquired by Glenayre. She then turned to investing in early stage companies and is on the Board of Montage Talent and Optimine Software.

Community Television of Santa Cruz County
Executive Director's Report to the Board
September 21, 2017

1. Administration

- Financial

Coworking

- The Coworking center was just in profit for August in terms of income vs. expenses for that month. We are still building back up after First American Title departed. Our private offices are all full and we are very close to our breakeven number, which we will likely surpass by the end of the month.

Paid Services

- We continue to work on our newest revenue stream, captioning. We have hired, on a temporary basis, someone who will work to develop the best workflow to provide accurate and efficient service.
- One of the two pieces of caption equipment needed piece is in house. We expect delivery on the second piece by next week. Our plan is to test the system during October. This will be our beta phase. Everything on the government channel will be captioned free of charge as we perfect our system. Once we can reliably produce captions that are 99% accurate, we'll begin to charge for this service.

- Government Meeting Services:
 - CTV provided coverage for 8 government meetings in August and will cover 21 meetings in September.
- Event Documentation Service
 - We did one remote shoot in September.

- Staff

Coworking

We have hired a new Coworking Community Coordinator. Her name is Elana Kline-Thompson. She is doing a great job. Elana is a former event planner and we believe she will be able to create some great events for us.

2. Equipment / Facilities:

Equipment

We have a new TriCaster in the control room. The previous TriCaster will be a back-up for CTV and/or our government customers. The Studio Supervisors and Directors have been trained, thanks to volunteers.

3. Equipment Grant Program

- We have visited one grant applicant and have a meeting set with another. We will finalize this year's grantees in October.

Equipment Coordinator

The Equipment Coordinator makes sure that the equipment labeling system is kept up-to-date, checks for the need for repairs alerts the Media Services Manager for repairs, and assesses the need for new equipment.

Main Tasks and Responsibilities

- Label all new equipment and monitor the equipment storage.
- Check that inventory is complete and maintain inventory list.
- Evaluate equipment for repair and replacement.
- Based on development and input from VAC, suggest purchases for new equipment.

Competencies

Team player
Communication skills
Facilitation skills
Problem Solving skills

Information Technology Coordinator

The IT coordinator takes care of the IT needs of the public access side of CTV.

Main Tasks and Responsibilities

- Log in to server several times a week and do the following:
 - Check that web site / server backups are occurring properly and fix if not working.
 - Update CMS and plugins of each website (WordPress and Drupal)
- Add posts and media to communitytv.org as requested by the Board and staff.
- Add reservable equipment to sccurrents.org as new equipment is available. Add equipment to <https://scdigital.satellitedeskworks.com> and coordinate Satellite ID numbers so reservations work properly.
- Update sccurrents / Satellite APIs as necessary.
- Provide input to staff about software and hardware needs for CTV.
- Software maintenance and updates for CTV computers as needed.

Competencies

PhP, SQL, WordPress, Drupal, Linux command line.
Collaboration and cooperation skills

Leadership skills
Organizational skills
Time management

Outreach Coordinator

The Outreach Coordinator connects with people in the larger community to distribute information about public access and recruitment of volunteers. (This can be a team effort.)

Main Tasks and Responsibilities

- Engage in community outreach through social media, special events, orientation workshops, and appearances on radio shows or at public events.
- Raise awareness through direct contact, marketing and advertising to promote SC Currents presence in the community.
- Document information on viewer demographics.
- Work with the Training Coordinator to establish classes for the community on TV production.

Competencies

Team Player
Knowledge of SC Currents Policies and Procedures
Community Involvement
Communication Skills
Knowledge of Potential Partnerships
Time Scheduling Skills
Knowledge and Equipment Capabilities and Limitations
Written and Oral Communication Skills

Producers & Directors Coordinator

The Producers & Directors Coordinator keeps producers and directors informed of latest developments at the studio, schedules events for producers and directors and acts as a liaison between them and the Volunteer Advisory Committee.

Main Tasks and Responsibilities

- Schedule regular informational, discussion and hands-on workshop sessions for producers and directors

- Ready the conference room, control room and studio equipment, including cameras and lights if needed, during hands-on sessions for workshops
- Schedule workshop presenters
- Act as editor for the *Tips & Gaps* Newsletter for online access
- Research and write or edit *Easy Steps*. In addition laminate them and upload them to computers for downloading. Keep these documents up to date.
- Solicit information on station policies or SC Currents from VAC and board members
- Collect and report on general or common gaps in knowledge among producers or directors
- Act as a liaison between producers & directors and VAC

Competencies

Studio Supervisor certified

Producer of a Series

Certified and Active Director

Team Player

Communication and Organization Skills

Facilitation Skills

Problem-Solving Skills

PSA Day Coordinator

The PSA Day coordinator promotes, schedules and administers PSA Day.

Main Tasks and Responsibilities

- Maintains an email list of nonprofits within the county
- Works with Volunteer Coordinator to schedule monthly PSA Days
- Works with the Outreach Coordinator to publicize PSA Day
- Schedules interested nonprofits to attend PSA day
- Obtains all required information from nonprofits in advance of PSA Day
 - Submittal of PSA form
 - Script
 - Photos and other graphics
 - Any other lower third information not on the PSA form
- Works with the Volunteer Coordinator to schedule crew
- Work with crew to make sure scripts are on the teleprompter and graphics are completed in GG
- Works with the Coworking Community Coordinator to confirm payments are received from the nonprofits
- Works with crew to ensure that all PSAs are uploaded to YouTube and to Telvue with

- appropriate “kill” dates
- Sends YouTube links to all participating nonprofits

Competencies

Collaboration and cooperation skills

Leadership skills

Organizational skills

Technical capacity

Time management

Communication proficiency

Studio Supervisor Coordinator

The Studio Supervisor Coordinator has overall responsibility for the Studio Supervisor Program.

Main Tasks and Responsibilities

- Maintain a current list of volunteers who are certificated to perform the function of Studio Supervisor.
- Assist, as necessary, the Volunteer Coordinator with the scheduling of Studio Supervisors.
- Ensure that all Studio Supervisors understand the current scheduling protocol and the importance of two-way communication with the VC to maintain scheduling reliability and preclude scheduling errors.
- Monitor the viability of the Studio Supervisor program and schedule training for new applicants.
- Communicate with Training Coordinator about scheduling refresher training for current Studio Supervisors.
- Assemble and maintain a standardized curriculum of training documentation and other information pertaining to studio supervision in order to ensure a high level of technical competency.
- When necessary, assist Studio Supervisors to report equipment problems into a Bugzilla problem report.

Competencies

Studio Supervisor Certified

Strong working knowledge of studio operations, production and equipment

Ability to resolve common studio technical problems

Knowledge of whom and when to call for assistance in resolving problems

Team player
Communication skills
Facilitation skills
Problem solving skills

Training Coordinator

The Training Coordinator prepares, monitors, evaluates, and documents training activities of the Peer-to-Peer training program

Main Tasks and Responsibilities

- Assess the training needs within the SC Currents volunteer community.
 - Identify training gaps within the volunteer community
 - Develop plans/resources to mitigate those gaps
- Develop, implement, and monitor training programs within SC Currents.
 - Schedule new classes
 - Review/Update current classes
 - Post/Update Requirements
- Oversee and help create training materials.
 - Handouts
 - Brochures
 - Class flyer
 - Website information
- Schedule classes
 - Maintain training calendar
 - Schedule instructors
 - Schedule venue (studio/conference room) and equipment
 - Track enrollment
- Select and train instructors for the Peer-to-Peer classes.
 - Evaluate potential instructors
 - Mentor new instructors

Competencies

Studio Supervisor certified (desired)
Team player
Communication skills
Facilitation skills
Problem Solving skills

Volunteer Coordinator

The volunteer coordinator recruits, certifies, places, monitors and supports CTV volunteers.

Main Tasks and Responsibilities

- Schedule Studio Supervisors for all public access shows;
- Schedule crew for all VAC shows;
- Find volunteer opportunities within CTV and matching opportunities to volunteers;
- Encourage staff members to delegate tasks and projects to volunteers;
- Work with the Training Coordinators to ensure appropriate training for volunteers;
- Ensure volunteers are appropriately matched and trained for a position;
- Work with the Outreach Coordinator to recruit volunteers.
- Offer advice, information and support to volunteers;
- Track volunteer credits;
- Work with the Training Coordinators to ensure appropriate training for volunteers;
- Maximize volunteer utilization;
- Ensure that volunteers fully understand their responsibilities.

Competencies

Communication Proficiency

Collaboration and Cooperation Skills

Leadership Skills

Organizational Skills

Technical Capacity

Time Management Skills