



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
October 23, 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, Judy Owen

[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 September 25, 2017

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

REGULAR AGENDA

6. Written Report of Executive Director *

7. Youth Grant Committee Update

8. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

9. Executive Director Contract

Consider appointing committee for contract negotiations.

10. Oral Report of Board Chair

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

12. Announcements.

13. 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 23, 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, Judy Owen

[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
September 25, 2017**

MINUTES

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

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Maitreya Maziarz, James Fisher, Lou Tuosto, Adam Wade,

Absent: Tom Manheim, Joe Hall

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

8. Approve Recommendation of Finance Committee to Accept the August 2017 Financial Reports *

Chair Gudger explained the budget since Director Hall was not available. Director Maziarz asked about some of the charges. Executive Director Reed stated they were bank related and there was a refund for worker's compensation this year.

Motion to approve Director Maziarz, Second Director Rand. Approved Unanimously

REGULAR AGENDA

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

Judy Owen met with some board members. She is the president of Angels by the Sea, an early stage investment group and became interested after using the facilities. Director Rand stated that Ms. Owen had many questions of the board members and felt they were good questions.

Motion to approve nomination Director Maziarz, Second Director Laurent. Approved unanimously.

10. Written Report of the Executive Director

Given. Captioning hardware is in and they are working on the workflows.

11. Oral Report of Vice Chair

Volunteer Advisory Committee Report

Director Rand reported on the Volunteer Advisory Committee. Director Tuosto asked about the public service announcement availability. Director Rand responded that there is a form online that includes all the necessary information. Executive Director Reed stated that all the PSA day participants are local. Director Rand encouraged board members to attend on the 2nd Friday of the month. Chair Gudger stated that it is open to any 501c3 or under the umbrella of on and the cost is \$25. The October PSA should include holiday events.

Director Rand reported that there is a meeting on Saturday for producers and directors. Studio Supervisors will have a meeting next week. Cabrillo College Journalism students will come to the studio for two talk programs. Some volunteer opportunities are coming up.

12. Consider Approval of Volunteer Coordinator Descriptions*

Vice Chair Rand reported that the recommended volunteer coordinator descriptions have been rewritten. Easy Steps have been developed to allow for more self-sufficiency after training. Director Maziarz asked if everything is documented for others in the future.

Motion to approve the Volunteer Coordinator Descriptions Director Laurent, Second Director Wade. Approved Unanimously.

13. Oral Report of Board Chair

Chair Gudger reported that the next Elected Spotlight will be Scotts Valley Mayor Randy Johnson. Recently had non-profit spotlight for Lift Line. Community Bridges informed Lift Line of the opportunity.

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

None

15. Announcements

Chair Gudger reported. Thanked the volunteers working the meeting.

16. Closed Session

Motion to adjourn to closed session Vice Chair Rand. Director Fisher Second 6:04 p.m.

17. Report Out of Closed Session

No reportable action taken.

18. Adjournment

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2017-18	September 2017	September Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	1,860.00	8,215.00	39%	12,785.00
4103 · City of Capitola Gov. Meetings	10,000.00	204.00	1,079.50	11%	8,920.50
4104 · SCMTD Meetings	1,600.00	340.00	576.00	36%	1,024.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	1,705.00	6,838.00	21%	26,162.00
4108 · SCCRTC Meetings	2,400.00	0.00	206.50	9%	2,193.50
4109 · SCWD Government Meetings	4,800.00	238.00	757.50	16%	4,042.50
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	9,875.06	32,220.20	21%	117,779.80
4121 - SLVWD Meetings	7,600.00	408.00	1,204.00	16%	6,396.00
4122 - PVUSD	6,100.00	0.00	678.50	11%	5,421.50
4130 · Classes	6,000.00	194.00	234.00	4%	5,766.00
4165 · Donations	500.00	150.00	225.00	45%	275.00
4180 · Interest Earned	300.00	77.09	218.30	73%	81.70
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	465.00	465.00	6%	7,535.00
Total 4300 · OPERATING REVENUE	258,800.00	15,516.15	52,919.50	20%	205,880.50
TOTAL INCOME	258,800.00	15,516.15	52,919.50	20%	205,880.50
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	379.52	938.27	59%	661.73
6600 · Dues & Subscriptions	1,500.00	130.00	288.22	19%	1,211.78
7100 · Office Supplies	700.00	239.50	291.07	42%	408.93
7200 · Postage/Freight	500.00	0.00	14.16	3%	485.84
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	112.00	208.21	7%	2,791.79
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	820.65	9%	8,179.35
Total 6000 - Operating Expenses	30,300.00	1,134.57	2,560.58	8%	27,739.42
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	161.75	360.75	2%	14,139.25
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,639.25
7007 · Contract Services-CMAP	33,000.00	3,000.00	8,000.00	24%	25,000.00
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	3,161.75	8,360.75	12%	64,139.25
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
 September
 2017

	Annual Budget 2017-18	September 2017	September Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,680.86	8,476.86	26%	24,523.14
7535 · Salaries - Accountant	15,450.00	1,263.04	3,111.42	20%	12,338.58
7542 · Salaries - Media Services Coordinator	48,500.00	3,835.11	11,790.31	24%	36,709.69
7585 · Salaries - Government Technicians	13,000.00	1,962.21	3,338.23	26%	9,661.77
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	56.86	246.25	2%	9,753.75
7621 · Payroll Taxes	11,000.00	1,092.14	2,534.86	23%	8,465.14
7635 · Workers Comp	2,012.00	233.75	-661.74	-33%	2,673.74
7630 · Health/Dental/Vision	12,000.00	493.22	2,230.06	19%	9,769.94
7632 · Severance/Vacation Payouts	4,500.00	720.00	720.00	16%	3,780.00
Total 7500 · Operating Salaries & Benefits	149,462.00	12,337.19	31,786.25	21%	117,675.75
TOTAL EXPENSES	258,800.00	16,633.51	42,707.58	17%	216,092.42
NET INCOME/LOSS	0.00	-1,117.36	10,211.92	3.9%	

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

	Annual Budget 2017-18	September 2017	September 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	125,000.00	225,000.00	225%	-125,000.00
TOTAL INCOME	600,000.00	125,000.00	225,000.00	38%	375,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,509.72	43,529.16	23%	148,470.84
6701 · Facility/Equip. Insurance	9,294.00	1,618.78	3,178.75	34%	6,115.25
7058 · Leasehold Improvements/Capital	0.00	440.00	672.00		-672.00
7300 · Facilities & Equipment Rental	1,000.00	35.29	112.87	11%	887.13
Total 5100 · Facility	202,294.00	16,603.79	47,492.78	23%	154,801.22
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	58.57	182.51		-182.51
7215 · Copy Machine Lease	5,000.00	0.00	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	35,201.42	63,903.93	17%	361,199.13
7057 · Equipment - Non Depreciated	15,000.00	3,526.66	5,846.87	39%	9,153.13
Total 5200 · Equipment	397,046.00	38,786.65	72,265.87	18%	324,780.13
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	165.00	25%	495.00
Total 5300 · Media Licensing	660.00	55.00	165.00	25%	495.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	55,445.44	119,923.65	20%	480,076.35
NET INCOME/LOSS	0.00	69,554.56	105,076.35		

Community Television of Santa Cruz County

BALANCE SHEET

As of September 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	5,245.71
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	41,545.94
1021 Petty Cash Fund	41.62
1070 CD 12 month Cert SCCC	48,132.95
1075 Checking - Lighthouse Bank	703,876.65
1080 Savings - Lighthouse Bank	502.01
1099 Cash Box	0.00
Total Bank Accounts	\$802,717.09
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	4,365.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$4,365.50
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	501.56
1203 Crime Coverage	34.03
1206 Workers Comp Deposit	2,371.43
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,480.06
Total 1200 Prepaid Insurance	8,387.08
1260 Prepaid Expenses	16,364.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$29,683.06
Total Current Assets	\$836,765.65
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	\$1,151,227.36
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	2,531.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	112.10
CA SUI / ETT	-495.21
Federal Taxes (941/944)	968.23
Total 24000 Payroll Liabilities	1,620.10
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,151.30
Total Current Liabilities	\$5,796.22
Long-Term Liabilities	
2400 Business Equipment Loan 33736	15,587.19
Total Long-Term Liabilities	\$15,587.19
Total Liabilities	\$21,383.41
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	115,288.35
Total Equity	\$1,129,843.95
TOTAL LIABILITIES AND EQUITY	\$1,151,227.36

Community Television of Santa Cruz County
Executive Director's Report to the Board
October 23, 2017

1. Administration

- Financial

Coworking

- The Coworking center was at break even for October at the time of this writing.

- 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.
- All the required captioning equipment is in house. We expect to install it on the 23rd of this month and have it up and running by Nov. 3rd when we will be in our testing 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 17 meetings in October.
 - Event Documentation Service
 - Victor and his team did 3 projects in October.
 - Studio Rental
 - We rented the studio to local producers in October
 - And have a rental booked for November.

2. Equipment / Facilities:

Equipment

- We have received a new mobile Tricastor for use in our Event Documentation service.

We have received most of the equipment we are granting to Watsonville High School. Vice-Chair Rand has taken on the arduous task of assigning and applying asset tags to each piece.

Building

- We are working to add a translucent film on our front windows.

3. Equipment Grant Program

- We plan to deliver Watsonville High School's equipment in early November.
- We have visited our final grant applicant. We have asked them to provide information that was missing from their application.
- We are reviewing and refining the application to make requirements more specific.