



BOARD OF DIRECTORS
Regular Meeting
January 22, 2018
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, 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 November 27, 2017
5. Accept Fund Development Committee Minutes of January 11, 2018 *
6. Approve Recommendation of Finance Committee to Accept the November 2017 Financial Reports *
7. Approve Recommendation of Finance Committee to Accept the December 2017 Financial Reports *

REGULAR AGENDA

8. Youth Grant Update
9. Written Report of Executive Director *
10. Meeting With County Progress

11. Oral Report from Volunteer Advisory Committee

Committee Chair Report

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
January 22, 2018
5:30 P.M.
Offices of the Corporation

A G E N D A

1. Roll Call

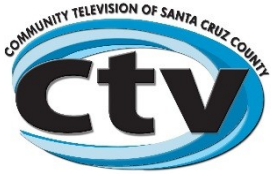
Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Lou Tuosto, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz, Janis O'Driscoll, Judy Owen

[quorum is 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
Organizing Meeting
November 27 , 2017**

MINUTES

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

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Maitreya Maziarz, Janis O'Driscoll, Joe Hall, Tom Manheim, Adam Wade, Judy Owen (after 9)

Absent: James Fisher, Lou Tuosto

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 October 23, 2017

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

6. Accept Minutes *

Finance Committee Meeting Minutes of November 20, 2017.

Director Manheim mentioned setting up a reserve fund. Chair Gudger and Director Manheim brought up the need to reach out to elected staff.

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

REGULAR AGENDA

7. Election of Board Members
Seats Expiring November 2017

Three directors, Laurent, Manheim and O'Driscoll have expiring terms. All three will continue.

Motion to approve Director Rand, Second Director Maziarz

8. Election of Officers

4 officers Chairperson Keith Gudger, Vice Chair Maitreya Maziarz, Secretary Larry Laurent, Treasurer Joe Hall.

Motion to approve officers Director O'Driscoll, Second Director Manheim. Approved Unanimously.

9. Appointment of Committees*

Chair Gudger stated that the listing of the committees is in the packet. Director O'Driscoll will be on the Youth Grant Committee. Director Hall thanked Director Rand for all her work as Vice Chair and with the Volunteer Advisory Committee.

Motion to approve all listed in packet Director Manheim, Second Director Hall. Approved Unanimously

10. Approval of 2018 Board Calendar

Dates in packet still have 2017, they will be fixed. The May meeting is on the 3rd Monday due to holiday. Director Maziarz would like an .ics calendar file.

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

11. Auditor Selection

Director Manheim reported that two proposals have been received and are waiting on a third. He would like to delegate Chair Gudger and Executive Director Reed to review and select the auditor. Director Maziarz asked how often audits were required, Director Manheim stated every other year.

Motion to direct Executive Director and Board Chair to wait for third proposal and execute contract Director Manheim, Second Director Hall. Approved Unanimously

12. Written Report of the Executive Director Given.

13. CTV-CMAP Contract

Chair Gudger reported that he had a phone meeting with CMAP and they have contract for Executive Director Reed. Motion to approve contract Director Manheim, Second Director O'Driscoll.

14. Oral Report from Volunteer Advisory Committee

Director Rand reported that two PSAs were done in October because of demand but none in November due to holiday. End of January will be next producer director class, Chari Gudger is working on training. SLV Life was PSA. Jim Russo read poetry that was viewed around the world. Will have Skype for first time

15. Oral Report of Board Chair

Sky camera now available. Did Non-profit Spotlight on Startup Sandbox. Executive Director Reed put together a schedule for professional classes that can be signed up for online. Chair Gudger built a web interface.

16. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
Director Hall request that meeting with County be put on as reminder.

17. Announcements

Chair Gudger reported. Thanked the volunteers working the meeting.

18. Adjournment

Motion Director Rand, Second Director Maziarz. Approved unanimously, 6:06 pm.

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2017-18	November 2017	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	1,627.50	13,097.50	62%	7,902.50
4103 · City of Capitola Gov. Meetings	10,000.00	476.00	2,575.50	26%	7,424.50
4104 · SCMTD Meetings	1,600.00	306.00	1,188.00	74%	412.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,720.00	14,045.50	43%	18,954.50
4108 · SCCRTC Meetings	2,400.00	204.00	682.50	28%	1,717.50
4109 · SCWD Government Meetings	4,800.00	1,105.50	2,543.00	53%	2,257.00
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	10,758.22	53,020.96	35%	96,979.04
4121 - SLVWD Meetings	7,600.00	476.00	2,122.00	28%	5,478.00
4122 - PVUSD	6,100.00	646.00	2,106.50	35%	3,993.50
4130 · Classes	6,000.00	48.00	322.00	5%	5,678.00
4165 · Donations	500.00	0.00	500.00	100%	0.00
4180 · Interest Earned	300.00	83.40	392.81	131%	-92.81
4185 · Misc. Income	0.00	0.00	93.00		-93.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	840.00	11%	7,160.00
Total 4300 · OPERATING REVENUE	258,800.00	19,450.62	93,485.27	36%	165,314.73
TOTAL INCOME	258,800.00	19,450.62	93,485.27	36%	165,314.73
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	196.96	1,344.38	84%	255.62
6600 · Dues & Subscriptions	1,500.00	295.00	653.22	44%	846.78
7100 · Office Supplies	700.00	0.00	312.63	45%	387.37
7200 · Postage/Freight	500.00	49.00	63.16	13%	436.84
7205 · Printing	1,000.00	56.54	134.98	13%	865.02
7401 · Facility Supplies	3,000.00	0.00	384.19	13%	2,615.81
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	0.00	0%	1,000.00
7700 · Telephone/Telecommunications/Internet	9,000.00	283.02	1,386.65	15%	7,613.35
Total 6000 - Operating Expenses	30,300.00	880.52	4,279.21	14%	26,020.79
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	163.25	693.50	5%	13,806.50
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,306.50
7007 · Contract Services-CMAP	33,000.00	2,750.00	13,500.00	41%	19,500.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00	0%	10,000.00
7110 · Contract Services-Legal	6,000.00	2,009.30	2,009.30	33%	3,990.70
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	4,922.55	16,202.80	22%	56,297.20
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	152.49	447.49	22%	1,552.51
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	152.49	447.49	7%	6,090.51

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

	Annual Budget 2017-18	November 2017	November Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,640.80	13,740.70	42%	19,259.30
7535 · Salaries - Accountant	15,450.00	933.95	5,391.58	35%	10,058.42
7542 · Salaries - Media Services Coordinator	48,500.00	4,103.19	19,977.21	41%	28,522.79
7585 · Salaries - Government Technicians	13,000.00	1,254.05	6,022.47	46%	6,977.53
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	428.06	870.82	9%	9,129.18
7621 · Payroll Taxes	11,000.00	931.18	4,470.04	41%	6,529.96
7635 · Workers Comp	2,012.00	233.75	-194.24	-10%	2,206.24
7630 · Health/Dental/Vision	12,000.00	959.86	4,522.00	38%	7,478.00
7632 · Severance/Vacation Payouts	4,500.00	0.00	720.00	16%	3,780.00
Total 7500 · Operating Salaries & Benefits	149,462.00	11,484.84	55,520.58	37%	93,941.42
TOTAL EXPENSES	258,800.00	17,440.40	76,450.08	30%	182,349.92
NET INCOME/LOSS	0.00	2,010.22	17,035.19	6.6%	

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

	Annual Budget 2017-18	November 2017	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	125,000.00	25%	375,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	225,000.00	38%	375,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,186.22	72,225.10	38%	119,774.90
6701 · Facility/Equip. Insurance	9,294.00	924.68	5,062.14	54%	4,231.86
7058 · Leasehold Improvements/Capital	0.00	2,500.00	3,372.00		-3,372.00
7300 · Facilities & Equipment Rental	1,000.00	35.29	183.45	18%	816.55
Total 5100 · Facility	202,294.00	17,646.19	80,842.69	40%	121,451.31
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	52.61	288.93		-288.93
7215 · Copy Machine Lease	5,000.00	404.56	3,490.89	70%	1,509.11
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	37,923.40	111,398.03	30%	355,221.06
7057 · Equipment - Non Depreciated	15,000.00	2,563.02	11,824.94	79%	3,175.06
Total 5200 · Equipment	397,046.00	40,943.59	127,002.79	32%	270,043.21
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	58,644.78	208,120.48	35%	391,879.52
NET INCOME/LOSS	0.00	-58,644.78	16,879.52		

Community Television of Santa Cruz County

STATEMENT OF FINANCIAL POSITION

As of November 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	8,462.97
1015 PayPal Checking-SCCCU	3,372.21
1020 Savings-SCCCU	36,547.27
1021 Petty Cash Fund	24.31
1070 CD 12 month Cert SCCC	48,134.56
1075 Checking - Lighthouse Bank	620,365.46
1080 Savings - Lighthouse Bank	502.22
1099 Cash Box	0.00
Total Bank Accounts	\$717,409.00
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	9,340.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$9,340.00
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	334.40
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	1,903.93
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,191.06
Total 1200 Prepaid Insurance	7,429.39
1260 Prepaid Expenses	17,454.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$29,815.37
Total Current Assets	\$756,564.37
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	\$1,071,026.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,468.42
Total Accounts Payable	\$4,468.42
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	123.69
CA SUI / ETT	-448.93
Federal Taxes (941/944)	935.47
Total 24000 Payroll Liabilities	1,645.21
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$4,176.41
Total Current Liabilities	\$8,644.83
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	13,910.87
Total Long-Term Liabilities	\$13,910.87
Total Liabilities	\$22,555.70
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	33,914.78
Total Equity	\$1,048,470.38
TOTAL LIABILITIES AND EQUITY	\$1,071,026.08

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

	Annual Budget 2017-18	December 2017	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	1,550.00	14,647.50	70%	6,352.50
4103 · City of Capitola Gov. Meetings	10,000.00	884.00	3,459.50	35%	6,540.50
4104 · SCMTD Meetings	1,600.00	204.00	1,392.00	87%	208.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	2,635.00	16,680.50	51%	16,319.50
4108 · SCCRTC Meetings	2,400.00	306.00	988.50	41%	1,411.50
4109 · SCWD Government Meetings	4,800.00	272.00	2,815.00	59%	1,985.00
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	10,705.34	63,726.30	42%	86,273.70
4121 - SLVWD Meetings	7,600.00	340.00	2,462.00	32%	5,138.00
4122 - PVUSD	6,100.00	490.00	2,596.50	43%	3,503.50
4130 · Classes	6,000.00	485.00	807.00	13%	5,193.00
4165 · Donations	500.00	50.00	550.00	110%	-50.00
4180 · Interest Earned	300.00	80.41	473.22	158%	-173.22
4185 · Misc. Income	0.00	0.00	93.00		-93.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	0.00	840.00	11%	7,160.00
Total 4300 · OPERATING REVENUE	258,800.00	18,001.75	111,487.02	43%	147,312.98
TOTAL INCOME	258,800.00	18,001.75	111,487.02	43%	147,312.98
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	197.73	1,542.11	96%	57.89
6600 · Dues & Subscriptions	1,500.00	70.00	723.22	48%	776.78
7100 · Office Supplies	700.00	254.88	567.51	81%	132.49
7200 · Postage/Freight	500.00	19.38	82.54	17%	417.46
7205 · Printing	1,000.00	0.00	78.44	8%	921.56
7401 · Facility Supplies	3,000.00	163.46	604.19	20%	2,395.81
7640 · Licenses/Fees/Misc. Taxes	1,000.00	20.00	20.00	2%	980.00
7700 · Telephone/Telecommunications/Internet	9,000.00	383.02	1,769.67	20%	7,230.33
Total 6000 - Operating Expenses	30,300.00	1,108.47	5,387.68	18%	24,912.32
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	169.50	863.00	6%	13,637.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	2,137.00
7007 · Contract Services-CMAP	33,000.00	2,750.00	16,250.00	49%	16,750.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00	0%	10,000.00
7110 · Contract Services-Legal	6,000.00	0.00	2,009.30	33%	3,990.70
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	2,919.50	19,122.30	26%	53,377.70
7000 · Staff Development & Fundraising					
7405 · Training/ conferences	2,000.00	299.99	747.48	37%	1,252.52
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	299.99	747.48	11%	5,790.52

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

	Annual Budget 2017-18	December 2017	December Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,563.52	16,304.22	49%	16,695.78
7535 · Salaries - Accountant	15,450.00	560.07	5,951.65	39%	9,498.35
7542 · Salaries - Media Services Coordinator	48,500.00	3,860.99	23,838.20	49%	24,661.80
7585 · Salaries - Government Technicians	13,000.00	1,358.60	7,381.07	57%	5,618.93
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	272.22	1,143.04	11%	8,856.96
7621 · Payroll Taxes	11,000.00	707.00	5,177.04	47%	5,822.96
7635 · Workers Comp	2,012.00	233.75	39.51	2%	1,972.49
7630 · Health/Dental/Vision	12,000.00	959.86	5,481.86	46%	6,518.14
7632 · Severance/Vacation Payouts	4,500.00	0.00	720.00	16%	3,780.00
Total 7500 · Operating Salaries & Benefits	149,462.00	10,516.01	66,036.59	44%	83,425.41
TOTAL EXPENSES	258,800.00	14,843.97	91,294.05	35%	167,505.95
NET INCOME/LOSS	0.00	3,157.78	20,192.97	7.8%	

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

	Annual Budget 2017-18	December 2017	December Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	125,000.00	250,000.00	50%	250,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	125,000.00	350,000.00	58%	250,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,186.22	86,411.32	45%	105,588.68
6701 · Facility/Equip. Insurance	9,294.00	924.68	5,986.82	64%	3,307.18
7058 · Leasehold Improvements/Capital	0.00	270.00	3,642.00		-3,642.00
7300 · Facilities & Equipment Rental	1,000.00	35.29	218.74	22%	781.26
Total 5100 · Facility	202,294.00	15,416.19	96,258.88	48%	106,035.12
5200 · Equipment					
6650 · Interest on Leased Equip	0.00	48.02	336.95		-336.95
7215 · Copy Machine Lease	5,000.00	182.64	3,673.53	73%	1,326.47
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	9,480.58	120,878.61	33%	354,769.44
7057 · Equipment - Non Depreciated	15,000.00	451.62	12,276.56	82%	2,723.44
Total 5200 · Equipment	397,046.00	10,162.86	137,165.65	35%	259,880.35
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	25,634.05	233,754.53	39%	366,245.47
NET INCOME/LOSS	0.00	99,365.95	116,245.47		

Community Television of Santa Cruz County

BALANCE SHEET

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	7,571.60
1015 PayPal Checking-SCCCU	3,779.88
1020 Savings-SCCCU	36,547.89
1021 Petty Cash Fund	42.17
1070 CD 12 month Cert SCCC	48,135.38
1075 Checking - Lighthouse Bank	600,139.56
1080 Savings - Lighthouse Bank	502.33
1099 Cash Box	0.00
Total Bank Accounts	\$696,718.81
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	128,637.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$128,637.50
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	250.82
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	1,915.84
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,046.56
Total 1200 Prepaid Insurance	7,213.22
1260 Prepaid Expenses	17,999.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$30,144.20
Total Current Assets	\$855,500.51
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	\$1,169,962.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,968.42
Total Accounts Payable	\$1,968.42
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	92.07
CA SUI / ETT	-401.01
Federal Taxes (941/944)	674.93
Total 24000 Payroll Liabilities	1,400.97
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$3,932.17
Total Current Liabilities	\$5,900.59
Long-Term Liabilities	
2400 Business Equipment Loan 33736	13,067.52
Total Long-Term Liabilities	\$13,067.52
Total Liabilities	\$18,968.11
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	136,438.51
Total Equity	\$1,150,994.11
TOTAL LIABILITIES AND EQUITY	\$1,169,962.22



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Fund Development Committee Meeting
January 11, 2018
10:00 A.M.
Offices of the Corporation

MINUTES

1. Attendance
Present: Keith Gudger, Mathilde Rand, Maitreya Maziarz, Judy Owen, Becca Reed
2. Oral Communications
None.
3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.
None.

REGULAR AGENDA

4. Discussion of Past Revenue Projects

Keith presented a summary of past efforts of CTV to raise operating funds. The committee discussed the past efforts and agreed that projects should produce operating revenue in excess of any operating costs at any level of success.

5. Discussion of Future Projects

Judy mentioned that there are several for-profit start-ups in the area that are in need of video production for their product websites. While we agreed that video production is not an area we want to revisit, we looked at the possibility of providing leased video equipment to local for and non-profits. Becca mentioned her efforts to purchase and lease equipment to some government organizations and the committee agreed that she and Judy should get together to see how to combine these equipment lease ideas.

Maitreya suggested we look into expanding classes, especially those that might appeal to younger members. One suggestion was a class on "How to be successful on YouTube." Maitreya, Mathilde and Keith will pursue.

6. Determine Meeting Schedule

Next meeting is February 22, 2018 at 10:00 AM.

7. Adjournment.

Meeting adjourned at 10:58 AM.

Community Television of Santa Cruz County
Executive Director's Report to the Board
January 22, 2018

1. Administration

- Financial
 - Coworking
 - The Coworking center is on track to be in profit for January at the time of this writing.
 - Paid Services
 - We have installed our captioning equipment.
 - We are able to caption the rebroadcasts and on demand versions of our Board of Supervisors meetings.
 - We have a technical issue which prevents the live captions from appearing on Comcast. We are working with an engineer to diagnose and fix the issue.
 - We are setting up a refurbished YouTube channel where viewers can watch the captioned versions.
 - Government Meeting Services:
 - CTV provided coverage for 12 meetings in December and 14 in January.
 - Documentation Services
 - Victor has a remote production scheduled for February.
 - Studio Rental
 - The studio was rented for an outside production in December.
 - Staff
 - We are bringing a Marketing intern on board to help with publicizing the studio/ equipment rental. He will be creating a marketing plan for the year.

2. Equipment / Facilities:

- Equipment

We have added a lot of new lights in the studio. We now have light across the entire back wall. Two set-ups are possible at one time now. We have also improved the single shot for the green screen and added another Kenoflo for the floor.

- Building

- We are working with a designer to improve the look and feel of the coworking space. We have made some small changes this month. By next month, you will see - and feel - a big difference.
- We are also working to improve the kitchen. We are endeavoring to make it more usable, comfortable and inviting.

3. Equipment Grant Program

- We are delivering equipment to Aptos High School on the 25th of this month.
- We expect to receive programming from them soon.