



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
September 24, 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 *
Board Meeting Retreat Minutes of August 25, 2018
5. Accept Finance Committee Minutes of September 17, 2018 *
6. Approve Recommendation of Finance Committee to Accept the June 2018 Financial Reports *
7. Approve Recommendation of Finance Committee to Accept the July 2018 Financial Reports *

REGULAR AGENDA

8. Consider Approving Addition to CTV Financial Policies:
"The Executive Director, on an annual basis, may award a bonus of no more than \$75 per year to each employee based on the employee meeting or exceeding work expectations."

9. Oral Report of Executive Director *

Written Report Attached

10. Summaries From Board Retreat Subcommittees:

- a) "Hot Studio" Subcommittee *
- b) Venues' Equipment Subcommittee
- c) Library Programs Subcommittee
- d) Other

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
September 24, 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
Board Retreat Meeting
August 25, 2018
1:00 P.M.
800 Brommer Street, Santa Cruz CA

MINUTES

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Janis O'Driscoll, Tom Manheim, Joe Hall, Maitreya Maziarz
Absent: James Fisher

2. Oral Communications

None

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

None.

REGULAR AGENDA

4. Internet Service Contract *

Executive Director Reed reported that the Internet access speed for the Community Television building is not sufficient. People have left the co-working center due to the slow speed. Comcast has a contract with Satellite and it is less expensive than normal. Cruzio is not built out in this location. Director Manheim motioned for approval, seconded by Director O'Driscoll.

5. Board Retreat Discussion

Subcommittees will report back at the October Board of Directors regular meeting

6. Adjournment

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Finance Committee Meeting
September 17, 2018**

MINUTES

10:30 A.M.
Offices of the Corporation

1. Attendance

(Chair) Joe Hall, Keith Gudger, Tom Manheim and Maitreya Maziarz

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.

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

No items were added.

REGULAR AGENDA

4. Consider Approval of the June 2018 Financial Report

The discussion of the June 2018 Financial Report was opened. Keith Gudger discussed several items one involving the background on CTV equity and Item 3900 Retained Earnings in the June 30, 2018 Balance Sheet. Details of this matter were explained to the Committee members by Mel Sweet. The primary issue is that this item will be adjusted when the Fiscal Year 2018 is closed and at that time it will be discussed again. The main thrust of the discussion was to insure that there was no confusion as the background of the numbers shown in Item 3900. Joe Hall suggested that a footnote be included to clarify the item and its background.

Maitreya Maziarz asked a question on the budget for advertising item 6100 and Mel Sweet explained that the funds budgeted in the FY 2018 were carried over to the FY 2019 budget and would be expended in the current fiscal year. Tom Manheim questioned why there was no funding shown in the FY 2019 budget Item 4110 Membership. It was explained that the accounting system made the tracking of this information nearly impossible and the membership is now on a different participation/credit system which is tracked now in a different matter. Mel Sweet stated in the future this item will be eliminated from the budget since it is no

longer used.

Keith Gudger asked the meaning of the last item on the June Financial Report labeled Net/Income/Loss. Mel Sweet discussed this briefly and stated she would answer the question after studying the origin of this figure more thoroughly.

The June 2018 Financial Report was unanimously approved on the motion of Tom Manheim and second of Keith Gudger.

5. Consider Approval of the July 2018 Financial Report

Tom Manheim commented on the adjusted projected Item 7400 in the July 2018 Financial Report and said he was pleased to see it now reflects a more accurate measure of projected income.

The July 2018 Financial Report was unanimously approved on the motion of Keith Gudger and second of Tom Manheim.

6. Discussion of Employee Bonus Guidelines

Joe Hall explained that in his review of past monthly financial records he noticed that a small Christmas bonus/gifts of approximately \$159.00 was given by the Executive Director to CTV employees. It was further explained by Joe Hall that he did not see any issue with this, but these small bonus/gifts should be covered by a Board Policy.

In preparation for this discussion Keith Gudger had prepared some research on IRS policies on this issue. Joe Hall stated that the guideline attached to the Finance Committee Agenda seemed focused on larger bonus amounts, but regardless some policy should be adopted.

Following this background on the matter comments were offered by Keith Gudger, Tom Manheim and Maitreya Maziarz. The Executive Director also explained further her thoughts on this matter.

Based on the information provided it was moved by Keith Gudger and seconded by Maitreya Maziarz that a policy be adopted allowing the Executive Director on an annual basis to award a bonus of no more than \$75 per year to each employee based on the employee meeting or exceeding work expectations.

Keith Gudger mentioned that the policy would be placed on the next CTV Board Agenda for action by the entire Board.

7. Adjournment.

On the motion of Tom Manheim and second of Mireya Maziarz the meeting was adjourned.

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

June
2018

	Annual Budget 2017-18	June 2018	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	1,627.50	26,582.50	127%	-5,582.50
4103 · City of Capitola Gov. Meetings	10,000.00	884.00	7,369.50	74%	2,630.50
4104 · SCMTD Meetings	1,600.00	374.00	2,786.00	174%	-1,186.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	1,860.00	29,062.50	88%	3,937.50
4108 · SCCRTC Meetings	2,400.00	493.00	2,875.50	120%	-475.50
4109 · SCWD Government Meetings	4,800.00	476.00	5,399.00	112%	-599.00
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	12,900.03	133,632.74	89%	16,367.26
4121 - SLVWD Meetings	7,600.00	306.00	4,281.00	56%	3,319.00
4122 - PVUSD	6,100.00	680.00	5,962.50	98%	137.50
4130 · Classes	6,000.00	8.00	720.81	12%	5,279.19
4165 · Donations	500.00	50.00	905.00	181%	-405.00
4180 · Interest Earned	300.00	98.52	1,016.65	339%	-716.65
4185 · Misc. Income	0.00	0.00	193.00		-193.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	56.00		-56.00
4200 · Production Services	8,000.00	462.00	7,619.00	95%	381.00
Total 4300 · OPERATING REVENUE	258,800.00	20,219.05	228,461.70	88%	30,338.30
TOTAL INCOME	258,800.00	20,219.05	228,461.70	88%	30,338.30
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	8,854.98	11,659.97	97%	340.03
6200 · Bad Debts	0.00	1,950.00	1,950.00		-1,950.00
6300 · Bank Charges	1,600.00	239.95	2,839.21	177%	-1,239.21
6600 · Dues & Subscriptions	1,500.00	70.00	1,154.05	77%	345.95
7100 · Office Supplies	700.00	0.00	580.41	83%	119.59
7200 · Postage/Freight	500.00	114.98	348.90	70%	151.10
7205 · Printing	1,000.00	0.00	78.44	8%	921.56
7401 · Facility Supplies	3,000.00	178.43	1,781.86	59%	1,218.14
7640 · Licenses/Fees/Misc. Taxes	1,000.00	42.00	147.00	15%	853.00
7700 · Telephone/Telecommunications/Internet	9,000.00	356.93	4,883.24	54%	4,116.76
Total 6000 - Operating Expenses	30,300.00	11,807.27	25,423.08	84%	4,876.92
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	0.00	1,395.00	10%	13,105.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	1,605.00
7007 · Contract Services-CMAP	33,000.00	5,760.00	36,410.00	110%	-3,410.00
7010 · Contract Services-Consulting	10,000.00	2,205.00	3,435.00	34%	6,565.00
7110 · Contract Services-Legal	6,000.00	32.00	3,097.30	52%	2,902.70
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	7,997.00	44,337.30	61%	28,162.70
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	-122.51	1,534.92	77%	465.08
7800 · Travel/Meals	1,538.00	29.97	61.30	4%	1,476.70
8600 · Special Events Expense	3,000.00	0.00	0.00	0%	3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	-92.54	1,596.22	24%	4,941.78

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 June
 2018

	Annual Budget 2017-18	June 2018	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	3,743.96	33,682.33	102%	-682.33
7535 · Salaries - Accountant	15,450.00	920.31	12,131.40	79%	3,318.60
7542 · Salaries - Media Services Coordinator	48,500.00	3,733.74	48,927.47	101%	-427.47
7585 · Salaries - Government Technicians	13,000.00	2,201.30	18,487.28	142%	-5,487.28
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	53.10	2,440.54	24%	7,559.46
7621 · Payroll Taxes	11,000.00	869.24	11,665.53	106%	-665.53
7635 · Workers Comp	2,012.00	462.00	2,201.01	109%	-189.01
7630 · Health/Dental/Vision	12,000.00	959.86	11,241.02	94%	758.98
7632 · Severance/Vacation Payouts	4,500.00	0.00	720.00	16%	3,780.00
Total 7500 · Operating Salaries & Benefits	149,462.00	12,943.51	141,496.58	95%	7,965.42
TOTAL EXPENSES	258,800.00	32,655.24	212,853.18	82%	45,946.82
NET INCOME/LOSS	0.00	-12,436.19	15,608.52	6.0%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 June
 2018

	Annual Budget 2017-18	June 2018	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	125,000.00	500,000.00	100%	0.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	125,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,998.03	182,935.40	95%	9,064.60
6701 · Facility/Equip. Insurance	9,294.00	924.72	11,284.20	121%	-1,990.20
7058 · Leasehold Improvements/Capital	0.00	-3,844.14	12,967.86		-12,967.86
7300 · Facilities & Equipment Rental	1,000.00	38.29	458.48	46%	541.52
Total 5100 · Facility	202,294.00	12,116.90	207,645.94	103%	-5,351.94
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	31.42	566.13		-566.13
7215 · Copy Machine Lease	5,000.00	201.31	4,845.30	97%	154.70
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	2,507.00	159,851.44	44%	338,860.28
7057 · Equipment - Non Depreciated	15,000.00	1,012.89	28,185.72	188%	-13,185.72
Total 5200 · Equipment	397,046.00	3,752.62	193,448.59	49%	203,597.41
5300 · Media Licensing					
7059 · Music Library	660.00	54.98	659.98	100%	0.02
Total 5300 · Media Licensing	660.00	54.98	659.98	100%	0.02
Total 5000 · CAPITAL EXPENDITURES	600,000.00	15,924.50	401,754.51	67%	198,245.49
NET INCOME/LOSS	0.00	109,075.50	198,245.49		

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	2,215.38
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	36,551.51
1021 Petty Cash Fund	141.89
1070 CD 12 month Cert SCCC	48,140.16
1075 Checking - Lighthouse Bank	812,298.66
1080 Savings - Lighthouse Bank	502.96
1099 Cash Box	0.00
Total Bank Accounts	\$903,536.25
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	3,660.50
1116 Grants Receivable	0.00
Total Accounts Receivable	\$3,660.50
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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	892.25
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	0.00
Total 1200 Prepaid Insurance	892.25
1260 Prepaid Expenses	21,930.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	306.00
Total Other Current Assets	\$28,059.25
Total Current Assets	\$935,256.00
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	283,734.66
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	15,951.59
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	73,946.11

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$402,566.25
TOTAL ASSETS	\$1,337,822.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,452.47
Total Accounts Payable	\$7,452.47
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	3,249.28
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	119.48
CA SUI / ETT	-469.24
Federal Taxes (941/944)	1,972.57
Total 24000 Payroll Liabilities	2,657.79
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,907.07
Total Current Liabilities	\$13,359.54
Long-Term Liabilities	
2400 Business Equipment Loan 33736	7,948.48
Total Long-Term Liabilities	\$7,948.48
Total Liabilities	\$21,308.02
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	648,807.83
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	213,854.09
Total Equity	\$1,316,514.23
TOTAL LIABILITIES AND EQUITY	\$1,337,822.25

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2018

	Annual Budget 2018-19	July 2018	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	28,000.00	4,960.00	4,960.00	18%	23,040.00
4103 · City of Capitola Gov. Meetings	7,000.00	714.00	714.00	10%	6,286.00
4104 · SCMTD Meetings	2,500.00	306.00	306.00	12%	2,194.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,983.25	4,983.25	15%	28,016.75
4108 · SCCRTC Meetings	2,500.00	510.00	510.00	20%	1,990.00
4109 · SCWD Government Meetings	5,200.00	374.00	374.00	7%	4,826.00
4110 · Memberships	0.00	0.00	0.00		0.00
4120 · Facility & Equipment Use	126,000.00	13,971.47	13,971.47	11%	112,028.53
4121 - SLVWD Meetings	6,000.00	272.00	272.00	5%	5,728.00
4122 - PVUSD	5,700.00	612.00	612.00	11%	5,088.00
4130 · Classes	1,000.00	8.00	8.00	1%	992.00
4165 · Donations	500.00	50.00	50.00	10%	450.00
4180 · Interest Earned	0.00	105.86	105.86		-105.86
4185 · Misc. Income	1,000.00	52.00	52.00		948.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	750.00	750.00	13%	5,250.00
4250 - Closed Captioning	59,000.00	0.00	0.00		59,000.00
4260 - Equipment Service	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	288,400.00	27,668.58	27,668.58	10%	260,731.42
TOTAL INCOME	288,400.00	27,668.58	27,668.58	10%	260,731.42
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	977.00	977.00	8%	11,023.00
6300 · Bank Charges	3,000.00	194.01	194.01	6%	2,805.99
6600 · Dues & Subscriptions	1,500.00	70.00	70.00	5%	1,430.00
7100 · Office Supplies	700.00	224.51	224.51	32%	475.49
7200 · Postage/Freight	500.00	20.00	20.00	4%	480.00
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	138.53	138.53	5%	2,861.47
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	0%	250.00
7700 · Telephone/Telecommunications/Internet	5,000.00	356.97	356.97	7%	4,643.03
Total 6000 - Operating Expenses	26,950.00	1,981.02	1,981.02	7%	24,968.98
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	0.00	0.00	0%	14,500.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	34,560.00	2,880.00	2,880.00	8%	31,680.00
7010 · Contract Services-Consulting	9,000.00	0.00	0.00	0%	9,000.00
7110 · Contract Services-Legal	5,900.00	0.00	0.00	0%	5,900.00
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	0.00	0.00	0%	21,000.00
Total 6800 · Contracted Services	93,960.00	2,880.00	2,880.00	3%	91,080.00
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	313.98	313.98	16%	1,686.02
7800 · Travel/Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,850.00	0.00	0.00	0%	3,850.00
Total 7000 · Staff Development & Fundraising	7,388.00	313.98	313.98	4%	7,074.02

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2018

	Annual Budget 2018-19	July 2018	July Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,722.21	2,722.21	8%	31,277.79
7535 · Salaries - Accountant	15,900.00	471.23	471.23	3%	15,428.77
7542 · Salaries - Media Services Coordinator	50,000.00	4,153.58	4,153.58	8%	45,846.42
7585 · Salaries - Government Technicians	19,690.00	397.41	397.41	2%	19,292.59
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	354.19	354.19	4%	9,645.81
7621 · Payroll Taxes	12,000.00	651.84	651.84	5%	11,348.16
7635 · Workers Comp	2,012.00	268.17	268.17	13%	1,743.83
7630 · Health/Dental/Vision	12,000.00	959.86	959.86	8%	11,040.14
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	9,978.49	9,978.49	6%	150,123.51
TOTAL EXPENSES	288,400.00	15,153.49	15,153.49	5%	273,246.51
NET INCOME/LOSS	0.00	12,515.09	12,515.09	4.3%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 July
 2018

	Annual Budget 2018-19	July 2018	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	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	239,124.00	15,383.03	15,383.03	6%	223,740.97
6701 · Facility/Equip. Insurance	9,300.00	776.60	776.60	8%	8,523.40
7058 · Leasehold Improvements/Capital	30,000.00	250.00	250.00		29,750.00
7300 · Facilities & Equipment Rental	1,000.00	38.29	38.29	4%	961.71
Total 5100 · Facility	279,424.00	16,447.92	16,447.92	6%	262,976.08
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	27.44	27.44		-27.44
7215 · Copy Machine Lease	5,000.00	210.28	210.28	4%	4,789.72
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	995.00	995.00	1%	140,596.00
7057 · Equipment - Non Depreciated	15,000.00	1,974.64	1,974.64	13%	11,792.64
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0%	49,945.00
7062 · SWAS	4,320.00	0.00	0.00	0%	4,320.00
Total 5200 · Equipment	319,916.00	3,207.36	3,207.36	1%	316,708.64
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	19,710.28	19,710.28	3%	580,289.72
NET INCOME/LOSS	0.00	-19,710.28	-19,710.28		

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	1,316.01
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	36,552.13
1021 Petty Cash Fund	113.16
1070 CD 12 month Cert SCCC	48,140.98
1075 Checking - Lighthouse Bank	792,430.81
1080 Savings - Lighthouse Bank	503.07
1099 Cash Box	0.00
Total Bank Accounts	\$882,741.85
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	13,272.75
1116 Grants Receivable	0.00
Total Accounts Receivable	\$13,272.75
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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	624.08
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,640.05
Total 1200 Prepaid Insurance	6,264.13
1260 Prepaid Expenses	22,475.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$33,670.13
Total Current Assets	\$929,684.73
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	283,734.66
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	15,951.59
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	73,946.11

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$402,566.25
TOTAL ASSETS	\$1,332,250.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	10,587.47
Total Accounts Payable	\$10,587.47
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	3,249.28
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	155.66
CA SUI / ETT	-899.07
Federal Taxes (941/944)	1,719.07
Total 24000 Payroll Liabilities	2,010.64
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,259.92
Total Current Liabilities	\$15,847.39
Long-Term Liabilities	
2400 Business Equipment Loan 33736	7,084.55
Total Long-Term Liabilities	\$7,084.55
Total Liabilities	\$22,931.94
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	862,661.92
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	-7,195.19
Total Equity	\$1,309,319.04
TOTAL LIABILITIES AND EQUITY	\$1,332,250.98

1. Administration

- Financial

Coworking

- The Coworking center is in profit for September and has been steadily in profit for the past 7 months in a row.
 - There continues to be more activity in the café area.
 - Added standing desks & Coffee Bar Fridays
 - Rocking chairs on the front porch
- Financials
 - We have hired an accountant to complete our compilations for 2015,'16 and '17. They should be ready by Nov 3rd.
- Insurance
 - We completed our Health Insurance review in August.
 - We found that we could provide a Platinum plan, including a much lower deductible, preventative care, and prescription coverage for the same price by moving to Kaiser Permanente.
 - Our agent came in to visit with our covered employees and to explain the new coverage and how they can get the most out of it
- Studio Rentals
 - We had a 5-day professional shoot in the studio in September.
 - We are working with a film producer who may rent the studio, conference room, edit suite, audio booth and an office for several weeks. This may lead to a very profitable model for us.

Staff

- Employee Handbook Review
 - Adding progressive discipline policy
- Sexual harassment training
 - Employees
 - Customers
- Adding a policy in the Coworking terms of service

- o Creating a criterion for assessing sexual harassment by customers.
- Elana Kline-Thomas, our Coworking Community Coordinator, is departing. We wish her luck in her new job back in her hometown of Pacific Grove.
 - o We are now interviewing candidates to replace Elana.
- Paid Services
 - Closed Captioning:
 - We invoice the county for the first time in August.
 - o Government Meeting Services
 - CTV will provide coverage for 14 regular and 3 special meetings in September.

2. Equipment / Facilities:

Building

- Equipment Room
 - o Mathilde Rand and some helpful volunteers have been working hard to reorganize the equipment room so that numbered items are shelved in order and are easy to find - whether or not you know what they are.
 - o New shelving has been added.
 - o Mathilde also spackled and painted all the davits in the studio walls.

3. **Communications** **Advertising**

- Our studio and equipment websites were submitted to Google and accepted for use with the grant.
- Our advertising agency has offered to make some promotional videos for us to use with our Google Grant.
- We are still working on our website project. We are building a fresh new site that will show off our all we offer and all we do in the community.

Notes from the “Hot Studio” subcommittee meeting 9/14/18.

Adam, Becca and Keith met and generated a list of potential uses for a “Hot Studio”. Here are some ideas we had:

Give a presentation / lecture	Something for a web site or ad.	Video resume
Product intro	Marketing message	“Explainers”
Video Blog	YouTube / Facebook Live / Instagram	Flash Studio
StoryCorps / answer a question.	PSAs	Single Musician performance
Poetry, performance art	Screen test	Video Wills
Oral History	Greeting Cards	Any others?

We then generated a list of features we thought would be needed to accomplish this.

1. The ability to show stills (PowerPoint?) and advance through them with a handheld controller
2. Several roller shade type backgrounds with the required lighting (Keno?) Backdrops to include business, natural, neutral, wood
3. A PTZ USB camera with presets and H264 output
4. Something to put your hands on while standing.
5. A good microphone, probably like the one in the audio booth
6. A teleprompter like the school package with a foot pedal to control it and to switch from the camera to stills.
7. Three point lighting like in the school packages
8. Simple operation with no training and recording to a flash drive.

We had previously reviewed the features provided by Pennsylvania State University’s “One Button Studio” (<https://onebutton.psu.edu/>). Unfortunately their software no longer works and is not open source. We can however use their build list and ideas as guidance. We are looking into the Open Broadcast Studio open source software for control (thanks to Maitreya).

Next steps?