



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
October 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 *
Board Meeting Minutes of June 25, 2018
5. Approve Minutes *
Board Meeting Minutes of September 24, 2018
6. Accept Finance Committee Minutes of October 15, 2018 *
7. Approve Recommendation of Finance Committee to Accept the August 2018 Financial Reports *
8. Approve Recommendation of Finance Committee to Accept the September 2018 Financial Reports *

REGULAR AGENDA

9. Oral Report of Executive Director *

Written Report Attached

10. Consider Approval of Fiscal Sponsorships

Outline From the Executive Director *

11. Summaries From Board Retreat Subcommittees:

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

12. Oral Report from Volunteer Advisory Committee

Committee Chair Report

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

AGENDA

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
June 25, 2018
5:30 P.M.
Offices of the Corporation**

MINUTES

1. Roll Call

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

2. Oral Communications

Chair Gudger spoke regarding past Community Television director Peter McGettigan and showed video of Director Fisher presenting at Santa Cruz City Council meeting. Crew member Richard spoke about Peter. Directors Maziarz, Rand and Hall spoke about Peter McGettigan.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.
None.

CONSENT AGENDA

4. Approve Minutes *
Regular Board Meeting Minutes of April 23, 2018
5. Accept Finance Committee Meeting Minutes of May 21, 2018
6. Accept Finance Committee Meeting Minutes of June 18, 2018
7. Approve Recommendation of Finance Committee to Accept the April 2018 Financial Reports *
8. Approve Recommendation of Finance Committee to Accept the May 2018 Financial Reports
9. Approve Recommendation of Acting Chair of the Finance Committee to Accept the 2016 Tax Return *

Director Hall motioned to approve consent agenda with spelling corrections, Director Maziarz Seconded. Approved unanimously.

Director Hall commented on the detail of the records and how Mel, the bookkeeper, is doing a great job.

REGULAR AGENDA

10. Oral Report of the Executive Director



BOARD OF DIRECTORS
Regular Meeting
June 25, 2018
5:30 P.M.
Offices of the Corporation

325 Soquel Avenue
Santa Cruz, CA 95062

Given. Written Report included.

11. Oral Report from Volunteer Advisory Committee
Committee Chair Report
Director Rand reported that after a several months hiatus, orientation has started again. They have changed the orientations to cover more of what people can do for themselves. Would like if those who take the class can go out as volunteers. Studio camera on Saturday, Field camera class on August 6th.
12. Chair Gudger reported that the Board Retreat will be in August, there will be no July meeting. Looking for topics and times. Director Manheim asked if now or via email. Chair Gudger responded either. Director Hall was interested in observations of how organizations are surviving. Director Maziarz wanted highlights of Community Television. Director Owen was interested in the Mission and if it needed a refresh. Director Hall commented that previous retreats dealt with stabilizing. Director Manheim wanted to talk about what things that we had to let go of and if we wanted to get some of those things back. Director O'Driscoll asked if it was a strategic planning meeting, Chair Gudger replied yes.
13. Oral Report of Board Chair
Chair Gudger reported that they are putting together a newsletter and would like ideas.
14. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
Retreat and End of Year Financials
15. Announcements
Chair Gudger thanked the volunteers working the meeting.
16. Adjournment
Motion Director Rand, Second Director Fisher. Approved unanimously, 6:04 pm.

Approved: _____
Board Chair

Attest: _____
Board Secretary



BOARD OF DIRECTORS
Regular Meeting
September 24, 2018
5:30 P.M.
Offices of the Corporation

325 Soquel Avenue
Santa Cruz, CA 95062

MINUTES

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Janis O'Driscoll, Tom Manheim, Maitreya Maziarz, Adam Wade, James Fisher
Absent: Judy Owen, 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 *

Board Meeting Retreat Minutes of August 25, 2018

5. Accept Finance Committee Meeting 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

Director Manheim reported that after first month this year the Satellite revenue is 33% ahead of projections.

Motion to approve with changes to spelling Director Manheim, second Director Laurent
Approved Unanimously.

REGULAR AGENDA

8. Consider Approving Addition to CTV Financial Policies

Executive Director clarified that the bonus was a "cash bonus". Director Manheim reported that the program was budgeted for but there was not a financial policy to approve it. Director Manheim state that it would only be for people who meet or exceed expectations.



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Motion to approve with the addition of the word “cash” for the bonus Director Manheim, Second Director Rand.

9. Oral Report of Executive Director*

Given. Director Manheim asked if we had any liability for actions between customers. Director Rand felt we would only be liable if neglectful. Executive Director stated there will be an addition to the customer use agreement. Will speak with attorney and changes will brought to board.

10. Summaries from Board Retreat Subcommittees:

a) “Hot Studio” Subcommittee *

Director Wade reported that subcommittee me to brainstorm ideas. Director Rand asked for explanation of Hot Studio. Director Wade reported that it would transform and editing studio to a place where client can easily create video with no training that could be save to USB. Executive Director Reed reported that they are looking at other examples and software. They would need to figure out the market for the Hot Studio. Chair Gudger felt it might be an opportunity to bring in more content from community. Director Wade mentioned there might be a possibility of a green screen.

b) Venues’ Equipment Subcommittee

Director Maziarz report the they have created a spreadsheet of venues and are working on marketing. Director Owen has contacts. Will work with Executive Director Reed to see how the service can be offered.

c) Library Programs Subcommittee

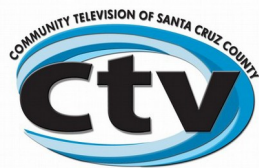
Director O’Driscoll reported that they are looking at deepening the relationship between Community TV and the Public Library. Library Director is supportive and enthusiastic about relationship. Staff that would use is excited. Next step is to setup a meeting when Library Director is available.

d) Other

Executive Director Reed met with Executive Director of Community Foundation. Nothing seemed like a good fit. Director Rand reported that that foundation would like to see what Community Television is like now.

11. Oral Report from Volunteer Advisory Committee

Director Rand reported that VAC met recently and is excited about CTV stories. What people doing here at CTV. Chair Gudger and Executive Director Reed are working on class schedule. November 14th is orientation, then will have a camera class. Keith will be having an audio class on December 6th. Field classes will be taught on a regular basis. VAC would like to support more organizations with shadowing of the field classes. If they get people in the field camera classes, then more experienced camera people could go out with them. Especially if more people from the organization attend. Poetry program will be submitted. Dayton Peace Center is interested in creating programing.



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Some producers are looking to increase quality of programing. There will be a green screen class. Director Maziarz feels mentoring in the field class is great.

12. Oral Report of Board Chair

Chair Gudger that there are new in ear monitors in studio. This will allow for Skype to function. New lightbulbs will be installed.

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

Chair Gudger requested Retreat subcommittee reports

14. Announcements

Director Maziarz thanked the crew and volunteers

15. Adjournment

Motion to adjourn Director Rand, Seconded director O'Driscoll at 6:25

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Finance Committee Meeting
October 15, 2018
10:30 A.M.
Offices of the Corporation

MINUTES

1. Attendance
Present: Keith Gudger, Maitreya Maziarz, Tom Manheim, Becca Reed, Mel Sweet
Absent: 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 August 2018 Financial Reports
5. Consider Approval of September 2018 Financial Reports

Tom asked about the larger than expected office supplies entry. Mel said the extra supplies were to stage an office for pictures. He then asked about the workers comp increase. Mel says it will be decreasing soon and that we just got a refund check for last year. We all then had a discussion about opportunities to fill our coworking capacity.

Keith asked about the percentage shown for the "Net Income / Loss" line. Mel explained that this is actually a percentage of revenue to date. This number shows how much of the revenue collected is actually profit. He then asked about the Balance Sheet numbers for Retained Earnings and Retained Earnings - Capital Reserves. Mel will add a footnote spelling out how much of the Net Revenue line is actually reserved for capital.

Maitreya moved, Tom seconded approval of August and September reports. Motion passed unanimously.

6. Consider Approval of 2015 Annual Compilation
7. Consider Approval of 2016 Annual Compilation

8. Consider Approval of 2017 Annual Compilation

Maitreya moved that we table this discussion until Keith can meet with Mel. Keith will notify the committee when the meeting happens, with the intention to be ready for the November committee meeting. Tom seconded, approved unanimously.

9. Adjournment.

Tom moved, Maitreya seconded.
Meeting adjourned at 11:06 AM.

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

	Annual Budget 2018-19	August 2018	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	28,000.00	0.00	4,960.00	18%	23,040.00
4103 · City of Capitola Gov. Meetings	7,000.00	462.00	1,176.00	17%	5,824.00
4104 · SCMTD Meetings	2,500.00	0.00	306.00	12%	2,194.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	0.00	4,983.25	15%	28,016.75
4108 · SCCRTC Meetings	2,500.00	0.00	510.00	20%	1,990.00
4109 · SCWD Government Meetings	5,200.00	308.00	682.00	13%	4,518.00
4120 · Facility & Equipment Use	126,000.00	11,032.52	25,003.99	20%	100,996.01
4121 - SLVWD Meetings	6,000.00	346.50	618.50	10%	5,381.50
4122 - PVUSD	5,700.00	346.50	958.50	17%	4,741.50
4130 · Classes	1,000.00	0.00	8.00	1%	992.00
4165 · Donations	500.00	0.00	50.00	10%	450.00
4180 · Interest Earned	0.00	103.05	208.91		-208.91
4185 · Misc. Income	1,000.00	0.00	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	1,290.00	2,040.00	34%	3,960.00
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	13,888.57	41,557.15	14%	246,842.85
TOTAL INCOME	288,400.00	13,888.57	41,557.15	14%	246,842.85
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	1,796.00	2,773.00	23%	9,227.00
6300 · Bank Charges	3,000.00	224.07	418.08	14%	2,581.92
6600 · Dues & Subscriptions	1,500.00	70.00	140.00	9%	1,360.00
7100 · Office Supplies	700.00	114.71	339.22	48%	360.78
7200 · Postage/Freight	500.00	0.00	20.00	4%	480.00
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	223.54	362.07	12%	2,637.93
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	0%	250.00
7700 · Telephone/Telecommunications/Internet	5,000.00	356.97	713.94	14%	4,286.06
Total 6000 - Operating Expenses	26,950.00	2,785.29	4,766.31	18%	22,183.69
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	0.00	2,880.00	8%	31,680.00
7010 · Contract Services-Consulting	9,000.00	434.00	434.00	5%	8,566.00
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	434.00	3,314.00	4%	90,646.00
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	4.99	318.97	16%	1,681.03
7800 · Travel/Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,850.00	75.44	75.44	0%	3,774.56
Total 7000 · Staff Development & Fundraising	7,388.00	80.43	394.41	5%	6,993.59

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

	Annual Budget 2018-19	August 2018	August Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	34,000.00	3,144.25	5,866.46	17%	28,133.54
7535 · Salaries - Accountant	15,900.00	1,296.24	1,767.47	11%	14,132.53
7542 · Salaries - Media Services Coordinator	50,000.00	4,281.15	8,434.73	17%	41,565.27
7585 · Salaries - Government Technicians	19,690.00	1,508.30	1,905.71	10%	17,784.29
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	48.52	402.71	4%	9,597.29
7621 · Payroll Taxes	12,000.00	830.80	1,482.64	12%	10,517.36
7635 · Workers Comp	2,012.00	268.17	536.34	27%	1,475.66
7630 · Health/Dental/Vision	12,000.00	959.86	1,919.72	16%	10,080.28
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	12,337.29	22,315.78	14%	137,786.22
TOTAL EXPENSES	288,400.00	15,637.01	30,790.50	11%	257,609.50
NET INCOME/LOSS	0.00	-1,748.44	10,766.65	25.9%	

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

	Annual Budget 2018-19	August 2018	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	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	15,063.03	30,446.06	13%	208,677.94
6701 · Facility/Equip. Insurance	9,300.00	776.60	1,553.20	17%	7,746.80
7058 · Leasehold Improvements/Capital	30,000.00	0.00	250.00		29,750.00
7300 · Facilities & Equipment Rental	1,000.00	38.29	76.58	8%	923.42
Total 5100 · Facility	279,424.00	15,877.92	32,325.84	12%	247,098.16
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	25.27	52.71		-52.71
7215 · Copy Machine Lease	5,000.00	196.47	406.75	8%	4,593.25
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	2,977.19	3,972.19	3%	139,195.86
7057 · Equipment - Non Depreciated	15,000.00	88.95	2,063.59	14%	7,104.62
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%	49,890.00
7062 · SWAS	4,320.00	1,400.14	1,400.14	32%	2,919.86
Total 5200 · Equipment	319,916.00	4,688.02	7,895.38	2%	312,020.62
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	20,620.94	40,331.22	7%	559,668.78
NET INCOME/LOSS	0.00	-20,620.94	-40,331.22		

Community Television of Santa Cruz County

BALANCE SHEET As of August 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	5,416.64
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	31,552.69
1021 Petty Cash Fund	194.89
1070 CD 12 month Cert SCCC	48,141.80
1075 Checking - Lighthouse Bank	769,232.30
1080 Savings - Lighthouse Bank	503.18
1099 Cash Box	0.00
Total Bank Accounts	\$858,727.19
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	8,341.75
1116 Grants Receivable	0.00
Total Accounts Receivable	\$8,341.75
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	355.91
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,448.95
Total 1200 Prepaid Insurance	5,804.86
1260 Prepaid Expenses	23,020.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$33,755.86
Total Current Assets	\$900,824.80
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	\$1,303,391.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,507.47
Total Accounts Payable	\$4,507.47
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	152.40
CA SUI / ETT	-839.25
Federal Taxes (941/944)	2,118.28
Total 24000 Payroll Liabilities	2,466.41
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,715.69
Total Current Liabilities	\$10,223.16
Long-Term Liabilities	
2400 Business Equipment Loan 33736	6,218.45
Total Long-Term Liabilities	\$6,218.45
Total Liabilities	\$16,441.61
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	-29,564.79
Total Equity	\$1,286,949.44
TOTAL LIABILITIES AND EQUITY	\$1,303,391.05

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

	Annual Budget 2018-19	September 2018	September Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	28,000.00	1,278.75	6,238.75	22%	21,761.25
4103 · City of Capitola Gov. Meetings	7,000.00	500.50	1,676.50	24%	5,323.50
4104 · SCMTD Meetings	2,500.00	385.00	691.00	28%	1,809.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	2,635.00	7,618.25	23%	25,381.75
4108 · SCCRTC Meetings	2,500.00	693.00	1,203.00	48%	1,297.00
4109 · SCWD Government Meetings	5,200.00	308.00	990.00	19%	4,210.00
4120 · Facility & Equipment Use	126,000.00	14,718.90	39,722.89	32%	86,277.11
4121 - SLVWD Meetings	6,000.00	442.75	1,061.25	18%	4,938.75
4122 - PVUSD	5,700.00	346.50	1,305.00	23%	4,395.00
4130 · Classes	1,000.00	0.00	8.00	1%	992.00
4165 · Donations	500.00	0.00	50.00	10%	450.00
4180 · Interest Earned	0.00	96.84	305.75		-305.75
4185 · Misc. Income	1,000.00	0.00	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	0.00	2,040.00	34%	3,960.00
4250 - Closed Captioning	59,000.00	900.00	900.00	2%	58,100.00
4260 - Equipment Service	5,000.00	0.00	0.00		5,000.00
Total 4300 · OPERATING REVENUE	288,400.00	22,305.24	63,862.39	22%	224,537.61
TOTAL INCOME	288,400.00	22,305.24	63,862.39	22%	224,537.61
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	1,294.00	4,067.00	34%	7,933.00
6300 · Bank Charges	3,000.00	189.62	607.70	20%	2,392.30
6600 · Dues & Subscriptions	1,500.00	70.00	210.00	14%	1,290.00
7100 · Office Supplies	700.00	0.00	339.42	48%	360.58
7200 · Postage/Freight	500.00	15.00	35.00	7%	465.00
7205 · Printing	1,000.00	0.00	0.00	0%	1,000.00
7401 · Facility Supplies	3,000.00	274.59	636.66	21%	2,363.34
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	0%	250.00
7700 · Telephone/Telecommunications/Internet	5,000.00	306.69	1,020.63	20%	3,979.37
Total 6000 - Operating Expenses	26,950.00	2,149.90	6,916.41	26%	20,033.59
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	5,760.00	17%	28,800.00
7010 · Contract Services-Consulting	9,000.00	282.00	716.00	8%	8,284.00
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	3,162.00	6,476.00	7%	87,484.00
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	-437.51	-118.54	-6%	2,118.54
7800 · Travel/Meals	1,538.00	30.96	30.96	2%	1,507.04
8600 · Special Events Expense	3,850.00	0.00	75.44	0%	3,774.56
Total 7000 · Staff Development & Fundraising	7,388.00	-406.55	-12.14	0%	7,400.14

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

	Annual Budget 2018-19	September 2018	September Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	34,000.00	3,735.47	9,601.93	28%	24,398.07
7535 · Salaries - Accountant	15,900.00	1,491.27	3,258.74	20%	12,641.26
7542 · Salaries - Media Services Coordinator	50,000.00	3,802.21	12,236.94	24%	37,763.06
7585 · Salaries - Government Technicians	19,690.00	1,727.09	3,632.80	18%	16,057.20
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	110.10	512.81	5%	9,487.19
7621 · Payroll Taxes	12,000.00	1,000.42	2,483.08	21%	9,516.92
7635 · Workers Comp	2,012.00	268.17	804.51	40%	1,207.49
7630 · Health/Dental/Vision	12,000.00	87.00	2,006.72	17%	9,993.28
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
Total 7500 · Operating Salaries & Benefits	160,102.00	12,221.73	34,537.53	22%	125,564.47
TOTAL EXPENSES	288,400.00	17,127.08	47,917.80	17%	240,482.20
NET INCOME/LOSS	0.00	5,178.16	15,944.59	25.0%	

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

	Annual Budget 2018-19	September 2018	September Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	125,000.00	125,000.00	25%	375,000.00
4106 · County PEG Fees	100,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	125,000.00	125,000.00	21%	475,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	239,124.00	15,063.03	45,509.09	19%	193,614.91
6701 · Facility/Equip. Insurance	9,300.00	776.60	2,329.80	25%	6,970.20
7058 · Leasehold Improvements/Capital	30,000.00	515.00	765.00		29,235.00
7300 · Facilities & Equipment Rental	1,000.00	38.29	114.87	11%	885.13
Total 5100 · Facility	279,424.00	16,392.92	48,718.76	17%	230,705.24
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	22.18	74.89		-74.89
7215 · Copy Machine Lease	5,000.00	189.88	596.63	12%	4,403.37
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	981.32	4,953.51	4%	139,028.86
7057 · Equipment - Non Depreciated	15,000.00	2,634.23	4,697.82	31%	3,110.01
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%	49,835.00
7062 · SWAS	4,320.00	167.00	1,567.14	36%	2,752.86
Total 5200 · Equipment	319,916.00	3,994.61	11,889.99	4%	308,026.01
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	20,442.53	60,773.75	10%	539,226.25
NET INCOME/LOSS	0.00	104,557.47	64,226.25		

Community Television of Santa Cruz County

STATEMENT OF FINANCIAL POSITION

As of September 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	4,525.27
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	31,553.73
1021 Petty Cash Fund	146.03
1070 CD 12 month Cert SCCC	48,142.59
1075 Checking - Lighthouse Bank	746,535.37
1080 Savings - Lighthouse Bank	503.28
1099 Cash Box	0.00
Total Bank Accounts	\$835,091.96
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	138,176.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$138,176.00
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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	87.74
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,257.85
Total 1200 Prepaid Insurance	5,345.59
1260 Prepaid Expenses	23,565.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$33,841.59
Total Current Assets	\$1,007,109.55
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	\$1,409,675.80
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	2,246.66
Total Accounts Payable	\$2,246.66
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,283.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	252.09
CA SUI / ETT	-744.00
Federal Taxes (941/944)	2,568.54
Total 24000 Payroll Liabilities	3,111.61
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,394.81
Total Current Liabilities	\$7,641.47
Long-Term Liabilities	
2400 Business Equipment Loan 33736	5,349.26
Total Long-Term Liabilities	\$5,349.26
Total Liabilities	\$12,990.73
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	80,170.84
Total Equity	\$1,396,685.07
TOTAL LIABILITIES AND EQUITY	\$1,409,675.80

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

1. Administration

- Financial

Coworking

- The Coworking center is in profit for October and has been steadily in profit for the past 8 months in a row.
 - There continues to be more activity in the café area.
 - Studio Rentals
 - We are working with a film producer who intends to rent the studio, conference room, edit suite, audio booth and an office for several weeks in January.
 - Equipment rentals
 - We received \$1541 this month from equipment rentals by non-members.

Staff

- Ian Berry is our new Coworking Community Coordinator. He is doing a great job. Ian also has a degree in filmmaking so is familiar with video equipment, which is helpful for our rental department.
- Paid Services
 - o Government Meeting Services
 - CTV will provide coverage for 16 regular and 2 special meetings in September.
 - o CMAP Government Meetings / Programming
 - Victor has taken over managing the Government Meeting Service and Programming for CMAP.
 - CMAP will share the workload in some of the documentation projects that Victor does

2. Equipment / Facilities:

Building

- Internet
 - o The process has begun to bring fiber to our building for a much more robust internet connection.

3. Communications

Advertising

- Our advertising agency has made some promotional videos advertising the studio and equipment rentals. to use with our Google Grant.
- Work on our website project continues.

CTV Independent Media Initiative

CTV wishes to encourage the creation of media by local producers by providing fiscal sponsorships. Fiscal Sponsors are intermediaries that allow documentary filmmakers to receive funding that would not usually go to individuals.

Under the CTV Independent Media Initiative, local media producers could request Fiscal Sponsorship agreements with CTV, as they have done in the past.

Local Producers Benefit

Local producers could then raise funds for their projects and provide assurance that an established, third party, non-profit media company would receive and manage those funds.

Supporters of the Arts Benefit

Supporters of a film or video could donate funds to CTV's Independent Media Initiative and earmark them for a specific project. Donors could support the arts and be eligible for a tax deduction as well.

CTV Benefits

CTV will charge a fee for this service. All projects must be produced in part within our facility and/or with our equipment and appear on our channel at least once. CTV benefits include:

- Programming
- Fees for the fiscal sponsorship activities. 10%
- Rental fee for equipment and facilities
- 1% of the profits if any
- On screen credit (promotion) for the CTV studio

Producers must:

- Provide a completed script
- Provide a complete budget according to industry standards
- Sign CTV's Fiscal Sponsorship agreement
- Raise the funds