



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**January 28, 2019**  
**5:00 P.M.**  
**Offices of the Corporation**

## **A G E N D A**

1. Roll Call

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent,  
Janis O'Driscoll, Judy Owen

[quorum is four]

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 November 26, 2018

5. Approve Recommendation of Finance Committee to Accept the November  
2018 Financial Reports \*

6. Approve Recommendation of Finance Committee to Accept the December  
2018 Financial Reports \*

### **REGULAR AGENDA**

7. Election of Board Member

Seat expiring November 2022

8. Amendment to 2019 Board Calendar \*

9. Oral Report of Executive Director \*
10. Report from Ad-Hoc Strategic Planning Committee
11. Summaries from Board Retreat Subcommittees
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. 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 28, 2019**  
**5:00 P.M.**  
**Offices of the Corporation**

## **A G E N D A**

1. Roll Call

Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, 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.



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
**November 26, 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, Judy Owen, Maitreya Maziarz, Joe Hall

Absent: Adam Wade

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 Minutes of October 22, 2018

5. Accept Finance Committee Minutes of November 20, 2018 \*

6. Approve Recommendation of Finance Committee to Accept the October 2018 Financial Reports

Director Hall that there is good news in the Executive Directors report.

Director O'Driscoll moved to approve consent agenda with the recommended changes.

Director Manheim Second. Approved unanimously.

### **REGULAR AGENDA**

7. Election of Board Member

Seat expiring November 2018

Director Wade was not able to attend the meeting and the new K-12 representative will be selected next Thursday.



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**BOARD OF DIRECTORS**  
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**Offices of the Corporation**

8. Election of Officers  
Director Manheim nominated Maitreya Maziarz for Chair, Mathilde Rand for vice chair, Larry Laurent for secretary, and Joe Hall for Treasurer. Seconded by Director O'Driscoll.  
Approved Unanimously
9. Appointment to Committees \*  
Director Manheim moved to approve the list as identified in packet. Seconded by Director Hall. Approved Unanimously
10. Approval of 2019 Board Calendar \*  
Director Manheim requested moving meeting to 5 p.m. to meet an existing commitment.  
Approved unanimously
11. Oral Report of Executive Director\*  
Given. Director Manheim asked if the changes to Victor's duties with CMAP are long term. Executive director Reed it is long term and that she had taken some of the duties off his plate and gave to CMAP. Comcast has delayed the Internet project.
12. Financial Sponsor Presentation  
Requested first independent media to give a presentation. Brian Sarinova showed a trailer for his film.  
Director Owen asked how fund raising was accomplished. Mr. Sarinova responded that is was done through Kickstarter and other methods.
13. Consider Creating Ad-Hoc Strategic Planning Committee  
Director Rand reported that since CTV is doing better this would be the opportunity to make strategic steps to make CTV what it can be. From the board Directors Rand, Director Owen, and Director Owen. From the community Nathan Benjamin and Keith Gudger have volunteered. Director Rand moved to establish committee, Second Director Hall.  
Approved Unanimously.
14. Consider Approval of CMAP Contract \*  
Director Hall asked Executive Director Reed about the changes. Executive Director Reed stated that the only change is the money, it is 3% higher. Director Rand stated that both CMAP and CTV worked on the contract together. Director Manheim noted that maintain sustainability has replaced achieve sustainability.  
Director Manheim motion to approve, Director Rand Seconded. Approved Unanimously.
15. Consider Adopting Board Resolution 001-2018 \*  
Approval of Authorized Signatures for Bank Account  
Director Manheim reported that Executive Director and Officers need to be authorized.  
Director Manheim motion to approve, Director Hall seconded. Approved unanimously.
16. Summaries from Board Retreat Subcommittees:



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
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**Offices of the Corporation**

a) "Hot Studio" Subcommittee

Keith Gudger reported that he and Adam Wade reviewed the equipment proposed. Halogen lights were too hot, will be suggesting LED lights. Will use the software Chair Maziarz suggested. Will put together an equipment list, should be small enough that it that it will not need board approval. Will report back to board at January meeting. Chair Maziarz asked about the sound that was used for PSA that was presented at the October meeting. The method that was used, probably is too complicated for the hot studio application. Keith stated that the hot studio would fit in well strategically for supporting elections.

b) Venues' Equipment Subcommittee

Chair Maziarz reported that they are working on a sample equipment p[ackage. Director Owen reported the Kuumbuwa is willing to meet in beginning of December. Chair Maziarz report that he thought that image magnification may be another selling point of the service for larger venues.

17. Oral Report from Volunteer Advisory Committee

Director Rand reported that the VAC has started up orientation. Will have field camera class. Felt enthusiasm for people to learn and go out into the community. Studio camera class was held. Will have audio class in December and did a studio supervisor training for five people. Will be giving studio supervisor test to the Satellite Coordinator Will be certifying more studio supervisors. Any board member can come to orientation and classes.

18. Oral Report of Board Chair

Chair Maziarz thanked Keith Gudger for all his contributions to CTV and that is honored to be chair.

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

None

20. Announcements

Chair Maziarz thanked the crew that produced the meeting

21. Adjournment

Motioned by Director Rand, Seconded by Director Hall at 6:15 p.m..

Approved: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Board Secretary



325 Soquel Avenue  
Santa Cruz, CA 95060

**BOARD OF DIRECTORS  
Finance Committee Meeting  
January 24, 2019**

## **MINUTES**

**8:00 A.M.**  
**Offices of the Corporation**

1. Attendance

(Chair) Joe Hall, 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 November 2018 Financial Report

The discussion was opened and Mel Sweet mentioned one adjustment to the financial report in terms of renaming a category in the Capital November 2018 report. The category 7062 was renamed to Software as Services. The re-naming of this account category better reflects the actual work represented in this category.

Tom Manheim distributed a spreadsheet showing the CTV/Satellite Revenue revenues from July 2018 to December 2018. The significance of the spreadsheet is it showed that revenues for the Operating category 4120, Facility and Equipment Use were 25.30% ahead of the FY 2018-19 budget projections. In reviewing this spreadsheet it was mentioned that one tenant was approximately two months behind in rent. Tom Manheim asked for further information with respect to this.

Following the discussion of the late rent issue Tom Manheim requested an item be added to the next Finance Committee Agenda for a policy on late tenant rent payments. This item will be added to the next agenda.

A second discussion followed in terms of the status of the audit. Mel Sweet mentioned that the most recent audit (financial compilation report) had an error involving a transposition of a number and she was in the process of correcting this. Tom Manheim requested that a further report on this be added at the next meeting to see if the correction had been completed.

5. Consider Approval of the December 2018 Financial Report

Mel Sweet did not have any comments on this financial report. Tom Manheim asked about the amount of funds in terms of monthly rent which would trigger payments to Satellite Working Studios. It was mentioned that this amount would be \$17,000 which has not been reached in terms of current monthly income from Satellite space rentals.

Mel Sweet also mentioned that a new movie production, previously discussed by the Board, was proceeding and that CTV would be paid a 10% fee for the handling of the movies bookkeeping. Tom Manheim asked that further information on this be provided at the next Finance Committee meeting. Maitreya Maziarz and Tom Manheim discussed their interest that any agreements with the movie production have provisions that CTV was not liable for any of the project costs.

Tom Manheim requested that an item be added to future Finance Committee agendas allowing more general discussion of financial matters. Joe Hall suggested an agenda item be added entitled Financial Update to cover other items broader than the scope of the specific monthly reports which arose during the discussion of the Monthly Financial Reports.

Discussion of the two financial reports were closed and a motion was made by Tom Manheim and seconded by Joe Hall to approve the November and December 2019 Financial reports. The motion passed by unanimous vote.

6. Items to be added to the February 2019 Subcommittee Meeting

Working Space Rental  
Audit (Compilation Report) Status  
Update on Movie Production Agreement

The following item will be added as a continuing agenda item:

Financial Update

6. Adjournment.

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



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

	Annual Budget 2018-19	November 2018	November Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>					
4101 · County BOS Meetings	28,000.00	1,898.75	9,532.50	34%	18,467.50
4103 · City of Capitola Gov. Meetings	7,000.00	808.50	3,101.00	44%	3,899.00
4104 · SCMTD Meetings	2,500.00	385.00	1,345.50	54%	1,154.50
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	3,638.25	14,744.00	45%	18,256.00
4108 · SCCRTC Meetings	2,500.00	462.00	2,627.50	105%	-127.50
4109 · SCWD Government Meetings	5,200.00	462.00	1,952.50	38%	3,247.50
4120 · Facility & Equipment Use	126,000.00	12,710.29	65,329.23	52%	60,670.77
4121 - SLVWD Meetings	6,000.00	231.00	1,715.75	29%	4,284.25
4122 - PVUSD	5,700.00	385.00	2,383.00	42%	3,317.00
4130 · Classes	1,000.00	0.00	8.00	1%	992.00
4165 · Donations	500.00	75.00	157.50	32%	342.50
4180 · Interest Earned	0.00	107.01	509.90		-509.90
4185 · Misc. Income	1,000.00	1988.00	2,093.00		-1,093.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	726.00	2,766.00	46%	3,234.00
4250 - Closed Captioning	59,000.00	1,387.50	3,150.00	5%	55,850.00
4260 - Equipment Service	5,000.00	0.00	0.00		5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>288,400.00</b>	<b>25,264.30</b>	<b>111,415.38</b>	<b>39%</b>	<b>176,984.62</b>
<b>TOTAL INCOME</b>	<b>288,400.00</b>	<b>25,264.30</b>	<b>111,415.38</b>	<b>39%</b>	<b>176,984.62</b>
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	12,000.00	-288.04	4,823.96	40%	7,176.04
6300 · Bank Charges	3,000.00	227.66	1,077.45	36%	1,922.55
6600 · Dues & Subscriptions	1,500.00	295.00	635.00	42%	865.00
7100 · Office Supplies	700.00	48.12	400.82	57%	299.18
7200 · Postage/Freight	500.00	15.00	50.00	10%	450.00
7205 · Printing	1,000.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	709.51	1,738.56	58%	1,261.44
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	0%	250.00
7700 · Telephone/Telecommunications/Internet	5,000.00	411.17	1,802.97	36%	3,197.03
<b>Total 6000 - Operating Expenses</b>	<b>26,950.00</b>	<b>1,418.42</b>	<b>10,561.00</b>	<b>39%</b>	<b>16,389.00</b>
<b>6800 · Contracted Services</b>					
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	11,520.00	33%	23,040.00
7010 · Contract Services-Consulting	9,000.00	-450.00	478.00	5%	8,522.00
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	1,215.00	1,215.00	6%	19,785.00
<b>Total 6800 · Contracted Services</b>	<b>93,960.00</b>	<b>3,645.00</b>	<b>13,213.00</b>	<b>14%</b>	<b>80,747.00</b>
<b>7000 · Staff Development &amp; Fundraising</b>					
7405 · Training/conferences	2,000.00	728.50	468.45	23%	1,531.55
7800 · Travel/Meals	1,538.00	335.56	547.79	36%	990.21
8600 · Special Events Expense	3,850.00	0.00	75.44	0%	3,774.56
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,388.00</b>	<b>1,064.06</b>	<b>1,091.68</b>	<b>15%</b>	<b>6,296.32</b>

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

	Annual Budget 2018-19	November 2018	November Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>					
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,709.19	15,061.04	44%	18,938.96
7535 · Salaries - Accountant	15,900.00	1,415.37	6,462.38	41%	9,437.62
7542 · Salaries - Media Services Coordinator	50,000.00	4,716.25	21,502.52	43%	28,497.48
7585 · Salaries - Government Technicians	19,690.00	1,357.61	6,993.09	36%	12,696.91
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	17.01	529.82	5%	9,470.18
7621 · Payroll Taxes	12,000.00	982.20	4,524.76	38%	7,475.24
7635 · Workers Comp	2,012.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	607.98	3,577.52	30%	8,422.48
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>160,102.00</b>	<b>11,805.61</b>	<b>58,869.13</b>	<b>37%</b>	<b>101,232.87</b>
<b>TOTAL EXPENSES</b>	<b>288,400.00</b>	<b>17,933.09</b>	<b>83,734.81</b>	<b>29%</b>	<b>204,665.19</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>7,331.21</b>	<b>27,680.57</b>	<b>24.8%</b>	

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

	Annual Budget 2018-19	November 2018	November Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>					
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	0.00	0%	100,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>21%</b>	<b>475,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Lease	239,124.00	15,063.03	75,920.15	32%	163,203.85
6701 · Facility/Equip. Insurance	9,300.00	776.60	3,883.00	42%	5,417.00
7058 · Leasehold Improvements/Capital	30,000.00	0.00	765.00		29,235.00
7300 · Facilities & Equipment Rental	1,000.00	38.32	191.51	19%	808.49
<b>Total 5100 · Facility</b>	<b>279,424.00</b>	<b>15,877.95</b>	<b>80,759.66</b>	<b>29%</b>	<b>198,664.34</b>
<b>5200 · Equipment</b>					
6650 - Interest on Leased Equip	0.00	15.97	109.33		-109.33
7215 · Copy Machine Lease	5,000.00	195.51	1,026.06	21%	3,973.94
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	1,082.06	7,117.63	5%	138,682.36
7057 · Equipment - Non Depreciated	15,000.00	371.40	6,499.61	43%	-1,666.27
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%	49,725.00
7062 · Software as a Service	4,320.00	167.00	1,913.64	44%	2,406.36
<b>Total 5200 · Equipment</b>	<b>319,916.00</b>	<b>1,831.94</b>	<b>16,666.27</b>	<b>5%</b>	<b>303,249.73</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	660.00	55.00	275.00	42%	385.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>275.00</b>	<b>42%</b>	<b>385.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>17,764.89</b>	<b>97,700.93</b>	<b>16%</b>	<b>502,299.07</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-17,764.89</b>	<b>27,299.07</b>		

# Community Television of Santa Cruz County

## BALANCE SHEET

As of November 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	7,742.53
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	26,555.70
1021 Petty Cash Fund	133.70
1070 CD 12 month Cert SCCCUC	48,144.20
1075 Checking - Lighthouse Bank	840,954.09
1080 Savings - Lighthouse Bank	503.49
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$927,719.40</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	13,783.50
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$13,783.50</b>
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	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	4,875.65
<b>Total 1200 Prepaid Insurance</b>	<b>4,875.65</b>
1260 Prepaid Expenses	24,055.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$33,861.65</b>
<b>Total Current Assets</b>	<b>\$975,364.55</b>
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
<b>Total 1600 Production Equipment</b>	<b>283,734.66</b>
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
<b>Total 1620 Office Furniture/Equipment</b>	<b>15,951.59</b>
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76

	TOTAL
<b>Total 1625 Leasehold Improvement</b>	<b>73,946.11</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$402,566.25</b>
<b>TOTAL ASSETS</b>	<b>\$1,377,930.80</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-2,407.53
<b>Total Accounts Payable</b>	<b>\$ -2,407.53</b>
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	187.35
CA SUI / ETT	-519.55
Federal Taxes (941/944)	2,257.49
<b>Total 24000 Payroll Liabilities</b>	<b>2,960.27</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,243.47</b>
<b>Total Current Liabilities</b>	<b>\$2,835.94</b>
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	3,600.96
<b>Total Long-Term Liabilities</b>	<b>\$3,600.96</b>
<b>Total Liabilities</b>	<b>\$6,436.90</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	675,050.68
3905 Retained Earnings - Capital	641,463.55
Reserves	
Net Revenue	54,979.67
<b>Total Equity</b>	<b>\$1,371,493.90</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,377,930.80</b>

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

	Annual Budget 2018-19	December 2018	December Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>					
4101 · County BOS Meetings	28,000.00	852.50	10,385.00	37%	17,615.00
4103 · City of Capitola Gov. Meetings	7,000.00	635.25	3,736.25	53%	3,263.75
4104 · SCMTD Meetings	2,500.00	269.50	1,615.00	65%	885.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	2,790.00	17,534.00	53%	15,466.00
4108 · SCCRTC Meetings	2,500.00	673.75	3,301.25	132%	-801.25
4109 · SCWD Government Meetings	5,200.00	0.00	1,952.50	38%	3,247.50
4120 · Facility & Equipment Use	126,000.00	13,610.91	78,940.14	63%	47,059.86
4121 - SLVWD Meetings	6,000.00	346.50	2,062.25	34%	3,937.75
4122 - PVUSD	5,700.00	423.50	2,806.50	49%	2,893.50
4130 · Classes	1,000.00	505.00	513.00	51%	487.00
4165 · Donations	500.00	35.00	192.50	39%	307.50
4180 · Interest Earned	0.00	110.20	620.10		-620.10
4185 · Misc. Income	1,000.00	1463.94	3,556.94		-2,556.94
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	2,766.00	46%	3,234.00
4250 - Closed Captioning	59,000.00	675.00	3,825.00	6%	55,175.00
4260 - Equipment Service	5,000.00	0.00	0.00		5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>288,400.00</b>	<b>22,391.05</b>	<b>133,806.43</b>	<b>46%</b>	<b>154,593.57</b>
<b>TOTAL INCOME</b>	<b>288,400.00</b>	<b>22,391.05</b>	<b>133,806.43</b>	<b>46%</b>	<b>154,593.57</b>
<b>6000 · OPERATING EXPENSES</b>					
6100 · Advertising	12,000.00	314.87	5,138.83	43%	6,861.17
6300 · Bank Charges	3,000.00	266.19	1,343.64	45%	1,656.36
6600 · Dues & Subscriptions	1,500.00	70.00	705.00	47%	795.00
7100 · Office Supplies	700.00	22.38	423.20	60%	276.80
7200 · Postage/Freight	500.00	25.00	75.00	15%	425.00
7205 · Printing	1,000.00	0.00	32.24	3%	967.76
7401 · Facility Supplies	3,000.00	609.87	2,348.43	78%	651.57
7640 · Licenses/Fees/Misc. Taxes	250.00	0.00	0.00	0%	250.00
7700 · Telephone/Telecommunications/Internet	5,000.00	529.33	2,332.30	47%	2,667.70
<b>Total 6000 - Operating Expenses</b>	<b>26,950.00</b>	<b>1,837.64</b>	<b>12,398.64</b>	<b>46%</b>	<b>14,551.36</b>
<b>6800 · Contracted Services</b>					
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	14,400.00	42%	20,160.00
7010 · Contract Services-Consulting	9,000.00	1,187.00	1,665.00	19%	7,335.00
7110 · Contract Services-Legal	5,900.00	766.67	766.67	13%	5,133.33
7910 - Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	21,000.00	636.00	1,851.00	9%	19,149.00
<b>Total 6800 · Contracted Services</b>	<b>93,960.00</b>	<b>5,469.67</b>	<b>18,682.67</b>	<b>20%</b>	<b>75,277.33</b>
<b>7000 · Staff Development &amp; Fundraising</b>					
7405 · Training/conferences	2,000.00	152.49	620.94	31%	1,379.06
7800 · Travel/Meals	1,538.00	70.85	618.64	40%	919.36
8600 · Special Events Expense	3,850.00	24.00	99.44	0%	3,750.56
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,388.00</b>	<b>247.34</b>	<b>1,339.02</b>	<b>18%</b>	<b>6,048.98</b>

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

	Annual Budget 2018-19	December 2018	December Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>					
7530 · Salaries - Coworking Community Coordinator	34,000.00	2,680.35	17,741.39	52%	16,258.61
7535 · Salaries - Accountant	15,900.00	925.65	7,388.03	46%	8,511.97
7542 · Salaries - Media Services Coordinator	50,000.00	4,348.88	25,851.40	52%	24,148.60
7585 · Salaries - Government Technicians	19,690.00	1,309.52	8,302.61	42%	11,387.39
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	384.65	914.47	9%	9,085.53
7621 · Payroll Taxes	12,000.00	799.28	5,324.04	44%	6,675.96
7635 · Workers Comp	2,012.00	0.00	218.00	11%	1,794.00
7630 · Health/Dental/Vision	12,000.00	726.60	4,304.12	36%	7,695.88
7632 · Severance/Vacation Payouts	4,500.00	0.00	0.00	0%	4,500.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>160,102.00</b>	<b>11,174.93</b>	<b>70,044.06</b>	<b>44%</b>	<b>90,057.94</b>
<b>TOTAL EXPENSES</b>	<b>288,400.00</b>	<b>18,729.58</b>	<b>102,464.39</b>	<b>36%</b>	<b>185,935.61</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>3,661.47</b>	<b>31,342.04</b>	<b>23.4%</b>	

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

	Annual Budget 2018-19	December 2018	December Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>					
<b>4100 · County PEG Fees</b>	<b>500,000.00</b>	<b>225,000.00</b>	<b>350,000.00</b>	<b>70%</b>	<b>150,000.00</b>
<b>4106 · County PEG Fees</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>100,000.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>225,000.00</b>	<b>350,000.00</b>	<b>58%</b>	<b>250,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>					
<b>5100 · Facility</b>					
7400 · Facility Lease	239,124.00	15,063.03	90,983.18	38%	148,140.82
6701 · Facility/Equip. Insurance	9,300.00	776.60	4,659.60	50%	4,640.40
7058 · Leasehold Improvements/Capital	30,000.00	0.00	765.00		29,235.00
7300 · Facilities & Equipment Rental	1,000.00	38.32	229.83	23%	770.17
<b>Total 5100 · Facility</b>	<b>279,424.00</b>	<b>15,877.95</b>	<b>96,637.61</b>	<b>35%</b>	<b>182,786.39</b>
<b>5200 · Equipment</b>					
6650 - Interest on Leased Equip	0.00	12.43	121.76		-121.76
7215 · Copy Machine Lease	5,000.00	212.48	1,238.54	25%	3,761.46
7051 · Equipment Repair	5,000.00	0.00	0.00	0%	5,000.00
7056 · Equipment - Depreciated	140,596.00	6,802.16	13,919.79	10%	138,396.44
7057 · Equipment - Non Depreciated	15,000.00	1,566.82	8,066.43	54%	-10,546.08
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%	49,670.00
7062 · Software as a Service	4,320.00	285.92	2,199.56	51%	2,120.44
<b>Total 5200 · Equipment</b>	<b>319,916.00</b>	<b>8,879.81</b>	<b>25,546.08</b>	<b>8%</b>	<b>294,369.92</b>
<b>5300 · Media Licensing</b>					
7059 · Music Library	660.00	55.00	330.00	50%	330.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>330.00</b>	<b>50%</b>	<b>330.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>24,812.76</b>	<b>122,513.69</b>	<b>20%</b>	<b>477,486.31</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>200,187.24</b>	<b>227,486.31</b>		



# Community Television of Santa Cruz County

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	6,851.16
1015 PayPal Checking-SCCCU	4,090.02
1020 Savings-SCCCU	26,556.60
1021 Petty Cash Fund	97.54
1070 CD 12 month Cert SCCC	48,145.02
1075 Checking - Lighthouse Bank	825,263.27
1080 Savings - Lighthouse Bank	503.60
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$911,507.21</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	232,989.19
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$232,989.19</b>
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	0.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	4,684.55
<b>Total 1200 Prepaid Insurance</b>	<b>4,684.55</b>
1260 Prepaid Expenses	24,000.00
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$33,615.55</b>
<b>Total Current Assets</b>	<b>\$1,178,111.95</b>
Fixed Assets	
1600 Production Equipment	776,969.81
1700 Accum Depr-Production Equipment	-493,235.15
<b>Total 1600 Production Equipment</b>	<b>283,734.66</b>
1620 Office Furniture/Equipment	99,615.17
1720 Accum Depr-Furniture/Equipment	-83,663.58
<b>Total 1620 Office Furniture/Equipment</b>	<b>15,951.59</b>
1625 Leasehold Improvement	188,719.87
1725 Accum Depr-Leasehold Improv.	-114,773.76
<b>Total 1625 Leasehold Improvement</b>	<b>73,946.11</b>

	TOTAL
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$402,566.25</b>
<b>TOTAL ASSETS</b>	<b>\$1,580,678.20</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-2,417.20
<b>Total Accounts Payable</b>	<b>\$ -2,417.20</b>
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	140.04
CA SUI / ETT	-428.99
Federal Taxes (941/944)	2,001.54
<b>Total 24000 Payroll Liabilities</b>	<b>2,747.57</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$5,030.77</b>
<b>Total Current Liabilities</b>	<b>\$2,613.57</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	2,722.02
<b>Total Long-Term Liabilities</b>	<b>\$2,722.02</b>
<b>Total Liabilities</b>	<b>\$5,335.59</b>
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	675,050.68
3905 Retained Earnings - Capital Reserves	641,463.55
Net Revenue	258,828.38
<b>Total Equity</b>	<b>\$1,575,342.61</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,580,678.20</b>

## CTV Board Meeting Calendar 2019

### **JANUARY 28, 2019**

Review current year budget at half-year mark, including any adjustments proposed by E.D.

Regular Board meeting

### **FEBRUARY 25, 2019**

Regular Board or Committee Meetings.

### **MARCH 25, 2019**

Regular Board or Committee Meetings.

### **APRIL 22, 2019**

Annual review of salaries/wages—adopt Salary Schedule;

Review current year budget at close to 3/4-year mark;

Prepare/review of budget for next fiscal year; recommendation re contracts reflected in budget.

Presentation of next fiscal year budget by E.D. and Finance Committee;

Adopt Work Plan and Budget.

Regular Board meeting

### **MAY 20, 2019**

Regular Board or Committee Meetings.

### **JUNE 24, 2019**

Review current year budget at close to year end;

Report of Finance Committee re budget and recommendation re selection of auditor.

Regular Board meeting

### **JULY 22, 2019**

Regular Board or Committee Meetings.

### **AUGUST**

No Regular Board or Committee meetings.

### **SEPTEMBER 23, 2019**

Review current FY budget.

Regular Board meeting

### **OCTOBER 28, 2019**

Consider recommendations of Finance Committee re accepting annual audit;

Review current FY budget.

Regular Board meeting

### **NOVEMBER 25, 2019**

Review current FY budget.

Organizational (regular) Meeting of Board: elect officers, make committee appointments;

Approve Board meeting calendar for next calendar year

### **DECEMBER**

No Regular Board or Committee meetings.

Community Television of Santa Cruz County  
Executive Director's Report to the Board  
January 28, 2019

1. Administration

- Financial

Coworking

- The Coworking center is in profit. We earned \$13,600 in December and we project \$13,000 in January.

Paid Services

- Government Meeting Services
  - CTV provided coverage for 10 meetings in December.
  - CTV will provide coverage for 15 meetings in January
  - We have 2 new accounts.
    - We'll be recording the SC Planning Department meetings.
    - We will be transcoding Scotts Valley's meetings and uploading them to our system. They will be seen on channel 25 live. Victor is working out the rebroadcast. It may need to be on ch. 26
- CMAP Government Meetings / Programming
  - Victor is transitioning the management of CMAPs Government Meetings back to CMAP.
  - CTV is still working on the programming of CMAP's channel.

## 2. Equipment / Facilities:

### Building

- Internet
  - The process has begun to bring fiber to our building seems to be taking a while longer than expected. Some permits are incomplete. ETA is unknown.
- Building
  - We have installed a permanent gallery style hanging system for art in the café area.
  - Ian will use this for First Friday events.
- “One Button Studio”
  - The One Button Studio committee has been working hard on completing that project. It is nearly done.
  - All the equipment but lights & backdrops have been installed.
  - An audio technician fitting the room with acoustic panels.
  - This has been built inside one of our edit suites.

## 3. Communications

### Advertising

- Ian Berry, our Community Coordinator is holding First Friday events.
- At the First Friday in January, Ian introduced everyone to Virtual Reality.
  - Our Vive was set-up in the studio and people got to try it out.
- The February event will feature mosaic artists
  - The Mosaic Artists of Santa Cruz (MASC) will have their amazing and colorful pieces on display in our café all month – including a giant banana slug.