



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
January 24, 2022
5:00 p.m.
Zoom online meeting

****PLEASE NOTE****: Due to public health orders related to the current COVID-19/Novel Coronavirus outbreak, this meeting will be held virtually using the Zoom online platform. Members of the public may participate by downloading the Zoom app and joining the meeting at <https://zoom.us/j/98002291288>. Board members will each receive a unique Zoom address an hour before the meeting.

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Joe Hall, Tom Manheim, Larry Laurent, Janis O'Driscoll, Elizabeth Shaw, Keith Gudger, Christina Granados, David Warren

[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 meeting agenda*

5. Approve Board meeting minutes of November 22, 2021 and special board meeting December 20, 2021*

6. Approve Finance Committee recommendation to accept November and December 2021 financial reports *

7. Approve Finance Committee recommendation to approve IRS Form 990 tax return for 2020-2021.

REGULAR AGENDA

8. Executive Director's report*
9. Authorize the executive director to exceed staff compensation budget through June 2022 if necessary.
10. Education Committee report*
11. Board Chair's report
12. Board member / staff requests for specific items to appear on next meeting agenda
13. Announcements
14. 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 24, 2022

5:00 p.m.

Zoom online meeting

AGENDA

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Joe Hall, Tom Manheim, Larry Laurent, Janis O'Driscoll, Elizabeth Shaw, Keith Gudger, Christina Granados, David Warren

[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
November 22, 2021
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

Present: Guy Lasnier, Tom Manheim, Larry Laurent, Keith Gudger, Janice O'Driscoll, Joe Hall, Christina Granados, David Warren, Maitreya Maziarz, Elizabeth Shaw

Absent:

[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.

None. Daniel with the vendor is attending the meeting.

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

Chair Lasnier mentioned additional Material. Requested that discussion about Director Tom Manheim be added at the beginning of the regular agenda as Item 7a

CONSENT AGENDA

4. Approve Meeting Agenda

5. Approve Minutes*

Board Meeting Minutes of September 27, 2021

6. Approve Finance Committee recommendation to Accept the September 2021 Financial Reports *

Director Hall discussed the year-end report and then expenditures were less than revenues. Ended the year well and thanked Executive Director Reed. Director Maziarz asked about the \$100,000 budget item under the County. Director Gudger thought it was for the Youth Grant. Director Hall confirmed that it was for the Youth Grant and needed to have separate line.

Motion to approve Consent agenda Director Hall, Seconded Director O'Driscoll. Approved unanimously.

REGULAR AGENDA

7a Tom Manheim Acknowledgement

Director Hall wanted to make sure Tom knew was mentioned and praised for his work on the Finance Committee. Executive Director Reed commented that having Tom's presence



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BOARD OF DIRECTORS
Regular Meeting
November 22, 2021
5:00 P.M.
Zoom On-Line Meeting

and experience was very valuable and he has true commitment to making CTV better. Tom was a great board member and staff thanked him. Director Manheim said the cake was delivered to him. Director Manheim stated that CTV was a great organization and is glad he can stay on in some fashion.

7 Elections of board members and officers

Chair Lasnier stated that the CTV board has an at-large vacancy and a few term expirations. Director Gudger moved to nominate Mathilde Rand for the at-large vacancy and approve the re-election of Directors Laurent, O'Driscoll, and Granados. Seconded by Director Maziarz. Director Maziarz asked if there was an additional at-large vacancy. Chair Lasnier responded yes. Approved unanimously. Director Gudger nominated the current slate of officers. Seconded by Director Shaw. Approved unanimously.

8. Appointments to committees

Director Gudger stated that Tom Manheim was still on the list. He cannot serve on the Finance Committee but can serve on the ad-hoc youth grant committee. Director Rand stated that she was willing to be on the Finance Committee. Chair Lasnier stated that there was a need for the governance committee. Director Shaw stated that she would volunteer. Director Gudger stated that it is best practice to review the policies and procedures every three years. Probably best next fall. Chair Lasnier stated that the Governance Committee would comprise Directors Maziarz, Shaw, and Rand as well as Chair Lasnier. Motion to approve as amended by Director Gudger, seconded by Director O'Driscoll. Approved unanimously.

9. Approval of 2022 board calendar*

Motion to approve Director O'Driscoll, seconded Director Hall. Approved unanimously

10. Executive Director's Report

Given. Chair Lasnier asked about the surplus. Director Hall replied that it would go into the operation reserve. Director Gudger added that operating and capital are separated.

11. Authorization to purchase telecaster equipment to allow streaming to third-party devices Apple TV, Roku, Firecast.

Executive Director Reed described the streaming hardware which will allow CTV to have channels on the major streaming systems. Municipal Captioning is the company that got the County of Santa Cruz system working. Chair Lasnier thanked them for facilitating that. Daniell Krawczyk from Municipal Captioning went over the proposal. Director Maziarz asked if Chromecast used Android TV. Mr. Krawczyk was not sure. Director Hall asked about the roll out schedule. Mr. Krawczyk replied one month based on the current supply. Director Maziarz asked if the encoders were hardware and if they would require maintenance. Mr. Krawczyk replied that they run on windows and would be on the same



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BOARD OF DIRECTORS
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schedule as the cablecast servers. Motion to authorize purchase Director Maziarz, seconded Director Laurent. Approved unanimously.

12. Education Committee report*

Director Warren reported on an exciting partnership with the County Office of Education. Trying to put together an education spotlight. Director Shaw discussed the Alternative Education Spotlight. Not a lot of people know about alternative education. Started with El Nido elementary. Plan is to do every school site showing what alternatives there are. Thanked Directors Gudger and Maziarz for the technical assistance.

13. Report on the premiere of CTV's animation class

Director Shaw spoke about the Partnership with the Friends of Capitola Library. Director Gudger started the program, and the kids really get it. Mixture of students and ages participating. A retired English Teacher is volunteering. Director Shaw stated that older students are helping younger students. Director Maziarz commented that this is a concrete example of what can be done. Director Shaw stated that it is Common Core curriculum and can be used by any teacher.

14. Board Chair's report

None

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

Budget Update in January.

16. Announcements

None

17. Adjournment.

Director O'Driscoll motioned to adjourn, and Director Rand seconded. Approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Special Meeting
December 20, 2021
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

Present: Guy Lasnier, Larry Laurent, Keith Gudger, Joe Hall, Christina Granados, Elizabeth Shaw

Absent: David Warren, Maitreya Maziarz, Janice O'Driscoll, Mathilde Rand
[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.

None.

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

None

REGULAR AGENDA

4. ACTION ITEM: Discuss and approve resolution for an application to the Small Business Administration for an Economic Injury Disaster Loan (EIDL) loan. *

Director Hall described the history of the EIDL loan process. Potentially a line of credit that may not be used. Executive Director Reed added that CTV did everything that was require, however previous applications have not been successful. This is the third try and it will require a resolution. Motion to approve resolution to apply for EIDL loan Director Hall, second Director Laurent. Approved unanimously via roll call vote.

5. Announcements

None

6. Adjournment.

Director Hall motioned to adjourn, and Director Laurent seconded. Approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 November
 2021

	Annual Budget 2021-22	October 2021	November 2021	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	125,000.00	25%	375,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	25,000.00	25%	75,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	266,785.00	19,676.98	22,553.93	101,090.63	38%	165,694.37
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,092.10	5,460.49	49%	5,682.51
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	51.35	56.37	261.77	26%	738.23
Total 5100 · Facility	298,928.00	20,820.43	23,702.40	106,812.89	36%	192,115.11
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	398.38	203.63	1,046.09	21%	3,953.91
7051 · Equipment Repair	5,000.00	83.33	83.33	416.65	8%	4,583.35
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	12,048.47	22,265.30	127,381.85	119%	(20,649.85)
7057 · Equipment - Non Depreciated	26,021.00	1,572.94	247.16	5,590.38	21%	20,430.62
7060 · Equipment Grant Program	100,000.00	498.09	0.00	9,581.34	10%	90,418.66
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	1,022.31	1,182.47	6,054.34	37%	10,445.66
Total 5200 · Equipment	259,253.00	15,623.52	23,981.89	150,070.65	58%	109,182.35
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	827.62	526.85	3,059.47	43%	4,108.53
7064 · Equipment Maintenance	11033.00	919.45	1515.10	5,456.92	49%	5,576.08
7065 · Equipment Repair	22958.00	1969.83	1879.12	9,571.18	42%	13,386.82
Total Capital Maintenance & Repair	41159.00	3716.90	3921.07	18,087.57	44%	23,071.43
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	40,215.85	51,660.36	275,246.11	46%	324,753.89
NET INCOME/LOSS	0.00	109,784.15	(51,660.36)	(125,246.11)		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 November
 2021

	Annual Budget 2021-22	October 2021	November 2021	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	2,466.25	2,012.50	10,651.25	36%	19,106.75
4103 · City of Capitola Gov. Meetings	8,700.00	936.00	1,118.00	4,145.00	48%	4,555.00
4104 · SCMTD Meetings	3,256.00	223.60	468.00	1,331.60	41%	1,924.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	4,185.00	3,487.50	14,257.75	26%	39,547.25
4108 · SCCRTC Meetings	4,740.00	597.00	364.00	1,859.00	39%	2,881.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	6,969.93	6,415.77	40,795.65	34%	79,204.35
4121 - SLVWD Meetings	9,649.00	728.00	806.00	3,097.00	32%	6,552.00
4123 - Webinar Meetings	0.00	0.00	0.00	310.00	0%	(310.00)
4122 - PVUSD	0.00	1,740.00	1,456.00	5,380.50	0%	(5,380.50)
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	0.00	0.00	0.00	0%	250.00
4180 · Interest Earned	0.00	121.51	114.76	592.50	0%	(592.50)
4185 · Misc. Income	300.00	0.00	0.00	149.00	50%	151.00
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	0.00	135.84	735.84	12%	5,264.16
4250 - Closed Captioning	42,000.00	4,087.50	3,112.50	15,562.50	37%	26,437.50
4260 - Equipment Lease	7,600.00	651.28	703.53	3,308.65	44%	4,291.35
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	22,706.07	20,194.40	117,176.24	41%	168,881.76
TOTAL INCOME	286,058.00	22,706.07	20,194.40	117,176.24	41%	168,881.76
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	414.11	924.20	2,310.68	26%	6,689.32
6300 · Bank Charges	2,500.00	126.87	136.96	760.53	30%	1,739.47
6600 · Dues & Subscriptions	1,500.00	87.95	712.95	1,124.75	75%	375.25
7100 · Office Supplies	1,000.00	63.44	0.00	406.04	41%	593.96
7105 - Production Expenses	500.00	0.00	0.00	0.00	0%	500.00
7200 · Postage/Freight	700.00	0.00	0.00	16.31	2%	683.69
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	263.01	216.35	944.38	35%	1,763.62
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	0.00	71.00	47%	79.00
7700 · Telephone / Telecommunications / Internet	1,920.00	276.23	276.23	1,117.15	58%	802.85
Total 6000 - Operating Expenses	20,228.00	1,231.61	2,266.69	6,750.84	33%	13,477.16
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	0.00	0%	2,153.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	458.25	0.00	458.25	23%	1,541.75
7110 · Contract Services-Legal	2,000.00	0.00	1,260.00	1,610.00	81%	390.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	0.00	3,162.50	4,683.75	22%	16,316.25
Total 6800 · Contracted Services	27,153.00	458.25	4,422.50	6,752.00	25%	20,401.00
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	0.00	147.50	442.50	22%	1,557.50
7800 · Travel / Meals	360.00	0.00	75.32	75.32	21%	284.68
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,360.00	0.00	222.82	517.82	15%	2,842.18

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 November
 2021

	Annual Budget 2021-22	October 2021	November 2021	November Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	33,646.65	42%	47,073.35
7530 · Salaries - Coworking Community Coordinator	28,676.00	2,275.27	2,107.41	12,372.71	43%	16,303.29
7535 · Salaries - Accountant	10,712.00	1,003.41	787.17	4,638.15	43%	6,073.85
7542 · Salaries - Media Services Coordinator	44,133.00	3,677.81	4,119.14	18,830.38	43%	25,302.62
7585 · Salaries - Government Technicians	19,614.00	1,827.72	1,402.12	7,306.31	37%	12,307.69
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	0.00	136.79	2%	5,643.71
7621 · Payroll Taxes	20,429.50	1,604.19	1,560.61	8,052.31	39%	12,377.19
7635 · Workers Comp	2,052.00	120.25	120.25	601.25	29%	1,450.75
7630 · Health/Dental/Vision	18,200.00	1,445.55	1,514.67	7,839.17	43%	10,360.83
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,317.00	18,683.53	18,340.70	93,423.72	40%	141,893.28
TOTAL EXPENSES	286,058.00	20,373.39	25,252.71	107,444.38	38%	178,613.62
NET INCOME/LOSS	0.00	2,332.68	(5,058.31)	9,731.86	8.3%	

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	351.95
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	678,910.57
1080 Savings - Lighthouse Bank	138,208.68
1081 CDAR x2424	250,049.87
1082 CDAR x4915	250,031.17
1083 ICS SCCU	250,026.60
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
Total Bank Accounts	\$1,567,578.84
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	30,544.60
1116 Grants Receivable	0.00
Total Accounts Receivable	\$30,544.60

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2021

	TOTAL
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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	156.75
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,075.56
Total 1200 Prepaid Insurance	7,532.31
1260 Prepaid Expenses	28,908.13
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$41,371.44
Total Current Assets	\$1,639,494.88
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$1,845,345.36

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	8,257.84
Total Accounts Payable	\$8,257.84
Other Current Liabilities	
2110 Sales Tax Payable	20.05
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	12,055.41
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	494.81
CA SUI / ETT	-691.49
Federal Taxes (941/944)	4,353.04
Total 24000 Payroll Liabilities	5,191.34
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,266.80
Total Current Liabilities	\$25,524.64
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$25,524.64
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	-115,514.25
Total Equity	\$1,819,820.72
TOTAL LIABILITIES AND EQUITY	\$1,845,345.36

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 December
 2021

	Annual Budget 2021-22	November 2021	December 2021	December Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	125,000.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	25,000.00	50,000.00	50%	50,000.00
TOTAL INCOME	600,000.00	150,000.00	150,000.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	266,785.00	19,676.98	18,701.23	119,791.86	45%	146,993.14
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,092.10	6,552.59	59%	4,590.41
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	51.35	56.37	318.14	32%	681.86
Total 5100 · Facility	298,928.00	20,820.43	19,849.70	126,662.59	42%	172,265.41
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	398.38	211.69	1,257.78	25%	3,742.22
7051 · Equipment Repair	5,000.00	83.33	83.33	499.98	10%	4,500.02
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	12,048.47	13,524.95	140,906.80	132%	(34,174.80)
7057 · Equipment - Non Depreciated	26,021.00	1,572.94	608.89	6,199.27	24%	19,821.73
7060 · Equipment Grant Program	100,000.00	498.09	0.00	9,581.34	10%	90,418.66
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	1,022.31	1,350.63	7,404.97	45%	9,095.03
Total 5200 · Equipment	259,253.00	15,623.52	15,779.49	165,850.14	64%	93,402.86
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	827.62	619.82	3,679.29	51%	3,488.71
7064 · Equipment Maintenance	11033.00	919.45	1156.13	6,613.05	60%	4,419.95
7065 · Equipment Repair	22958.00	1969.83	1868.17	11,439.35	50%	11,518.65
Total Capital Maintenance & Repair	41159.00	3716.90	3644.12	21,731.69	53%	19,427.31
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	40,215.85	39,328.31	314,574.42	52%	285,425.58
NET INCOME/LOSS	0.00	109,784.15	110,671.69	(14,574.42)		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 December
 2021

	Annual Budget 2021-22	November 2021	December 2021	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	2,012.50	1,652.50	12,303.75	41%	17,454.25
4103 · City of Capitola Gov. Meetings	8,700.00	1,118.00	1,040.00	5,185.00	60%	3,515.00
4104 · SCMTD Meetings	3,256.00	468.00	364.00	1,695.60	52%	1,560.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	3,487.50	3,758.75	18,016.50	33%	35,788.50
4108 · SCCRTC Meetings	4,740.00	364.00	624.00	2,483.00	52%	2,257.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	6,415.77	8,716.79	49,512.44	41%	70,487.56
4121 - SLVWD Meetings	9,649.00	806.00	312.00	3,409.00	35%	6,240.00
4123 - Webinar Meetings	0.00	0.00	0.00	310.00	0%	(310.00)
4122 - PVUSD	0.00	1,456.00	728.00	6,108.50	0%	(6,108.50)
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	0.00	0.00	0.00	0%	250.00
4180 · Interest Earned	0.00	114.76	115.43	707.93	0%	(707.93)
4185 · Misc. Income	300.00	0.00	0.00	149.00	50%	151.00
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	135.84	64.00	799.84	13%	5,200.16
4250 - Closed Captioning	42,000.00	3,112.50	3,562.50	19,125.00	46%	22,875.00
4260 - Equipment Lease	7,600.00	703.53	703.53	4,012.18	53%	3,587.82
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	20,194.40	21,641.50	138,817.74	49%	147,240.26
TOTAL INCOME	286,058.00	20,194.40	21,641.50	138,817.74	49%	147,240.26
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	924.20	838.76	3,149.44	35%	5,850.56
6300 · Bank Charges	2,500.00	136.96	148.87	909.40	36%	1,590.60
6600 · Dues & Subscriptions	1,500.00	712.95	87.95	1,212.70	81%	287.30
7100 · Office Supplies	1,000.00	0.00	0.00	406.04	41%	593.96
7105 - Production Expenses	500.00	0.00	0.00	0.00	0%	500.00
7200 · Postage/Freight	700.00	0.00	101.31	117.62	17%	582.38
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	216.35	404.42	1,348.80	50%	1,359.20
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	0.00	71.00	47%	79.00
7700 · Telephone / Telecommunications / Internet	1,920.00	276.23	276.23	1,393.38	73%	526.62
Total 6000 - Operating Expenses	20,228.00	2,266.69	1,857.54	8,608.38	43%	11,619.62
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	0.00	0%	2,153.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	155.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	1,260.00	525.00	2,135.00	107%	(135.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	3,162.50	0.00	4,683.75	22%	16,316.25
Total 6800 · Contracted Services	27,153.00	4,422.50	680.00	7,432.00	27%	19,721.00
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	147.50	147.50	590.00	30%	1,410.00
7800 · Travel / Meals	360.00	75.32	0.00	75.32	21%	284.68
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,360.00	222.82	147.50	665.32	20%	2,694.68

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 December
 2021

	Annual Budget 2021-22	November 2021	December 2021	December Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	40,375.98	50%	40,344.02
7530 · Salaries - Coworking Community Coordinator	28,676.00	2,107.41	2,479.28	14,851.99	52%	13,824.01
7535 · Salaries - Accountant	10,712.00	787.17	743.38	5,381.53	50%	5,330.47
7542 · Salaries - Media Services Coordinator	44,133.00	4,119.14	3,788.14	22,618.52	51%	21,514.48
7585 · Salaries - Government Technicians	19,614.00	1,402.12	1,277.61	8,583.92	44%	11,030.08
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	589.85	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	1,560.61	1,508.50	9,560.81	47%	10,868.69
7635 · Workers Comp	2,052.00	120.25	120.25	721.50	35%	1,330.50
7630 · Health/Dental/Vision	18,200.00	1,514.67	1,514.97	9,354.14	51%	8,845.86
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,317.00	18,340.70	18,751.31	112,175.03	48%	123,141.97
TOTAL EXPENSES	286,058.00	25,252.71	21,436.35	128,880.73	45%	157,177.27
NET INCOME/LOSS	0.00	(5,058.31)	205.15	9,937.01	7.2%	

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	14.97
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	792,046.45
1080 Savings - Lighthouse Bank	138,238.03
1081 CDAR x2424	250,049.87
1082 CDAR x4915	250,031.17
1083 ICS SCCU	250,026.60
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
Total Bank Accounts	\$1,680,407.09
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	20,010.53
1116 Grants Receivable	0.00
Total Accounts Receivable	\$20,010.53

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2021

	TOTAL
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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	393.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,272.56
Total 1200 Prepaid Insurance	6,965.56
1260 Prepaid Expenses	35,153.20
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$47,049.76
Total Current Assets	\$1,747,467.38
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$1,953,317.86

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	2,371.94
Total Accounts Payable	\$2,371.94
Other Current Liabilities	
2110 Sales Tax Payable	3,050.35
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	12,055.41
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	493.79
CA SUI / ETT	-610.62
Federal Taxes (941/944)	4,224.55
Total 24000 Payroll Liabilities	5,142.70
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$20,248.46
Total Current Liabilities	\$22,620.40
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$22,620.40
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	-4,637.51
Total Equity	\$1,930,697.46
TOTAL LIABILITIES AND EQUITY	\$1,953,317.86

1/21/22

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering November & December of 2021

1. Administration

Staff

- We are searching for a new Video Technician. Kingston Rivera is departing for a fulltime job at KSBW. We congratulate him.
- We are also searching for a new parttime Community Coordinator

Revenue

- November and December budget numbers are positive even though we are not meeting our goal in the coworking center we do have other revenue streams.
 - We are halfway through our fiscal year.
 - CTV has earned 49% of its projected revenue.
 - CTV has spent only 45% of its projected operating budget.
- EIDL
 - All our forms have been received and accepted. We have verified the amount of the loan and agreed to repay the funds.
 - There are no more tasks listed on the portal. I believe we are done.

Coworking

- Our breakeven number in the coworking center is now \$10,000 per month. In November we earned \$6500.00, up from \$5600 in October and \$8500. In December.
- Although we did not meet our goals in the coworking center in November or December, this shortfall is offset by our revenue from captioning, government meetings, equipment leases & production services.

** This report shows funds that have been received. Our financial report shows funds that have been to our bank account. The numbers may vary slightly due to timing.*

Paid Services

Completed

- o *Government Meeting Services*

- CTV provided covered 17 government meetings in November

In Progress

- o Fiscal Sponsorship
We are working with a local producer on a fiscal sponsorship for a short film with \$11,000 budget.

In Development

- Remote streaming production

2. Facilities & Equipment

New equipment

- o All of our new telecast equipment has arrived

In Progress

- Installation is being planned for our new telecast equipment.
 - o We are meeting weekly and intend to be done by the end of February.
 - o Working with Comcast to confirm a fiber connection between CTV & the County. There is a connection on paper. Comcast will do a field survey to confirm it exists.
 - o In January we will prepare the server room to hold the new gear.
- In July we began a systematic inspection of all our equipment.
 - o We are identifying worn, broken, missing pieces and repairing or replacing them.
 - o We have been through all 20 camera kits, 30 tripods and the cables.
 - o As of December, we have now inspected all the microphones.

3. Outreach

- We are scheduled to hand off 2 Padcaster kits to the COE so that they may create a training for teachers on how to use them for video production and a curriculum for the classroom.
- This is the first step toward getting Padcasters into the hands of youngsters on a larger scale
- The first batch of videos from the first group of young animators has arrived and appeared on our air in December.

EXTRA NOTES January

Building Security

- There was another burglary in December.
 - The burglar broke into our storage unit. Nothing was taken. He also broke into our trash enclosure and took some small tools.
 - We have contracted with a new security company (recommended by the County). They have installed a new system focusing on the main trouble area, the storage unit.

Building

- We are replacing the plexiglass panels in our monument sign which were vandalized.

Studio

- We are building a permanent greenscreen with a cove in the studio.
- We intend to have it complete by the first week of February.

Donations

- We received a donation of rare, vintage, custom made guitars valued at approximately \$10,000 dollars. With the donor's permission, we are currently arranging to sell them to musicians who will appreciate the remarkable instruments.

Education Committee Minutes

1/17/22

Attendees: David Warren, Keith Gudger, Christina Granados.

Discussion about Equipment Grants: Christina mentioned LatinXternal journal. It's a student run, poetry type of journal. There is a lot of interest in spoken word in the community. If there's a way to have a small grant to help a professor do something a little more formal. We'd need to know more about their process. It would be a great way to introduce CTV to community members in south county and this demographic. Christina will speak with some instructors about what is needed to make this happen. She also mentioned memoir writing. David pointed out that there's a great hunger to hear what kids' experiences are now. Keith mentioned possibly having a script writing class with the final performances recorded at the CTV studio.

Christina asked what is the strategy or plans to make up for the loss in learning time? An entire generation is falling behind. The solution is not more pressure. Teachers are going to have to figure out how to bridge the gap.

We agreed that having a Zoom meeting with Brad Kava to discuss an equipment grant for Journalism students is a good idea. David already spoke with him on the phone. We should follow up to find out if there's a fit.

Christina asked about juvenile detention halls with communication programs. Keith to ask libraries / probation about literacy / outreach to juvenile detention.

Christina suggested having young people tell us what is important to them.

David wanted to know what other areas we can advocate in.

Christina mentioned a climate action youth group and will send links to youth involved to David.

Discussion regarding possible next Education Spotlight interviews. Here is a list to consider:

- Matthew Wetstein, Cabrillo College President,
- Cynthia Larive, Chancellor UCSC
- Dr. Michelle Rodriguez, President Pajaro Valley Unified School District
- Kris Munro, Superintendent of Santa Cruz City Schools
- Nelley Vaquera-Bobbs, President Pajaro Valley Federation of Teachers Union
CFT/AFT Local #1936

- Casey Carlson, President, Greater Santa Cruz Federation of Teachers Union
CFT/AFT/AFL-CIO
- PTA Parent leaders?
-

Christina suggested maybe some more diversity. Also the equity commission at Cabrillo. Plus a foster kids program.

Possible questions for interviewees.

- With staffing of SC Schools down 10% and absentee rate of student down 20%. Faris Sabbah is asking anyone who is certified to teach to help fill gaps in the classroom.
 - How are schools coping with the challenges?
 - What are the responses from parents and students?
 - Will online learning be an integral part of K-12 education post covid/moving forward?
 - What are the most challenging aspects of combining face-to-face with online learning?
 - Will online learning be an integral part of K-12 instruction in the future?
 - What will it look like?
 - Is there evidence of social learning happening with online learning?
 - For this committee, are there more important questions to ask?