



325 Soquel Avenue  
Santa Cruz, CA 95062

## BOARD OF DIRECTORS

Regular Meeting

April 25, 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://us06web.zoom.us/j/86398253828>. Board members will each receive a unique Zoom address an hour before the meeting.

## AGENDA

### 1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Christina Granados, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, 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 March 28, 2022\*

6. Accept March 2022 financial reports\*

## REGULAR AGENDA

7. Executive Director's report

8. Education Committee report\*
9. Board Chair's report
10. Board member / staff requests for specific items to appear on next meeting agenda
11. Announcements
12. Closed session: Discussion of property lease/purchase, negotiations
13. 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  
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## **EXECUTIVE COMMITTEE**

**Regular Meeting**

**April 25, 2022**

**5:00 p.m.**

**Zoom online meeting**

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

### **1. Roll Call**

Guy Lasnier (Chair), Maitreya Maziarz, Christina Granados, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, 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.**



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 28, 2022**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

## **MINUTES**

### **1. Roll Call**

Present: Guy Lasnier, Mathilde Rand, Larry Laurent, Keith Gudger, Janice O'Driscoll, David Warren, Maitreya Maziarz, Elizabeth Shaw

Absent: Joe Hall, Christina Granados  
[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.

Justin Cowgill on the meeting

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

Chair Lasnier reported that the agenda had been revised to include Director Rand.  
None

## **CONSENT AGENDA**

### **4. Approve Meeting Agenda**

### **5. Approve Minutes\***

Board Meeting Minutes of February 28, 2022

Motion to approve items 4 and 5 on consent agenda Director Hall, seconded by Director Gudger. Approved unanimously

Finance Committee did not have a quorum. Director Gudger requested that item 6 be discussed on Regular Agenda.

## **REGULAR AGENDA**

### **6. Accept the February 2022 Financial Reports \***

Director Gudger brought it to attention regarding the increased Lease payment due to triple net payment. Executive Director Reed added that the NNN true up occurs at the end of year. Motion to Accept Director Gudger, Seconded Director O'Driscoll.

Approved unanimously.



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**7. Executive Director's report\***

Given. There has been an uptick in the use of co-working center. Director Shaw commented that the COE Padcaster training was fun and loved the approach.

**8. Education Committee report\***

Director Warren reported that he attended the COE training. Janet Swann has joined the committee. Director Gudger reported that Director Granados introduced him to the English 1B class in Watsonville for the curated poetry journal. The class will be filmed on March 29<sup>th</sup> and shown on CTV. May 6<sup>th</sup> will be the release party. Director Shaw reported that the animation class has shrunk to four students in Capitola, however because this group is younger and requires more help it has been good. Director Warren reported that they are moving forward with Education Spotlight. Director Gudger reported that they are considering graphic novel stories and that Director Shaw introduced storyboard software for the class.

**9. Action Item: Discuss and approve the construction cost for a fiber connection from CTV to the county INET.\***

Executive Director Reed explained that the County of Santa Cruz contracts with CTV to run broadcast channels. CTV uses PEG funds to purchase equipment and is also hire to broadcast the meetings. Currently equipment is in the basement of the County building and is difficult to access. The proposal is to connect CTV with the County Building via dedicated fiber. Executive Director Reed stated that there will be two additional pieces of equipment needed, but not sure the exact equipment until the fiber is connected. Justin Cowgill believes the additional equipment will be around \$10,000 each and is needed to send signals both ways. Justin added the signal is HD/SDI and meets the DOJ requirements since it is not TCP/IP. Director Maziarz added that if feasible CTV would be able to upgrade to HD later. Motion to approve up \$45,000 for the project Director Rand, Seconded Director Maziarz. Approved unanimously.

**10. Action item: Discuss and approve 2022-2023 CTV operating and capital budgets.\***

Executive Director Reed presented the budget, felt it was conservative and was confident could be met. Director Gudger mentioned that this would be given to the County in April. Director Maziarz asked about item 4260, leased equipment revenue. Executive Director Reed commented that item 4250, Closed Captioning was lower since there is still captioning time left on current year. Director Warren motioned to approve Budget, Seconded by Director Gudger. Approved Unanimously.



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**11. Board Chair's Report**

Chair Lasnier had nothing to report.

**12. Board member / staff requests for specific items to appear on next meeting**

**Agenda.**

None

**13. Announcements**

Director Gudger told the board that a letter has been sent to producers letting them know that the studio will be open April 1<sup>st</sup>. Ian has been told as well

**14. Closed session: Discussion of property lease/purchase, negotiations**

Board of Directors adjourned to Closed Session

Board of Director returned to Open Session with no reportable action taken

**15. Adjournment**

Motion to Adjourn Director Maziarz, Seconded by Director Warren. Approved Unanimously.

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 March  
 2022

	Annual Budget 2021-22	February 2022	March 2022	March Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	29,758.00	1,575.00	1,652.50	17,081.25	57%	12,676.75
4103 · City of Capitola Gov. Meetings	8,700.00	884.00	1,014.00	7,915.00	91%	785.00
4104 · SCMTD Meetings	3,256.00	416.00	416.00	2,839.60	87%	416.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	4,572.50	3,875.00	28,711.50	53%	25,093.50
4108 · SCCRTC Meetings	4,740.00	676.00	1,040.00	4,667.00	98%	73.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	7,115.78	6,011.44	67,516.93	56%	52,483.07
4121 - SLVWD Meetings	9,649.00	520.00	676.00	5,489.00	57%	4,160.00
4123 - Webinar Meetings	0.00	310.00	1,038.00	1,658.00	0%	(1,658.00)
4122 - PVUSD	0.00	0.00	0.00	7,042.50	0%	(7,042.50)
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	112.10	117.92	1,070.03	0%	(1,070.03)
4185 · Misc. Income	300.00	0.00	0.00	349.00	116%	(49.00)
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	0.00	799.84	13%	5,200.16
4250 - Closed Captioning	42,000.00	2,700.00	2,175.00	26,400.00	63%	15,600.00
4260 - Equipment Lease	7,600.00	761.86	761.86	6,239.43	82%	1,360.57
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
<b>Total 4300 · OPERATING REVENUE</b>	<b>286,058.00</b>	<b>19,643.24</b>	<b>18,777.72</b>	<b>192,779.08</b>	<b>67%</b>	<b>93,278.92</b>
<b>TOTAL INCOME</b>	<b>286,058.00</b>	<b>19,643.24</b>	<b>18,777.72</b>	<b>192,779.08</b>	<b>67%</b>	<b>93,278.92</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	9,000.00	565.74	1,166.39	5,792.10	64%	3,207.90
6300 · Bank Charges	2,500.00	115.90	133.53	1,409.12	56%	1,090.88
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,476.55	98%	23.45
7100 · Office Supplies	1,000.00	101.03	323.46	887.56	89%	112.44
7105 - Production Expenses	500.00	0.00	198.00	198.00	40%	302.00
7200 · Postage/Freight	700.00	19.08	0.00	266.71	38%	433.29
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	208.04	252.50	1,998.34	74%	709.66
7640 · Licenses / Fees / Misc. Taxes	150.00	75.00	35.83	197.83	132%	(47.83)
7700 · Telephone / Telecommunications / Internet	1,920.00	291.05	291.03	2,274.49	118%	(354.49)
<b>Total 6000 - Operating Expenses</b>	<b>20,228.00</b>	<b>1,463.79</b>	<b>2,488.69</b>	<b>14,500.70</b>	<b>72%</b>	<b>5,727.30</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	1,550.00	72%	603.00
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	0.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	0.00	0.00	2,520.00	126%	(520.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,790.00	367.50	6,841.25	33%	14,158.75
<b>Total 6800 · Contracted Services</b>	<b>27,153.00</b>	<b>1,790.00</b>	<b>367.50</b>	<b>11,524.50</b>	<b>42%</b>	<b>15,628.50</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training / conferences	2,000.00	397.50	147.50	1,282.50	64%	717.50
7800 · Travel / Meals	360.00	44.87	0.00	120.19	33%	239.81
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>3,360.00</b>	<b>442.37</b>	<b>147.50</b>	<b>1,402.69</b>	<b>42%</b>	<b>1,957.31</b>

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 March  
 2022

	Annual Budget 2021-22	February 2022	March 2022	March Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	60,563.97	75%	20,156.03
7530 · Salaries - Coworking Community Coordinator	28,676.00	1,840.86	2,285.62	21,097.35	74%	7,578.65
7535 · Salaries - Accountant	10,712.00	841.02	964.78	8,114.58	76%	2,597.42
7542 · Salaries - Media Services Coordinator	44,133.00	4,121.47	4,121.47	34,982.93	79%	9,150.07
7585 · Salaries - Government Technicians	19,614.00	1,360.34	1,501.40	12,670.59	65%	6,943.41
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	0.00	0.00	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	1,804.94	1,746.20	15,599.93	76%	4,829.57
7635 · Workers Comp	2,052.00	120.25	120.25	1,082.25	53%	969.75
7630 · Health/Dental/Vision	18,200.00	1,555.17	1,555.17	13,979.45	77%	4,220.55
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>235,317.00</b>	<b>18,373.38</b>	<b>19,024.22</b>	<b>168,817.69</b>	<b>72%</b>	<b>66,499.31</b>
<b>TOTAL EXPENSES</b>	<b>286,058.00</b>	<b>22,069.54</b>	<b>22,027.91</b>	<b>196,245.58</b>	<b>69%</b>	<b>89,812.42</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(2,426.30)</b>	<b>(3,250.19)</b>	<b>(3,466.50)</b>	<b>-1.8%</b>	

# Community Television of Santa Cruz County

## Balance Sheet

As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	0.00
1015 PayPal Checking-SCCCU	0.00
1020 Savings-SCCCU	0.00
1021 Petty Cash Fund	102.34
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	825,577.46
1080 Savings - Lighthouse Bank	138,290.30
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
<b>Total Bank Accounts</b>	<b>\$1,714,077.74</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	167,536.77
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$167,536.77</b>

# Community Television of Santa Cruz County

## Balance Sheet As of March 31, 2022

	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	388.75
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	2,996.26
<b>Total 1200 Prepaid Insurance</b>	<b>3,685.01</b>
1260 Prepaid Expenses	33,812.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$42,428.92</b>
<b>Total Current Assets</b>	<b>\$1,924,043.43</b>
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
<b>Total 1600 Production Equipment</b>	<b>122,656.14</b>
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
<b>Total 1620 Office Furniture/Equipment</b>	<b>1,919.66</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
<b>Total 1625 Leasehold Improvement</b>	<b>52,340.79</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$205,850.48</b>
<b>TOTAL ASSETS</b>	<b>\$2,129,893.91</b>

# Community Television of Santa Cruz County

## Balance Sheet As of March 31, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,750.61
<b>Total Accounts Payable</b>	<b>\$1,750.61</b>
Other Current Liabilities	
2110 Sales Tax Payable	15.35
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	510.70
CA SUI / ETT	823.80
Federal Taxes (941/944)	2,171.96
<b>Total 24000 Payroll Liabilities</b>	<b>4,541.44</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$16,612.20</b>
<b>Total Current Liabilities</b>	<b>\$18,362.81</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
<b>Total Long-Term Liabilities</b>	<b>\$150,000.00</b>
<b>Total Liabilities</b>	<b>\$168,362.81</b>
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	26,196.13
<b>Total Equity</b>	<b>\$1,961,531.10</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,129,893.91</b>

### EQUITY:

Capital Reserves.	\$1,261,435.11
Capital Reserves - Youth Grant	\$264,329.90
Operating Reserves.	\$188,312.73
Other Assets.	\$ 247,453.36
<b>TOTAL.</b>	<b>\$1,961,531.10</b>

## **Education Committee Meeting 4/18/22**

Attendees: Janet Swan, David Warren, Keith Gudger

Report by Keith on the Animation class: We had our last animation class, but 3 students will continue to work on their projects this week.

Report from Keith on the poetry/Cabrillo project: Volunteer David Goldman recorded interviews with the instructor and students and they've been edited to produce 2 videos. One is a 14 minute overview and the other a 1 minute PSA.

Janet asked about Senderos involvement. They put on a festival once a year and work with students to learn instruments after school. Teachers from Oaxaca teach native music and stories. Could we record performances and behind the scenes video? Janet also suggested contacting high schools as there might be an animation club.

We discussed the possibility of the Education Spotlight interviews happening in the studio with Jason Borgen, Rachel Goodman and Adela Najarro. What pressing questions/topics/ do educators face post Covid, if we are, in fact, post Covid?

David is Interested in starting with Rachel, with respect to her class at Cabrillo. Janet asked what do we need to do to get Cabrillo to apply for the PadCaster grant? Do they need to appear? Maybe get Becca and Brad Kava talking. David will talk to Rachel about doing her interview virtually. Janet will talk to a couple of elementary teachers.

