



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**Nov. 28, 2022**  
**5:30 p.m.**  
**Zoom online meeting**

**\*\*PLEASE NOTE\*\***: 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/84049770637>. 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, Keith Gudger, Joe Hall, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[quorum is five]

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 Oct. 24, 2022\*
6. Accept October 2022 financial reports\*

### **REGULAR AGENDA**

7. Elections of board members and officers
8. Appointments to committees

9. Approval of 2022 board calendar \*
10. Executive Director's report\*
11. Adjourn to closed session: Real Estate negotiations
12. ACTION: Authorize the executive director and an ad-hoc committee to negotiate terms of a facility lease
13. Education committee report\*
14. Board Chair's report
15. Board member / staff requests for specific items to appear on next meeting agenda
16. Announcements
17. 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

Nov. 28, 2022

**5:30 p.m.**

Zoom online meeting

## AGENDA

### 1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, 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.

Community Television of Santa Cruz County  
 Capital Profit Loss Budget Performance  
 October  
 2022

	Annual Budget 2022-23	September 2022	October 2022	October Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	150,000.00	0.00	150,000.00	30%	350,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>25%</b>	<b>450,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	274,788.00	21,186.31	20,548.06	85,421.98	31%	189,366.02
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	1,082.18	4,328.82	33%	8,776.18
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	225.48	23%	774.52
<b>Total 5100 · Facility</b>	<b>308,893.00</b>	<b>22,324.86</b>	<b>21,686.61</b>	<b>89,976.28</b>	<b>29%</b>	<b>218,916.72</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	2,480.00	174.46	552.02	1,166.35	47%	1,313.65
7051 · Equipment Repair	4,564.00	83.45	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	13,902.34	8,963.91	67,726.11	69%	31,005.89
7057 · Equipment - Non Depreciated	24,306.00	3,898.46	55.90	6,580.94	27%	17,725.06
7060 · Equipment Grant Program	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,491.72	1,546.79	4,799.57	28%	12,450.43
7700 · Telephone/Telecommunications/Internet	0.00	0.00	3,452.76	3,452.76		(3,452.76)
<b>Total 5200 · Equipment</b>	<b>247,332.00</b>	<b>19,550.43</b>	<b>14,571.38</b>	<b>83,975.84</b>	<b>34%</b>	<b>163,356.16</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7383.00	420.91	617.23	2,255.93	31%	5,127.07
7064 - Equipment Maintenance	12694.00	1030.37	1030.27	4,121.38	32%	8,572.62
7065 - Equipment Repair	23038.00	1956.51	1934.75	7,589.12	33%	15,448.88
<b>Total Capital Maintenance &amp; Repair</b>	<b>43115.00</b>	<b>3407.79</b>	<b>3582.25</b>	<b>13,966.43</b>	<b>32%</b>	<b>29,148.57</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>220.00</b>	<b>33%</b>	<b>440.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>45,338.08</b>	<b>39,895.24</b>	<b>188,138.55</b>	<b>31%</b>	<b>411,861.45</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>104,661.92</b>	<b>(39,895.24)</b>	<b>(38,138.55)</b>		

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

	Annual Budget 2022-23	September 2022	October 2022	October Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	26,732.00	0.00	1,395.00	3,047.50	11%	23,684.50
4103 · City of Capitola Gov. Meetings	10,314.00	847.50	904.00	3,582.50	35%	6,731.50
4104 · SCMTD Meetings	3,440.00	0.00	242.95	719.90	21%	2,720.10
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	1,821.25	5,696.25	19,491.50	55%	15,746.50
4108 · SCCRTC Meetings	5,058.00	310.75	678.00	2,362.00	47%	2,696.00
4120 · Facility & Equipment Use	105,750.00	13,102.66	10,777.08	40,115.52	38%	65,634.48
4121 - SLVWD Meetings	7,859.00	734.50	678.00	2,580.00	33%	5,279.00
4122 - PVUSD	12,072.00	505.25	1,123.50	3,285.00	0%	8,787.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	0.00	97.50	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	1,159.63	1,403.56	2,705.78	0%	(2,705.78)
4185 · Misc. Income	840.00	0.00	0.00	64.00	8%	776.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	2,050.00	2,750.00	69%	1,250.00
4250 - Closed Captioning	36,900.00	0.00	2,662.50	8,175.00	22%	28,725.00
4260 - Equipment Lease	8,600.00	761.86	567.42	2,853.00	33%	5,747.00
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>265,448.00</b>	<b>19,243.40</b>	<b>28,275.76</b>	<b>93,309.11</b>	<b>35%</b>	<b>172,138.89</b>
<b>TOTAL INCOME</b>	<b>265,448.00</b>	<b>19,243.40</b>	<b>28,275.76</b>	<b>93,309.11</b>	<b>35%</b>	<b>172,138.89</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	8,000.00	34.31	14.31	97.24	1%	7,902.76
6300 · Bank Charges	2,000.00	135.91	205.17	1,015.71	51%	984.29
6600 · Dues & Subscriptions	1,000.00	31.89	89.08	180.97	18%	819.03
7100 · Office Supplies	800.00	0.00	0.00	0.00	0%	800.00
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	18.00	60.00	112.79	23%	387.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	0.00	34.19	195.71	10%	1,804.29
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	0.00	0%	100.00
7700 · Telephone/Telecommunications/Internet	2,920.00	1,154.11	(2,293.90)	1,168.42	40%	1,751.58
<b>Total 6000 - Operating Expenses</b>	<b>17,620.00</b>	<b>1,374.22</b>	<b>(1,891.15)</b>	<b>2,770.84</b>	<b>16%</b>	<b>14,849.16</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	1,500.00
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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	525.00	0.00	1,470.00	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	361.37	1,062.08	6,328.25	79%	1,671.75
<b>Total 6800 · Contracted Services</b>	<b>11,500.00</b>	<b>886.37</b>	<b>1,062.08</b>	<b>7,798.25</b>	<b>68%</b>	<b>3,701.75</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel/Meals	100.00	0.00	0.00	0.00	0%	100.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>1,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>1,100.00</b>

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

	Annual Budget 2022-23	September 2022	October 2022	October 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	26,917.32	33%	53,802.68
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,477.60	2,468.94	9,023.71	31%	20,511.29
7535 · Salaries - Accountant	11,032.00	552.98	1,009.66	3,439.16	31%	7,592.84
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	16,485.88	32%	34,292.12
7585 · Salaries - Government Technicians	16,000.00	1,923.98	1,619.23	6,954.17	43%	9,045.83
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	110.50	266.63	377.13	25%	1,122.87
7621 · Payroll Taxes	20,429.00	1,593.87	1,638.16	6,709.41	33%	13,719.59
7635 · Workers Comp	2,034.00	125.40	125.40	501.60	25%	1,532.40
7630 · Health/Dental/Vision	18,200.00	1,564.82	1,506.09	4,264.73	23%	13,935.27
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>235,228.00</b>	<b>19,199.95</b>	<b>19,484.91</b>	<b>74,673.11</b>	<b>32%</b>	<b>160,554.89</b>
<b>TOTAL EXPENSES</b>	<b>265,448.00</b>	<b>21,460.54</b>	<b>18,655.84</b>	<b>85,242.20</b>	<b>32%</b>	<b>180,205.80</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>(2,217.14)</b>	<b>9,619.92</b>	<b>8,066.91</b>	<b>8.6%</b>	

# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	339,997.46
1080 Savings - Santa Cruz County Bank	388,752.95
1081 CDAR 1025929272	251,005.09
1082 CDAR 1025929809	250,986.33
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,258.57
<b>Total Bank Accounts</b>	<b>\$1,731,336.08</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	173,968.70
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$173,968.70</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	200.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	540.90
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,647.83
<b>Total 1200 Prepaid Insurance</b>	<b>8,388.73</b>
1260 Prepaid Expenses	25,584.45
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>\$38,904.18</b>
<b>Total Current Assets</b>	<b>\$1,944,208.96</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>

# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2022

	TOTAL
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>\$2,150,059.44</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,382.22
<b>Total Accounts Payable</b>	<b>\$1,382.22</b>
Credit Cards	
2120 American Express	9,102.88
<b>Total Credit Cards</b>	<b>\$9,102.88</b>
Other Current Liabilities	
2110 Sales Tax Payable	15.87
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,583.72
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	525.60
CA SUI / ETT	-814.44
Federal Taxes (941/944)	2,506.36
<b>Total 24000 Payroll Liabilities</b>	<b>3,252.50</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$13,852.09</b>
<b>Total Current Liabilities</b>	<b>\$24,337.19</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>\$174,337.19</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of October 31, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	446,598.13
3905 Retained Earnings - Capital Reserves	1,559,195.76
Net Income	-30,071.64
<b>Total Equity</b>	<b>\$1,975,722.25</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,150,059.44</b>

<b>EQUITY:</b>	
Capital Reserves.	\$1,233,268.26
Capital Reserves - Youth Grant	\$287,788.95
Operating Reserves.	\$210,278.87
Other Assets.	\$244,386.17
<b>TOTAL.</b>	<b>\$1,975,722.25</b>



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**October 24, 2022**  
**5:30 p.m.**  
Zoom online meeting

## **MINUTES**

### 1. Roll Call

Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Janis O'Driscoll, David Warren, Elizabeth Shaw, Mathilde Rand during #7.

[quorum is five]

Staff: Executive Director Becca Reed

### 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 given.

### 3. Consideration of late additions to the agenda; additions and deletions to consent and regular agendas.

None.

## **CONSENT AGENDA**

### 4. Approve meeting agenda

### 5. Approve Board Regular meeting minutes of September 26, 2022

### 6. Accept September 2022 financial reports

Director O'Driscoll moved approval of the consent agenda, Director Hall seconded, approved unanimously.

## **REGULAR AGENDA**

### 7. Executive Director's report

September revenue was good and October is shaping up. CTV did 21 meetings and 9 webinars. Comcast expects to receive the traffic permit on Nov. 2. We've added a Sony FS6 to our inventory. Digital Nest has not returned a number of items from their equipment grant and may pay for

them. The COE is working with Bonnie Doon Elementary. Becca shared the animations from the adult class at the library. Maitreya asked about the camera. What do we have in the way of lenses? It comes with a long lens.

8. Explore the board's interest in pursuing the creation or acquisition of an LPTV station and decide whether to fund an exploratory study of legitimate opportunities.

Becca has asked a consultant what it would take for CTV to either buy or construct an LPTV station. They've offered to do a study for our region and review the rules and identify the available stations with the best coverage, including their transmission towers. If we spend the money for the study, and CTV goes forward, the study would work for the FCC application. It would also include the information an engineer would need to build out the station. The study is \$3700 and might not even find any available stations. Director Hall thinks CTV should take the next step. Did they give any indication about new auctions? The consultant claims there's no auction information and no change since 2013. Chair Lasnier felt it seems like it is worth it. Director Maziarz said he is supportive. Would the study catalog the stations in the area and who owns and runs them? Chair Lasnier would like to know all of the stations in the area. Director Rand is doubtful about available stations and maybe we should look for ourselves? Director Warren was wondering about viewership? E. D. Reed said CTV is in a small market. Also, the consultant said that there are stations that might not be in public databases. Director O'Driscoll asked about the definition of our designated market. Director Hall thinks due to cable cutting the industry is changing again and over the air may be coming back into popularity.

Director Hall moved that it's the sense of the board that the E.D. consider entering into an agreement for a feasibility study of an LPTV station.  
Seconded by Director Maziarz.

Roll Call vote: All ayes except Director Rand. Approved 7 to 1.

9. Education Committee Report

Director Warren said the committee is looking at the strategic plan for education. David and Keith met with Jason Borgen of the COE and asked about the success of the video equipment loaned to COE. He had many positive statements about the equipment grant. We're looking at ways to enhance CTV's partnership with the COE. We discussed the possibility of using a green screen for students to create a newscast, but wasn't met with much enthusiasm. David may speak to the equipment grant committee about possible future collaboration. Director Shaw said the COE is very happy with the grant.

10. Board Chair's report  
None given.

11. Board member / staff requests for specific items to appear on next meeting agenda  
None

12. Announcements

Director Gudger mentioned the passing of Lou Tuosto, former CTV board member and public access producer.

13. Adjournment

Motion to adjourn by Director Rand, seconded by Director Warren. Approved unanimously. Adjourned at 6:14 PM.

# CTV Board Meeting Calendar 2023

## **JANUARY 23, 2023**

- Review current year budget at half-year mark, including any adjustments proposed by Executive Director
- Regular Board meeting

## **FEBRUARY 27, 2023**

- Regular Board or Committee Meetings

## **MARCH 27, 2023**

- Regular Board or Committee Meetings

## **APRIL 24, 2023**

- 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 22, 2023**

- Regular Board or Committee Meetings

## **JUNE 26, 2023**

- 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 24, 2023**

- Regular Board or Committee Meetings

## **AUGUST**

- No Regular Board or Committee meetings

## **SEPTEMBER 25, 2023**

- Review current FY budget
- Regular Board meeting

## **OCTOBER 23, 2023**

- Consider recommendations of Finance Committee re accepting annual audit
- Review current FY budget
- Regular Board meeting

## **NOVEMBER 27, 2023**

- 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

11/28/22

**Community Television of Santa Cruz County**  
**Executive Director's Report to the Board**  
Covering October 2022

1. Administration

Revenue

- In October the coworking center earned \$ 10,808
- Our target monthly revenue for the coworking center is \$8,813.
- We have exceeded that goal every month for the past 4 months by at least \$1,000.
- Overall, CTV is 2% ahead of its revenue projection for this point in time.

Paid Services

Completed

- *Government Meeting Services*
  - CTV covered 19 live government meetings including two remote meetings, and one Candidates Forum.
  - We also facilitated 5 government webinars.
  
- *Event Documentation*
  - Santa Cruz County Artist of the Year Awards at Cabrillo.

CTV Rebuild

- Comcast is slowly moving the construction project forward.
- We were told the permit was pushed back and would arrive on Nov. 11. We have not heard anything yet.

CTV Equipment

Youth/Equipment Grant

- Watsonville High School
  - Returned their granted gear in good order with few pieces missing.
  - They are very interested in another grant
  - The Equipment Grant committee scheduled a meeting to discuss their request.

County Office of Education / California State Parks update

- COE project is on track.
- Teachers have determined that lighter tripods would be helpful for younger students.
- We will be issuing 25 more Padcaster kits in January with lighter tripods.
- COE will be doing a teacher training for the next phase of the project in our studio in December.

## **Education Subcommittee Minutes 11/21/22**

Attendees: David, Becca, Keith

### **1. Address CTV's mission to educate the community about video equipment usage.**

Becca said the following are good uses of CTV resources: Telling your own stories, citizen journalism, and being digital citizens. David asked if we could play learning materials from YouTube or other Community Media stations? Can we make material in our station? We do have to respect copyright, but can look into this. Becca asked about a recorded orientation video? How about instructional material about how to use your own phone? Becca contacted people about providing content about this, but they wouldn't license CTV. Maybe we can teach audio & camera in the spring and look into recording the Nonprofit class with Mathilde. Can we find videos about our rental equipment, specifically cameras? Becca will ask Rusty if he would help us record his field camera class using the Sony PXW-X70.

Becca suggested having different equipment in the slider on the website front page, with posts about the equipment that maybe links to the video about how to use it. We could be an aggregator for new equipment. There's also a padcaster video.

What we're learning through the Padcaster grants are that the older students are doing other things, such as using a DSLR with multiple lenses. They're not interested in studio shoots.

### **2. Update on drone discussion with COE.**

David asked West Valley College about insurance for drones. They need a rider on their insurance to cover the equipment and what it could break. UCSC may have a drone program. At West Valley College the students learn how to be professional drone operators and they're licensed. Could we interview the drone pros in Capitola for playback on CTV? David will talk to Jason to find out what he really wants. Do they have a plan? David to look into asking local experts about drone usage for a video.