



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

March 23, 2020

5:00 P.M.

Zoom On-line Meeting

****PLEASE NOTE****: Due to public health orders related to the current COVID-19/Novel Coronavirus outbreak, this CTV Finance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at: <https://zoom.us/j/4083159302> or join by phone: +1 570-589-7074 (PIN: 772917676)

A G E N D A

1. Roll Call

Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Guy Lasnier, Elizabeth Shaw, Keith Gudger

[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 Minutes *

Board Meeting Minutes of February 22, 2020

5. Approve Recommendation of Finance Committee to Accept the February 2020 Financial Reports *

REGULAR AGENDA

6. Report from Ad-Hoc Facilities Committee

7. Appropriation of Funds for Captioning Equipment Lease Renewal *
8. Youth Grant Update
9. Oral Report of Executive Director *
10. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair
11. Oral Report of Board Chair
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

March 23, 2020

5:00 P.M.

Zoom On-line Meeting

A G E N D A

1. Roll Call

Maitreya Maziarz (Chair), Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Janis O'Driscoll, Guy Lasnier, Elizabeth Shaw, Keith Gudger

[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
February 24, 2020
5:00 P.M.
Offices of the Corporation

MINUTES

1. Roll Call

Present: Maitreya Maziarz, Joe Hall, Mathilde Rand, Tom Manheim, Larry Laurent, Elizabeth Svensson, Keith Gudger, Janice O'Driscoll, Guy Lasnier

Absent:

[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.

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 January 22, 2020

5. Approve Recommendation of Finance Committee to Accept the January 2020 Financial Reports *

6. Acknowledgement and Expression of Gratitude for the Contributions of Chris Leahy

Director Hall motioned to approve consent agenda; Director O'Driscoll seconded. Approved unanimously.

REGULAR AGENDA

7. Report on Executive Director Salary

Chair Maziarz gave verbal report.



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BOARD OF DIRECTORS
Regular Meeting
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5:00 P.M.
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8. Form Ad-Hoc Committee to Explore Potential Additional Location

Executive Director Reed described the potential for establishing a CTV/Satellite facility in South County. Executive Director Reed gave a presentation. Services include, Classes, Equipment, Editing, RSVP Studio. Probably would not build a big studio. Educational partnerships exist. Coworking facility would be like Santa Cruz. At least 50,000 people are needed, there is at least 23,000 self-employed in the area. Revenue from Coworking is the largest revenue source for CTV. There is no competition in the area. There is coffee and restaurants near one of the potential sites. Director Hall commented that it was brought to finance committee, felt it should be a whole board. Director Manheim added that an ad-hoc subcommittee should be formed. Director Hall felt that Director Gudger would be a good choice for the lead, he was involved in the move to the current facility. Director Rand moved to form an ad-hoc subcommittee with Directors Hall, Svensson, O'Driscoll, and Manheim, director Hall seconded. Approved unanimously.

9. Approve Mid-Year Budget Adjustments

Director Hall reported on budget adjustments for the full-time Executive Director. Includes the specifics of the action approved at the December 2, 2019 meeting. The second budget adjustment is for capital purchases. Executive Director Reed reported that the software licensing needs have increased. Adobe licenses have increased and that wasn't included in the budget. Director Hall added that the budget doesn't change, it is just reallocating. Director Hall thanked Melanie Sweet for getting everything done so fast. Director Rand asked where the reallocation from operating was. Executive Director Reed believed it came from account 7056, equipment depreciation. It is coming from capital, not operating. Director Manheim moved the recommendation, Director Hall seconded. Approved unanimously.

10. Oral Report of Executive Director *

Given. Director Manheim thanked for the clarification on the numbers. Melanie Sweet doesn't report numbers until posted, not when they are charged. Director Lasnier asked about stats of searches for Community Television not the co-working center.

11. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair

Director Gudger reported that Linda setup a Producer and Director shop talk. They looked over the strategic plan, about a dozen people attended. David Goldman had an open Tricaster night. VAC is looking at a mini film festival hoping to get young people involved. Looking at moving orientation to First Friday. Trying to focus orientation on needs of users. Chair Maziarz asked if the mini festival would be geared to local. Director Gudger would like it to be more inclusive, not necessarily curated.

12. Oral Report of Board Chair

Chair Maziarz reported that he was aware of non-profits that are looking at the lease program. Executive Director spoke to the organizations. Director Gudger added that the Friends of Capitola library to work on writing through animation. Executive Director has put



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together a hardware package for animation. Library IT has approved. Executive Director commented that the barrier to entry is low for the animation package.

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

Director Manheim wanted a discussion on the youth grant program. Just a small presentation. Director Gudger has spoken with a new organization. Chair Maziarz wanted to follow up with organization that expressed interest but didn't apply. Executive Director is waiting on first report from the first grantee, may extend the grant. Director Hall asked to have a standing report from ad-hoc committee.

14. Announcements

Director Laurent announced Teen Battle of the Bands. Director Rand commented that the election videos were produced. Director Hall commented that the quality is so much better than it was.

Chair Maziarz thanked the volunteer crew working the meeting.

15. Adjournment.

Director Rand Motioned to adjourn and Director Svensson seconded. Approve unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
February
2020

	Annual Budget 2019-20	January 2020	February 2020	February Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	300,000.00	60%	200,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	19,159.95	18,662.35	143,471.27	59%	100,652.73
6701 · Facility /Equip. Insurance	9,300.00	928.59	928.59	7,428.71	80%	1,871.29
7058 · Leasehold Improvements/Capital	30,000.00	200.00	200.00	2,062.82	7%	27,937.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	340.66	34%	659.34
Total 5100 · Facility	284,424.00	20,334.88	19,837.28	153,303.46	54%	131,120.54
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	186.59	190.86	1,623.33	32%	3,376.67
7051 · Equipment Repair	5,000.00	83.33	355.81	2,039.13	41%	2,960.87
7056 · Equipment - Depreciated	114,869.00	0.00	0.00	32,573.15	28%	82,295.85
7057 · Equipment - Non Depreciated	10,000.00	2,023.97	3,032.21	12,832.54	128%	-2,832.54
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	50,000.00	0.00	0.00	0.00	0%	50,000.00
7062 · Software as a Service	16,500.00	906.41	196.75	12,063.53	73%	4,436.47
Total 5200 · Equipment	301,369.00	3,200.30	3,775.63	61,131.68	20%	240,237.32
Capital Maintenance & Repair						
7063 - Building Maintanace	3,200.00	2,271.09	520.76	2,791.85	87%	408.15
7064 - Equipment Maintenance	5,300.00	3,570.68	892.67	4,463.35	84%	836.65
7065 - Equipment Repair	5,047.00	841.17	841.17	1,682.34	33%	3,364.66
Total 5200 · Equipment	13,547.00	6,682.94	2,254.60	8,937.54	66%	4,609.46
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	440.00	67%	220.00
Total 5300 · Media Licensing	660.00	55.00	55.00	440.00	67%	220.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	30,273.12	25,922.51	223,812.68	37%	376,187.32
NET INCOME/LOSS	0.00	-30,273.12	-25,922.51	76,187.32		

NOTES:

Budget Adjustment: Moved \$6,500 from account 7056 Equipment - Depreciated to account 7062 Software as a Service

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
February
2020

	Annual Budget 2019-20	January 2020	February 2020	February Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	620.00	1,782.50	15,151.25	72%	5,848.75
4103 · City of Capitola Gov. Meetings	7,000.00	516.00	752.50	5,692.25	81%	1,307.75
4104 · SCMTD Meetings	2,500.00	0.00	258.00	1,942.00	78%	558.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	2,092.00	4,869.75	30,242.00	92%	2,758.00
4108 · SCCRTC Meetings	5,000.00	860.00	344.00	3,259.50	65%	1,740.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	162,250.00	11,983.05	15,228.85	91,268.24	56%	70,981.76
4121 · SLVWD Meetings	4,600.00	516.00	688.00	4,447.50	97%	152.50
4122 · PVUSD	5,400.00	709.50	430.00	4,285.75	79%	1,114.25
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	50.00	100.00	150.00	30%	350.00
4180 · Interest Earned	0.00	359.63	343.66	3,195.79		-3,195.79
4185 · Misc. Income	1,000.00	55.00	0.00	11,290.45		-10,290.45
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	1,350.00	2,461.00	41%	3,539.00
4250 · Closed Captioning	15,000.00	450.00	1,125.00	9,187.50	61%	5,812.50
4260 · Equipment Lease	13,600.00	527.53	527.53	3,831.36	28%	9,768.64
CTV Surplus	11,620.00	0.00	0.00	0.00	0%	11,620.00
Total 4300 · OPERATING REVENUE	293,670.00	18,738.71	27,799.79	186,932.34	64%	106,737.66
TOTAL INCOME	293,670.00	18,738.71	27,799.79	186,932.34	64%	106,737.66
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,070.21	1,050.68	7,521.39	68%	3,478.61
6300 · Bank Charges	3,000.00	242.71	213.18	1,691.55	56%	1,308.45
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,059.78	71%	440.22
7100 · Office Supplies	1,000.00	180.68	54.37	624.52	62%	375.48
7105 · Production Expenses	0.00	0.00	147.19	147.19		-147.19
7200 · Postage/Freight	500.00	146.51	26.95	275.21	55%	224.79
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	434.85	479.47	2,966.79	99%	33.21
7640 · Licenses/Fees/Misc. Taxes	100.00	34.00	0.00	89.00	89%	11.00
7700 · Telephone/Telecommunications/Internet	0.00	110.27	160.04	2,319.21		-2,319.21
Total 6000 - Operating Expenses	20,600.00	2,307.18	2,219.83	16,694.64	81%	3,905.36
6800 · Contracted Services						
6900 · Contract Services-Audit Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0.00	0%	3,000.00
7007 · Contract Services-CMAP	17,315.50	2,880.00	0.00	17,280.00	100%	35.50
7010 · Contract Services-Consulting	8,125.00	0.00	0.00	525.00	6%	7,600.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	196.00	404.00	2,955.00	30%	7,045.00
Total 6800 · Contracted Services	51,440.50	3,076.00	404.00	20,760.00	40%	30,680.50
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	225.20	147.50	1,377.91	69%	622.09
7800 · Travel/Meals	1,650.00	15.10	37.78	184.65	11%	1,465.35
8600 · Special Events Expense	3,850.00	26.69	24.00	936.65	24%	2,913.35
Total 7000 · Staff Development & Fundraising	7,500.00	266.99	209.28	2,499.21	33%	5,000.79

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
February
2020

	Annual Budget 2019-20	January 2020	February 2020	February Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Executive Director	45,423.00	7,570.49	7,570.49	15,140.98	33%	30,282.02
7530 · Salaries - Coworking Community Coordinator	31,820.00	641.81	2,665.61	19,850.41	62%	11,969.59
7535 · Salaries - Accountant	16,377.00	1,411.74	1,317.36	9,075.00	55%	7,302.00
7542 · Salaries - Media Services Coordinator	46,700.00	892.66	3,570.67	31,478.67	67%	15,221.33
7585 · Salaries - Government Technicians	18,488.00	1,486.44	1,993.85	12,019.27	65%	6,468.73
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	753.83	1,008.75	8,340.96	88%	1,159.04
7621 · Payroll Taxes	20,029.50	2,500.50	2,181.79	9,934.34	50%	10,095.16
7635 · Workers Comp	2,012.00	0.00	0.00	368.99	18%	1,643.01
7630 · Health/Dental/Vision	19,200.00	2,328.14	1,063.08	9,640.56	50%	9,559.44
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	214,129.50	17,585.61	21,371.60	115,849.18	54%	98,280.32
TOTAL EXPENSES	293,670.00	23,235.78	24,204.71	155,803.03	53%	137,866.97
NET INCOME/LOSS	0.00	-4,497.07	3,595.08	31,129.31	16.7%	

Community Television of Santa Cruz County

BALANCE SHEET

As of February 29, 2020

	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	147.69
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	952,738.83
1080 Savings - Lighthouse Bank	301,131.10
1085 CD 12-23 Month - Lighthouse Bank	84,700.52
1099 Cash Box	0.00
Total Bank Accounts	\$1,338,718.14
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	11,144.19
1116 Grants Receivable	0.00
Total Accounts Receivable	\$11,144.19
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	0.04
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	3,496.23
Total 1200 Prepaid Insurance	3,496.27
1260 Prepaid Expenses	27,133.35
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$35,560.62
Total Current Assets	\$1,385,422.95
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
Total 1600 Production Equipment	186,243.55
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
Total 1620 Office Furniture/Equipment	6,619.45

Community Television of Santa Cruz County

BALANCE SHEET

As of February 29, 2020

	TOTAL
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11
Total 1625 Leasehold Improvement	66,085.04
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$287,881.93
TOTAL ASSETS	\$1,673,304.88
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-13,904.57
Total Accounts Payable	\$ -13,904.57
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,491.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	475.47
CA SUI / ETT	762.30
Federal Taxes (941/944)	4,543.84
Total 24000 Payroll Liabilities	6,816.59
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$9,307.59
Total Current Liabilities	\$ -4,596.98
Long-Term Liabilities	
2400 Businees Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$ -4,596.98
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	609,836.28
3905 Retained Earnings - Capital Reserves	960,748.95
Net Income	107,316.63
Total Equity	\$1,677,901.86
TOTAL LIABILITIES AND EQUITY	\$1,673,304.88

EQUITY:

Capital Reserves	\$ 805,106.10
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 640,965.59
TOTAL EQUITY:	\$1,677,901.75



29444 Northwestern Highway
Southfield, MI 48034

QUOTE

Number DADQ3040-A

Date Feb 27, 2020

Sold To

Community TV Santa Cruz

Becca Reed

EnCap4 -30hr w/ CC Card

Santa Cruz, CA

Phone: 408-315-9302

Email: Becca@communitytv.org

Ship To

Community TV Santa Cruz

Becca Reed

EnCap4 -30hr w/ CC Card

Santa Cruz, CA

Phone: 408-315-9302

Email: Becca@communitytv.org

Your Sales Rep

Gilbert Felix

International Sales Manager

Phone: +1 248.827.4440 ext 203

Email: gilbert@enco.com

Exp: 3/27/2020

#	Part	Description	List Price	Your Price	Ext. Price
enCaption 4					
1	enCaption 4 UpFront	Initial setup and configuration for all enCaption builds and usage amounts, includes up to 2 hours of remote Training	\$1,795.00	\$1,615.50	\$1,615.50
12	enCaption 4 30	Price is per month of enCaption4 usage. Includes Hardware, Software, and Support. Limit of 30 hours a month, fee of \$995.00 per month, if you go over \$35.00 an hour for overage. This is a 12 month lease contract	\$995.00	\$995.00	\$11,940.00

Section Total: \$13,555.00

OPTIONAL

CLOSED CAPTION ENCODER

12	CC ENCODER CARD	Closed Caption Encoder Card - Monthly Recurring Charge (MRC)	\$495.00	\$495.00	\$5,940.00
This a 12 Month Lease					

Section Total: \$5,940.00

ORDER SUMMARY

Terms and Conditions: Hardware carries a one-year warranty unless specified otherwise. Purchase price includes technical support as noted; if parent system is not under support, new products are not under support. Technical support does not cover installation or configuration of covered items on non-ENCO provided and/or out of warranty hardware; this support will be subject to hourly billing. Shipment is FOB Southfield, MI and not included in totals. Applicable tax will be added to final invoice amount. Hardware installation, facility wiring, etc. is expected to be completed in advance of onsite training. Software is non-refundable. Hardware is refundable only for the first thirty days if accompanied by an RMA number and subject to a 20% restocking charge. Onsite travel related expenses may be billed separately. All non-check/cash payments are subject to a 3% convenience and processing fee. Quote is valid for thirty (30) days from date of issue unless specified otherwise.

Downpayment:	\$3,105.50
Yearly Lease Price:	\$ 17,880.00
Monthly Lease:	\$1,490.00

I, the undersigned, have read, understand, and accept the terms and conditions contained in this agreement and hereby authorize purchase of the items listed in this quote and represent that I am authorized to bind the organization into this agreement.

Signature _____ Date _____

3/23/20
Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering February 2020

1. Administration

- Financial

Coworking

- Our breakeven number in the coworking center is \$10k. In February we earned \$15,284*.

Last February we earned \$12,224*.

- Number of new members in Feb. 2020 = 8

Number of New Member Sign Ups 2019 = 4

* 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

- *Government Meeting Services*
 - CTV provided coverage for 17 meetings in February
- *Event Documentation*
 - SCCAL Wrestling Championships
 - Calciano Lectures
 - 2 Special Meetings

Equipment Rental

- Equipment Rental Feb. 2020: \$209
Equipment Rental Feb, 2019: \$90

2. Equipment / Facilities:

Building

- New Signage
 - New signs have been approved
- Painting the building
 - We are waiting on approval for our paint color

3. Communications

Publicity / Events

First Friday

- Ian Berry, our Community Coordinator, held a First Friday event in January.
- Other promotions included Bagel Mondays & Waffle Wednesday

4. Coronavirus Response Update

Although, this is the February report, it seems odd to not to report out on our activities pertaining to the Coronavirus in March as they are so pertinent. So, I'm including the most important things the staff and I are doing.

Assisted by the volunteers, we produced an interview with SC County's Public Health Officer for our channel and posted it on our Website and social media properties.

We are working on another Coronavirus update. This one is focused on schools. It is not complete at the time of this writing but It should be on TV and online by the time of our board meeting.

We aided the City of Santa Cruz in creating PSAs with the RSVP. We are also handling the editing of the PSAs. The Fire Chief, Mayor and Vice Mayor all recorded statements in our facility.

We offered the COE our assistance in delivering content to students via our cable channels.

We set-up and hosted a webinar for the County. We ran the webinar from our studio control room. The webinar was simultaneously telecast on CTV's Government cable channels 27/71 reaching the whole of Santa Cruz County. It was also streamed live onto the County's Facebook and YouTube properties as well as CTV's Facebook page and YouTube channel.

Since virtual meetings are now permissible and don't violate the Brown act. I have sent letters to our customers asking that they allow us to run their meetings for them via Zoom - like the county's webinar - instead of meeting in person

Most meetings are still being held with the public in attendance. In many meeting situations our techs are protected as they are in a booth alone but some meetings happen in small rooms in which social distancing is impossible. I feel that is too dangerous for our staff. We can't take that risk.

As you all know we have also closed the coworking space to new business.

Some of our customers are essential and continue to work in their offices.