



325 Soquel Avenue  
Santa Cruz, CA 95062

## BOARD OF DIRECTORS

Regular Meeting

April 27, 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/91379144666> or join by phone: +1 669 900 6833 (Meeting ID: 913 7914 4666)

## 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 March 23, 2020

### 5. Approve Minutes \*

Board Special Meeting Minutes of April 21, 2020

### 6. Approve Recommendation of Finance Committee to Accept the March 2020 Financial Reports \*

## **REGULAR AGENDA**

7. Report from Ad-Hoc Facilities Committee
8. RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY TELEVISION OF SANTA CRUZ COUNTY AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT ON ITS BEHALF A CARES ACT ECONOMIC INJURY DISASTER LOAN FROM THE US SMALL BUSINESS ADMINISTRATION AND TAKE ALL OTHER ADMINISTRATIVE ACTIONS NECESSARY TO EXECUTE THIS LOAN\*
9. Update on FY 2019/2020 budget and impacts of COVID-19\*
10. Oral Report of Executive Director \*
11. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair
12. Oral Report of Board Chair
13. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
14. Announcements
15. 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**

**April 27, 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.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 23, 2020**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

## **MINUTES**

### **1. Roll Call**

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

Absent: Joe Hall

[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.**

Emergency Check Signing Policy Amendment. Motion Director Gudger, seconded Director Manheim. Approved unanimously. Will be Agenda Item 11.1

## **CONSENT AGENDA**

### **4. Approve Minutes \***

Board Meeting Minutes of February 24, 2020

Director Gudger stated that he was on the subcommittee not Director Hall for Item 8.

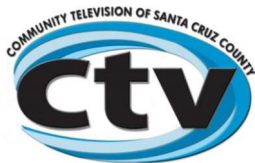
### **5. Approve Recommendation of Finance Committee to Accept the February 2020 Financial Reports \***

Director Rand motioned to approve consent agenda with correction; Director Shaw seconded. Approved unanimously.

## **REGULAR AGENDA**

### **6. Report from Ad-Hoc Facilities Committee**

Director Gudger reported that the subcommittee met with Barbara onsite and looked at space. The floor plan was shown on screen in meeting. Director Rand commented that there seemed to be a large space in the front. Director Manheim replied that the design was just to help determine the revenue. The subcommittee will review the proposal and bring back to the board.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 23, 2020**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

#### **7. Appropriation of Funds for Captioning Equipment Lease Renewal**

Executive Director Reed described the proposed closed captioning system. The lease of the current equipment is up. The new system combines two separate devices into one. The audio and capabilities of system have been upgraded. Director Gudger asked for a summary of the items on the proposal. Executive Director Reed went over the quote and described the hardware changes. Director Gudger asked the purpose of the additional hardware. Executive Director Reed explained that the caption card was new. Chair Maziarz asked if the system could simultaneously decode SD and HD. He hoped the new system would fix an existing problem with the decoder. Executive Director added that decoder card replaces an out of box decoder. Director Gudger asked the new decoder would reduce costs for final cleanup. Executive Director Reed believes it will. Director Gudger stated he wasn't sure of the financial benefit. Executive Director Reed was not sure if CTV could keep the current equipment. Chair Maziarz commented that the County would appreciate improved transcriptions. Executive Director Reed stated that the accuracy should increase from 95% to 98%. Director Gudger asked when it would be up and running. Executive Director Reed replied that the equipment is built when ordered, probably May or June. Director Gudger requested a report on the quality of the captioning. Motion to approve with the understanding that there would be a report Director Gudger, seconded Director Manheim. Approved unanimously.

#### **8. Youth Grant Update**

Executive Director Reed reported that CTV has not received a report from Digital Nest yet. Looking at possibly changing the program to a rolling schedule. Will be adding an animation package, lower barrier to entry. Chair Maziarz asked if Executive Director had been able to contact the organization he recommended.

#### **9. Oral Report of Executive Director \***

Given. Director Manheim mentioned that the \$10,000 a month is breakeven; the expected income in the budget is \$14,400. Director Manheim asked who requested approval for the new sign. Executive Director Reed replied the landlord. Director Manheim asked if the broadcast booth at county was for 1 or 2 people. Chair Maziarz replied that it was for one person and the press is not in the Chambers at County.

#### **10. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair**

Director Gudger reported that there was not a producer and director meeting due to the studio closure to public. Volunteers produced the COVID presentations.

#### **11. Oral Report of Board Chair**

Chair Maziarz reported that there will be at least a couple Supervisors connecting remotely. The Economic Development webinar was successful.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**March 23, 2020**  
**5:00 P.M.**  
**Zoom On-Line Meeting**

**11.1 Emergency Amendment to the Check Signing Policy due to COVID-19**

Chair Maziarz commented that it made sense as a temporary measure and maybe going forward. Motion to approve emergency amendment to check signing policy for two months and to bring back permanent solution. Director Manheim, seconded Director O'Driscoll.  
Approved unanimously

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

Director Rand requested check policy. Director Gudger stated that normally the April meeting is the budget meeting.

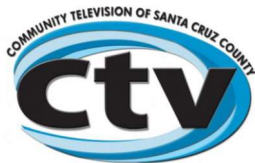
**13. Announcements**

**14. Adjournment.**

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

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

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



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Special Meeting**  
**April 21, 2020**  
**11:00 A.M.**  
**Zoom On-Line Meeting**

## **MINUTES**

### **1. Roll Call**

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

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

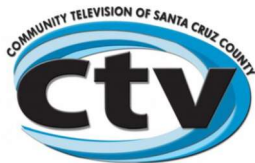
## **REGULAR AGENDA**

### **4. Consider Adoption of Board Resolution 001-2020 \***

Resolution to authorize the Executive Director to accept on its behalf a CARES Act Paycheck Program Act Loan from the US Small Business Administration processed through Santa Cruz County Bank and take all other administrative action necessary to execute and accept this loan.

Director Hall described the Small Business Association loan. Executive Director Reed confirmed that CTV had been approved for a Paycheck Protection Program (PPP) Loan. 75% of the loan must be use for payroll and employees must be kept employed at least 8-weeks for the loan to be fully forgivable. CTV was approved for \$32,500 which is 10 weeks of payroll. Executive Director Reed was not on the CTV payroll in 2019. Was noticed on Friday that CTV was approved, and Executive Director Reed and Melanie Sweet submitted all the documents. If approved will upload the resolution as well. CTV used Santa Cruz County Bank for the loan. If unable to spend all the funds, the remainder is a two-year loan at 1% interest.

Director Hall stated that the Finance Committee has been working on the budget and it looks like CTV is down approximately \$20,000 due to the reduction in revenue. Director Hall also mention the other, larger loan program is available, but funding is gone. Executive Director Reed Commented that she has investigated it and has all the documents need it is brought back. Director Hall added that if there is a resolution needed it will be brought to the regular meeting. Motion to Approve Director Gudger/ Seconded Director O'Driscoll. Approved unanimously via roll call vote.



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Special Meeting**  
**April 21, 2020**  
**11:00 A.M.**  
**Zoom On-Line Meeting**

**5. Adjournment.**

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

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

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

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

	Annual Budget 2019-20	February 2020	March 2020	March Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
<b>4100 · County PEG Fees</b>	<b>500,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>450,000.00</b>	<b>90%</b>	<b>50,000.00</b>
<b>4105 · County PEG Fees - Youth Grant</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>100,000.00</b>
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>450,000.00</b>	<b>75%</b>	<b>150,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	244,124.00	18,662.35	18,726.15	162,197.42	66%	81,926.58
6701 · Facility/Equip. Insurance	9,300.00	928.59	928.59	8,357.30	90%	942.70
7058 · Leasehold Improvements/Capital	30,000.00	200.00	200.00	2,262.82	8%	27,737.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	387.00	39%	613.00
<b>Total 5100 · Facility</b>	<b>284,424.00</b>	<b>19,837.28</b>	<b>19,901.08</b>	<b>173,204.54</b>	<b>61%</b>	<b>111,219.46</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	5,000.00	190.86	214.27	1,837.60	37%	3,162.40
7051 · Equipment Repair	5,000.00	355.81	2,386.33	4,425.46	89%	574.54
7056 · Equipment - Depreciated	114,869.00	0.00	0.00	32,573.15	28%	82,295.85
7057 · Equipment - Non Depreciated	10,000.00	3,032.21	1,765.26	14,597.80	146%	-4,597.80
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	196.75	1,951.31	14,014.84	85%	2,485.16
<b>Total 5200 · Equipment</b>	<b>301,369.00</b>	<b>3,775.63</b>	<b>6,317.17</b>	<b>67,448.85</b>	<b>22%</b>	<b>233,920.15</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	3,200.00	520.76	613.12	3,404.97	106%	-204.97
7064 - Equipment Maintenance	5,300.00	892.67	892.67	5,356.02	101%	-56.02
7065 - Equipment Repair	5,047.00	841.17	841.17	2,523.51	50%	2,523.49
<b>Total 5200 · Equipment</b>	<b>13,547.00</b>	<b>2,254.60</b>	<b>2,346.96</b>	<b>11,284.50</b>	<b>83%</b>	<b>2,262.50</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	495.00	75%	165.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>495.00</b>	<b>75%</b>	<b>165.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>25,922.51</b>	<b>28,620.21</b>	<b>252,432.89</b>	<b>42%</b>	<b>347,567.11</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-25,922.51</b>	<b>121,379.79</b>	<b>197,567.11</b>		

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

	Annual Budget 2019-20	February 2020	March 2020	March Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	21,000.00	1,782.50	1,705.00	16,856.25	80%	4,143.75
4103 · City of Capitola Gov. Meetings	7,000.00	752.50	1,075.00	6,767.25	97%	232.75
4104 · SCMTD Meetings	2,500.00	258.00	559.00	2,501.00	100%	-1.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	4,869.75	4,962.00	35,204.00	107%	-2,204.00
4108 · SCCRTC Meetings	5,000.00	344.00	387.00	3,646.50	73%	1,353.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	503.75	12%	3,696.25
4120 · Facility & Equipment Use	162,250.00	15,228.85	11,600.76	102,869.00	63%	59,381.00
4121 · SLVWD Meetings	4,600.00	688.00	731.00	5,178.50	113%	-578.50
4122 · PVUSD	5,400.00	430.00	774.00	5,059.75	94%	340.25
4130 · Classes	1,000.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	100.00	0.00	150.00	30%	350.00
4180 · Interest Earned	0.00	343.66	341.54	3,537.33		-3,537.33
4185 · Misc. Income	1,000.00	0.00	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	1,350.00	3,960.00	6,421.00	107%	-421.00
4250 · Closed Captioning	15,000.00	1,125.00	900.00	10,087.50	67%	4,912.50
4260 · Equipment Lease	13,600.00	527.53	527.53	4,358.89	32%	9,241.11
CTV Surplus	11,620.00	0.00	0.00	0.00	0%	11,620.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>293,670.00</b>	<b>27,799.79</b>	<b>27,522.83</b>	<b>214,455.17</b>	<b>73%</b>	<b>79,214.83</b>
<b>TOTAL INCOME</b>	<b>293,670.00</b>	<b>27,799.79</b>	<b>27,522.83</b>	<b>214,455.17</b>	<b>73%</b>	<b>79,214.83</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	11,000.00	1,050.68	1,630.85	9,152.24	83%	1,847.76
6300 · Bank Charges	3,000.00	213.18	265.51	1,957.06	65%	1,042.94
6600 · Dues & Subscriptions	1,500.00	87.95	163.49	1,223.27	82%	276.73
7100 · Office Supplies	1,000.00	54.37	31.33	655.85	66%	344.15
7105 · Production Expenses	0.00	147.19	198.00	345.19		-345.19
7200 · Postage/Freight	500.00	26.95	55.46	330.67	66%	169.33
7205 · Printing	500.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	479.47	363.08	3,329.87	111%	-329.87
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	89.00	89%	11.00
7700 · Telephone/Telecommunications/Internet	0.00	160.04	160.04	2,479.25		-2,479.25
<b>Total 6000 - Operating Expenses</b>	<b>20,600.00</b>	<b>2,219.83</b>	<b>2,867.76</b>	<b>19,562.40</b>	<b>95%</b>	<b>1,037.60</b>
<b>6800 · Contracted Services</b>						
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	0.00	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	404.00	781.25	3,736.25	37%	6,263.75
<b>Total 6800 · Contracted Services</b>	<b>51,440.50</b>	<b>404.00</b>	<b>781.25</b>	<b>21,541.25</b>	<b>42%</b>	<b>29,899.25</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	1,525.41	76%	474.59
7800 · Travel/Meals	1,650.00	37.78	0.00	184.65	11%	1,465.35
8600 · Special Events Expense	3,850.00	24.00	0.00	936.65	24%	2,913.35
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>7,500.00</b>	<b>209.28</b>	<b>147.50</b>	<b>2,646.71</b>	<b>35%</b>	<b>4,853.29</b>

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

	Annual Budget 2019-20	February 2020	March 2020	March Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Executive Director	45,423.00	7,570.49	7,570.49	22,711.47	50%	22,711.53
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,665.61	2,402.49	22,252.90	70%	9,567.10
7535 · Salaries - Accountant	16,377.00	1,317.36	1,373.13	10,448.13	64%	5,928.87
7542 · Salaries - Media Services Coordinator	46,700.00	3,570.67	3,570.67	35,049.34	75%	11,650.66
7585 · Salaries - Government Technicians	18,488.00	1,993.85	1,718.72	13,737.99	74%	4,750.01
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	1,008.75	819.27	9,160.23	96%	339.77
7621 · Payroll Taxes	20,029.50	2,181.79	1,813.22	11,747.56	59%	8,281.94
7635 · Workers Comp	2,012.00	0.00	0.00	368.99	18%	1,643.01
7630 · Health/Dental/Vision	19,200.00	1,063.08	3,769.12	13,409.68	70%	5,790.32
7632 · Severance/Vacation Payouts	4,580.00	0.00	0.00	0.00	0%	4,580.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>214,129.50</b>	<b>21,371.60</b>	<b>23,037.11</b>	<b>138,886.29</b>	<b>65%</b>	<b>75,243.21</b>
<b>TOTAL EXPENSES</b>	<b>293,670.00</b>	<b>24,204.71</b>	<b>26,833.62</b>	<b>182,636.65</b>	<b>62%</b>	<b>111,033.35</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>3,595.08</b>	<b>689.21</b>	<b>31,818.52</b>	<b>14.8%</b>	

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	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	297.08
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	921,171.69
1080 Savings - Lighthouse Bank	301,195.05
1085 CD 12-23 Month - Lighthouse Bank	84,856.79
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$1,307,520.61</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	167,731.19
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$167,731.19</b>
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	1,350.92
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)	2,567.64
<b>Total 1200 Prepaid Insurance</b>	<b>3,918.60</b>
1260 Prepaid Expenses	26,995.02
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$35,844.62</b>
<b>Total Current Assets</b>	<b>\$1,511,096.42</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	TOTAL
Fixed Assets	
1600 Production Equipment	1,056,177.62
1700 Accum Depr-Production Equipment	-869,934.07
<b>Total 1600 Production Equipment</b>	<b>186,243.55</b>
1620 Office Furniture/Equipment	120,095.98
1720 Accum Depr-Furniture/Equipment	-113,476.53
<b>Total 1620 Office Furniture/Equipment</b>	<b>6,619.45</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-141,612.11
<b>Total 1625 Leasehold Improvement</b>	<b>66,085.04</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$287,881.93</b>
<b>TOTAL ASSETS</b>	<b>\$1,798,978.35</b>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-10,483.65
<b>Total Accounts Payable</b>	<b>\$ -10,483.65</b>
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	485.32
CA SUI / ETT	1,060.66
Federal Taxes (941/944)	4,419.18
<b>Total 24000 Payroll Liabilities</b>	<b>7,000.14</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$9,491.14</b>
<b>Total Current Liabilities</b>	<b>\$ -992.51</b>
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$ -992.51</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of March 31, 2020

	TOTAL
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	229,385.63
<b>Total Equity</b>	<b>\$1,799,970.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,798,978.35</b>

### EQUITY:

Capital Reserves	\$ 926,486.00
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 641,654.80
<b>TOTAL EQUITY:</b>	<b>\$1,799,970.86</b>



RESOLUTION OF THE BOARD OF DIRECTORS OF  
COMMUNITY TELEVISION OF Santa Cruz COUNTY

RESOLUTION NO.: 002-2020

Pursuant to Board Resolution dated: 04/27/2020, the Board resolves the following:

WHEREAS, Community Television of Santa Cruz County (CTV) is a 501c3 non-profit organization that provides tools, training and programming to foster dialogue, civic engagement and self-expression through television, the internet and other digital media; and

WHEREAS, a meeting of the Board of Directors was held on April 27, 2020 in accordance with CTV By-Laws; and

WHEREAS, the purpose of the meeting was to authorize the Executive Director to accept a CARES Act Loan from the US Small Business Administration.

NOW THEREFORE BE IT RESOLVED that CTV Board of Directors does hereby authorize the Executive Director to accept on its behalf a CARES Act Economic Injury Disaster Loan from the US Small Business Administration and take all other administrative action necessary to execute and accept this loan.

PASSED AND ADOPTED this day 27<sup>th</sup> day of April 2020.

CERTIFICATION

The foregoing is a true and correct copy of the resolution adopted by the Board of Directors of Community Television of Santa Cruz County held on April 21, 2020.

I, Larry Laurent, Secretary of the Board of Community Television of Santa Cruz County, hereby certify that the foregoing Resolution of the Board was duly adopted and inserted into the Minutes of the Corporation.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Larry Laurent – Secretary of the Board

\_\_\_\_\_  
Joe Hall – Treasurer of the Board

# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
<b>4300 · OPERATING REVENUE</b>						Less income is positive number
4101 · County BOS Meetings	21,000.00	16,856.25	4,143.75	9,441.00	-5,297.25	Includes extra meetings /webinars
4103 · City of Capitola Gov. Meetings	7,000.00	6,767.25	232.75	1,750.00	-1,517.25	
4104 · SCMTD Meetings	2,500.00	2,501.00	-1.00	1,032.00	-1,033.00	
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	35,204.00	-2,204.00	6,509.00	-8,713.00	Meeting duration reduced
4108 · SCCRTC Meetings	5,000.00	3,646.50	1,353.50	1,161.00	192.50	
4109 · SCWD Government Meetings	4,200.00	503.75	3,696.25	300.00	3,396.25	No meetings budgeted
4120 · Facility & Equipment Use	162,250.00	102,869.00	59,381.00	28,131.00	31,250.00	Current office rental/café (less holds)/mailboxes
4121 - SLVWD Meetings	4,600.00	5,178.50	-578.50	1,150.00	-1,728.50	
4122 - PVUSD	5,400.00	5,059.75	340.25	900.00	-559.75	No meetings budgeted
4130 · Classes	1,000.00	24.00	976.00	0.00	976.00	No classes
4165 · Donations	500.00	150.00	350.00	0.00	350.00	
4180 · Interest Earned	0.00	3,537.33	-3,537.33	0.00	-3,537.33	
4185 · Misc. Income	1,000.00	11,290.45	-10,290.45	156.00	-10,446.45	
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00	
4200 · Production Services	6,000.00	6,421.00	-421.00	2,000.00	-2,421.00	
4250 - Closed Captioning	15,000.00	10,087.50	4,912.50	5,600.00	-687.50	Based on 60% of BOS meeting
4260 - Equipment Lease	13,600.00	4,358.89	9,241.11	1,582.00	7,659.11	No increase budgeted
CTV Surplus (11,620 original projection)	0.00	0.00	0.00	0.00	0.00	
<b>Total 4300 · OPERATING REVENUE *</b>	<b>282,050.00</b>	<b>214,455.17</b>	<b>67,594.83</b>	<b>59,712.00</b>	<b>7,882.83</b>	How much less than budgeted
<b>TOTAL INCOME</b>	<b>282,050.00</b>	<b>214,455.17</b>	<b>67,594.83</b>	<b>59,712.00</b>	<b>7,882.83</b>	
<b>6000 · OPERATING EXPENSES</b>						Positive number is savings
6100 · Advertising	11,000.00	9,152.24	1,847.76	3,000.00	-1,152.24	
6300 · Bank Charges	3,000.00	1,957.06	1,042.94	700.00	342.94	
6600 · Dues & Subscriptions	1,500.00	1,223.27	276.73	0.00	276.73	
7100 · Office Supplies	1,000.00	655.85	344.15	0.00	344.15	
7105 - Production Expenses	0.00	345.19	-345.19	0.00	-345.19	
7200 · Postage/Freight	500.00	330.67	169.33	0.00	169.33	

# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
7205 · Printing	500.00	0.00	500.00	0.00	500.00	
7401 · Facility Supplies	3,000.00	3,329.87	-329.87	0.00	-329.87	
7640 · Licenses/Fees/Misc. Taxes	100.00	89.00	11.00	0.00	11.00	
7700 · Telephone/Telecommunications/	0.00	2,479.25	-2,479.25	0.00	-2,479.25	
<b>Total 6000 - Operating Expenses</b>	<b>20,600.00</b>	<b>19,562.40</b>	<b>1,037.60</b>	<b>3,700.00</b>	<b>-2,662.40</b>	
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	4,000.00	0.00	4,000.00	0.00	4,000.00	
7001 · Contract Services-Production Supp	3,000.00	0.00	3,000.00	1,000.00	2,000.00	
7007 · Contract Services-CMAP	17,315.50	17,280.00	35.50	0.00	35.50	
7010 · Contract Services-Consulting	8,125.00	525.00	7,600.00	0.00	7,600.00	
7110 · Contract Services-Legal	3,000.00	0.00	3,000.00	0.00	3,000.00	
7910 · Contract Services-Equipment Tech	6,000.00	0.00	6,000.00	0.00	6,000.00	
7920 · Contract Services-Captioning	10,000.00	3,736.25	6,263.75	2,500.00	3,763.75	
<b>Total 6800 · Contracted Services</b>	<b>51,440.50</b>	<b>21,541.25</b>	<b>29,899.25</b>	<b>3,500.00</b>	<b>26,399.25</b>	
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	1,525.41	474.59	500.00	-25.41	
7800 · Travel/Meals	1,650.00	184.65	1,465.35	412.50	1,052.85	
8600 · Special Events Expense	3,850.00	936.65	2,913.35	962.50	1,950.85	
<b>Total 7000 · Staff Development &amp; Fund</b>	<b>7,500.00</b>	<b>2,646.71</b>	<b>4,853.29</b>	<b>1,875.00</b>	<b>2,978.29</b>	
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 - Executive Director	45,423.00	22,711.47	22,711.53	22,711.47	0.06	
7530 · Salaries - Coworking Community	31,820.00	22,252.90	9,567.10	7,955.00	1,612.10	Salary less 20% capital reallocation
7535 · Salaries - Accountant	16,377.00	10,448.13	5,928.87	5,000.00	928.87	
7542 · Salaries - Media Services Coordina	46,700.00	35,049.34	11,650.66	10,712.00	938.66	Salary less 20% capital reallocation
7585 · Salaries - Government Technicians	18,488.00	13,737.99	4,750.01	8,000.00	-3,249.99	
7589 · Salaries - Extra Help Trainers, Tec	9,500.00	9,160.23	339.77	1,000.00	-660.23	
7621 · Payroll Taxes	20,029.50	11,747.56	8,281.94	7,000.00	1,281.94	Based on average for 2020
7635 · Workers Comp	2,012.00	368.99	1,643.01	503.00	1,140.01	

# FY 2019-2020

Account	AMENDED 2/24/20 Annual Budget	ACTUAL Rev / Exp JUL - MAR	REMAINING Rev / Exp APRIL - JUNE	PROJECTED Rev / Exp APRIL - JUNE	Remaining - Projected	Notes
7630 · Health/Dental/Vision	19,200.00	13,409.68	5,790.32	6,300.00	-509.68	Includes Becca
7632 · Severance/Vacation Payouts	4,580.00	0.00	4,580.00	4,137.00	443.00	Based on vacation hours as of 3/31
<b>Total 7500 · Operating Salaries &amp; Benef</b>	<b>214,129.50</b>	<b>138,886.29</b>	<b>75,243.21</b>	<b>73,318.47</b>	<b>1,924.74</b>	Lower expenses.
			0.00			
<b>TOTAL EXPENSES</b>	<b>293,670.00</b>	<b>182,636.65</b>	<b>111,033.35</b>	<b>82,393.47</b>	<b>28,639.88</b>	
<b>NET INCOME/LOSS *</b>	<b>-11,620.00</b>	<b>31,818.52</b>	<b>-43,438.52</b>	<b>-22,681.47</b>		

\* Note: 11,620 was original estimate from reserves

11,061.47 Budget - Projection

4/27/20

Community Television of Santa Cruz County  
Executive Director's Report to the Board  
Covering March 2020 with an April update

1. Administration

- Financial

Coworking

- Our breakeven number in the coworking center is \$10k. In March we earned \$12,437\*

Last March we earned \$11,333\*

\* 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 13 meetings in March

*Webinar Service - NEW*

- Economic Development Office Webinars (2)  
TV & live streams)
- San Lorenzo Valley Water District
- SC CTY Regional Transit Comm.
- Metro Transit

*RSVP Use*

- *City of Santa Cruz PSAs (4)*

3. Communications

- Mission Programming
  - Corona Virus Report
  - Corona Virus Update #1
  - Corona Virus Update #2
  - Public Health Press conferences (2)

#### 4. Coronavirus Response Update

- Paycheck Protection Program Loan
  - Submitted application
  - Our funds have been reserved
  - Delivered all requested documents
  - Awaiting final paperwork

#### Economic Disaster Impact Loan (EIDL)

- Reviewed documentation
- Gathered required information/documents
- Ready to apply when program re-opens