



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

September 28, 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 meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at: <https://us02web.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 June 22, 2020

5. Approve Minutes *

Special Board Meeting Minutes of August 17, 2020

6. Approve Recommendation of Finance Committee to Accept the June 2020 Financial Reports *

7. Approve Recommendation of Finance Committee to Accept the July 2020 Financial Reports *

8. Approve Recommendation of Finance Committee to Accept the August 2020 Financial Reports *

REGULAR AGENDA

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

September 28, 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
June 22, 2020
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

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

Absent: Elizabeth Shaw
[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 March 27, 2020

5. Approve Minutes *

Board Special Meeting Minutes of May 4, 2020

6. Approve Recommendation of Finance Committee to Accept the May 2020 Financial Reports *

Director Rand motioned to approve consent agenda with correction to Director Lasnier name. Director Hall seconded. Director Hall commented that the budget amount for co-working center has been reduced due to COVID-19. Approved unanimously.

REGULAR AGENDA

7. Report from Ad-Hoc Facilities Committee

Director Gudger reported that the subcommittee has met several times. Will include in closed session report.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
June 22, 2020
5:00 P.M.
Zoom On-Line Meeting

8. Review and Extend Emergency Check-Signing Policy*

Director Manheim commented that the included policy is not the one that was passed. The one that was passed allows any officer of the board to sign, not just the chair. Director Manheim motioned to approve until the next regular meeting in July. Director Hall seconded. Director Manheim added that the item is still an emergency because the governance subcommittee has not been able to meet. Approved unanimously.

9. Update on CARES Act Economic Injury Disaster Loan from the US Small Business Administration*

Director Hall Executive Director Reed for getting the application processed, the rules were changing which made it difficult. Finance Committee has not met to review. Will discuss EIDL and PPP loans at next finance meeting. Director Rand voiced her concerns about loans, and she was not generally in favor of them. Director Hall commented that it has finalized yet. It was also mentioned that the first \$10,000 is considered a grant regardless if CTV receives the rest of the loan. Executive Director Reed commented that it is inexpensive insurance in case COVID changes things. Executive Director Reed thanked Director Hall for his help.

10. Oral Report of Executive Director *

Given. Director Hall asked how people will be notified that the coworking center is open. Executive Director Reed responded that there will be new signage on building.

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

Director Gudger reported that the VAC met online. Very glad to get back together. They came up with a list of items needed to have volunteers return. Only one program on the weekend, only one guest per talk program, 1-2 musicians, no bands.. Will clean kitchen before and after. Not food inside. Director Rand stated that the graphics computer will be inside studio to allow for social distancing.

12. Oral Report of Board Chair

Chair Maziarz had no report.

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

Emergency check policy. Director Rand requested information on reopening of the building.

14. Closed Session

Discussion of lease of real property pursuant to Code § 54956.8.

15. Report Out of Closed Session

No reportable action taken

16. Announcements

None



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
June 22, 2020
5:00 P.M.
Zoom On-Line Meeting

17. 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
August 17, 2020
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

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

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. Appropriation of Funds for Lease of Captioning Equipment*

Executive Director Reed reported that the City of Santa Cruz awarded Community Television the contract for the Captioning of the City County Meetings. Because the County Board of Supervisors and the Santa Cruz City Council meetings overlap, it is necessary to lease an additional encoder. CTV did not buy the new version of the encoder previously approved for the County due to the need to stream HD and SD simultaneously. This new encoder will offer improved captioning capabilities. This encoder can be managed remotely instead of onsite. Director Gudger asked where the encoder would be located, Executive Director replied at the County. Director Gudger asked if it could be used for other purposes, Executive Director replied that it could as long as wasn't at the same time as the Santa Cruz City Council meetings. Can capture after the fact. Director Rand asked if more that 30-hours were used could it be charged to the program. Executive Director Reed replied yes. Director Gudger commented that Election related programs would be a good use. Chair Maziarz commented that there may be a need for a Matrix switcher to caption other sources. Motion to approve the funds for the captioning hardware Director Gudger, seconded Director Rand. Approve unanimously via roll call vote.

5. Adjournment.

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

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2019-20	May 2020	June 2020	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	600,000.00	120%	-100,000.00
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	150,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	244,124.00	18,736.15	19,280.71	221,253.43	91%	22,870.57
6701 · Facility/Equip. Insurance	9,300.00	840.91	885.91	10,925.03	117%	-1,625.03
7058 · Leasehold Improvements/Capital	30,000.00	7,900.00	325.00	10,612.82	35%	19,387.18
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	526.02	53%	473.98
Total 5100 · Facility	284,424.00	27,523.40	20,537.96	243,317.30	86%	41,106.70
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	196.70	193.98	2,407.59	48%	2,592.41
7051 · Equipment Repair	5,000.00	397.57	425.83	3,029.19	61%	1,970.81
7056 · Equipment - Depreciated	114,869.00	1,770.40	7,740.93	42,094.48	37%	72,774.52
7057 · Equipment - Non Depreciated	10,000.00	1,254.31	2,614.69	19,546.38	195%	-9,546.38
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	339.24	2,564.11	17,828.60	108%	-1,328.60
Total 5200 · Equipment	301,369.00	3,958.22	13,539.54	84,906.24	28%	216,462.76
Capital Maintenance & Repair						
7063 - Building Maintenance	3,200.00	533.69	561.53	5,092.96	159%	-1,892.96
7064 - Equipment Maintenance	5,300.00	892.67	892.67	8,034.03	152%	-2,734.03
7065 - Equipment Repair	5,047.00	841.17	841.17	5,047.02	100%	-0.02
Total 5200 · Equipment	13,547.00	2,267.53	2,295.37	18,174.01	134%	-4,627.01
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
Total 5300 · Media Licensing	660.00	55.00	55.00	660.00	100%	0.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	33,804.15	36,427.87	347,057.55	58%	252,942.45
NET INCOME/LOSS	0.00	-33,804.15	113,572.13	252,942.45		

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

	Annual Budget 2019-20	COVID 19 Budget	May 2020	June 2020	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE							
4101 · County BOS Meetings	21,000.00	26,297.25	1,937.50	1,240.00	23,510.00	112%	-2,510.00
4103 · City of Capitola Gov. Meetings	7,000.00	8,517.25	666.50	1,290.00	9,454.75	135%	-2,454.75
4104 · SCMTD Meetings	2,500.00	3,533.00	301.00	344.00	3,146.00	126%	-646.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	41,713.00	3,138.75	6,739.50	45,369.75	137%	-12,369.75
4108 · SCCRTC Meetings	5,000.00	4,807.50	258.00	344.00	4,635.50	93%	364.50
4109 · SCWD Government Meetings	4,200.00	803.75	0.00	0.00	3,556.75	85%	643.25
4120 · Facility & Equipment Use	162,250.00	131,000.00	7,829.08	8,208.24	126,938.30	78%	35,311.70
4121 · SLVWD Meetings	4,600.00	6,328.50	365.50	580.50	6,597.50	143%	-1,997.50
4122 · PVUSD	5,400.00	5,959.75	0.00	0.00	5,962.75	110%	-562.75
4130 · Classes	1,000.00	24.00	0.00	0.00	24.00	2%	976.00
4165 · Donations	500.00	150.00	5.00	0.00	155.00	31%	345.00
4180 · Interest Earned	0.00	3,537.33	362.56	365.59	4,607.92		-4,607.92
4185 · Misc. Income	1,000.00	11,446.45	0.00	0.00	11,346.45		-10,346.45
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	8,421.00	304.00	160.00	7,638.00	127%	-1,638.00
4250 · Closed Captioning	15,000.00	15,687.50	975.00	1,350.00	13,725.00	92%	1,275.00
4260 · Equipment Lease	13,600.00	5,940.89	527.53	527.53	5,941.48	44%	7,658.52
CTV Surplus	11,620.00	0.00	0.00	0.00	0.00	0%	11,620.00
Total 4300 · OPERATING REVENUE	293,670.00	274,167.17	16,670.42	21,149.36	272,609.15	93%	21,060.85
TOTAL INCOME	293,670.00	274,167.17	16,670.42	21,149.36	272,609.15	93%	21,060.85
6000 · OPERATING EXPENSES							
6100 · Advertising	11,000.00	12,152.24	342.55	371.49	10,192.39	93%	807.61
6300 · Bank Charges	3,000.00	2,657.06	134.76	183.08	2,474.22	82%	525.78
6600 · Dues & Subscriptions	1,500.00	1,223.27	87.95	87.85	1,487.02	99%	12.98
7100 · Office Supplies	1,000.00	655.85	82.81	74.39	880.66	88%	119.34
7105 · Production Expenses	0.00	345.19	0.00	0.00	430.19		-430.19
7200 · Postage/Freight	500.00	330.67	65.15	196.21	624.97	125%	-124.97
7205 · Printing	500.00	0.00	0.00	0.00	0.00	0%	500.00
7401 · Facility Supplies	3,000.00	3,329.87	94.26	1,812.81	5,400.51	180%	-2,400.51
7640 · Licenses/Fees/Misc. Taxes	100.00	89.00	85.00	0.00	174.00	174%	-74.00
7700 · Telephone/Telecommunications/Internet	0.00	2,479.25	160.04	164.79	2,968.83		-2,968.83
Total 6000 · Operating Expenses	20,600.00	23,262.40	1,052.52	2,890.62	24,632.79	120%	-4,032.79
6800 · Contracted Services							
6900 · Contract Services-Audit Services	4,000.00	0.00	1,475.00	0.00	1,475.00	37%	2,525.00
7001 · Contract Services-Production Support	3,000.00	1,000.00	0.00	0.00	0.00	0%	1,525.00
7007 · Contract Services-CMAP	17,315.50	17,280.00	0.00	0.00	17,280.00	100%	35.50
7010 · Contract Services-Consulting	8,125.00	525.00	0.00	267.86	792.86	10%	7,332.14
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0.00	0.00	0%	6,000.00
7920 · Contract Services-Captioning	10,000.00	6,236.25	314.60	579.70	5,059.30	51%	4,940.70
Total 6800 · Contracted Services	51,440.50	25,041.25	1,789.60	847.56	24,607.16	48%	26,833.34
7000 · Staff Development & Fundraising							
7405 · Training/conferences	2,000.00	2,025.41	147.50	147.50	1,967.91	98%	32.09
7800 · Travel/Meals	1,650.00	597.15	35.81	0.00	220.46	13%	1,429.54
8600 · Special Events Expense	3,850.00	1,899.15	0.00	0.00	936.65	24%	2,913.35
Total 7000 · Staff Development & Fundraising	7,500.00	4,521.71	183.31	147.50	3,125.02	42%	4,374.98

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

	Annual Budget 2019-20	COVID 19 Budget	May 2020	June 2020	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits							
7525 · Executive Director	45,423.00	45,422.94	7,570.49	11,452.89	49,305.34	109%	-3,882.34
7530 · Salaries - Coworking Community Coordinator	31,820.00	30,207.90	2,134.78	3,210.12	29,968.90	94%	1,851.10
7535 · Salaries - Accountant	16,377.00	15,448.13	1,219.35	1,307.13	14,686.98	90%	1,690.02
7542 · Salaries - Media Services Coordinator	46,700.00	45,761.34	3,570.67	5,366.42	47,557.10	102%	-857.10
7585 · Salaries - Government Technicians	18,488.00	21,737.99	1,435.57	1,891.06	18,356.56	99%	131.44
7589 · Salaries - Extra Help Trainers, Technicians	9,500.00	10,160.23	0.00	0.00	9,246.93	97%	253.07
7621 · Payroll Taxes	20,029.50	18,747.56	1,554.65	1,561.76	16,503.78	82%	3,525.72
7635 · Workers Comp	2,012.00	871.99	0.00	0.00	369.03	18%	1,642.97
7630 · Health/Dental/ Vision	19,200.00	19,709.68	2,340.80	1,798.52	19,967.20	104%	-767.20
7632 · Severance/ Vacation Payouts	4,580.00	4,137.00	0.00	0.00	0.00	0%	4,580.00
Total 7500 · Operating Salaries & Benefits	214,129.50	212,204.76	19,826.31	26,587.90	205,961.82	96%	8,167.68
TOTAL EXPENSES	293,670.00	265,030.12	22,851.74	30,473.58	258,326.79	88%	35,343.21
NET INCOME/LOSS	0.00	9,137.05	-6,181.32	-9,324.22	14,282.36	5.2%	

NOTES:

COVID 19 Budget is for reference only.

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 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		193.96
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		1,146,889.94
1080 Savings - Lighthouse Bank		301,382.84
1085 CD 12-23 Month - Lighthouse Bank		85,354.44
1099 Cash Box		0.00
Total Bank Accounts		\$1,533,821.18
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		13,705.50
1116 Grants Receivable		0.00
Total Accounts Receivable		\$13,705.50

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 2020

	TOTAL
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	378.75
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,296.81
Total 1200 Prepaid Insurance	9,026.48
1260 Prepaid Expenses	27,478.71
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$41,436.19
Total Current Assets	\$1,588,962.87
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
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	\$1,876,844.80

Community Television of Santa Cruz County

BALANCE SHEET

As of June 30, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-7,786.69
Total Accounts Payable	\$ -7,786.69
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	9,133.15
2150 PPP Loan	32,390.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	479.32
CA SUI / ETT	-459.97
Federal Taxes (941/944)	4,233.97
Total 24000 Payroll Liabilities	5,288.30
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$46,811.45
Total Current Liabilities	\$39,024.76
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$39,024.76
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	267,234.81
Total Equity	\$1,837,820.04
TOTAL LIABILITIES AND EQUITY	\$1,876,844.80

EQUITY:	
Capital Reserves	\$ 981,871.34
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 287,729.78
PPP Loan	\$ 32,390.00
Other Assets	\$ 303,998.86
TOTAL	\$ 1,837,820.04

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

	Annual Budget 2020-21	July 2020	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	247,364.00	18,739.10	18,739.10	8%	228,624.90
6701 · Insurance	11,143.00	860.59	860.59	8%	10,282.41
7058 · Leasehold Improvements / Capital	20,000.00	3,675.76	3,675.76	18%	16,324.24
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	5%	953.66
Total 5100 · Facility	279,507.00	23,321.79	23,321.79	8%	256,185.21
5200 · Equipment					
7215 · Copy Machine Lease	5,000.00	195.45	195.45	4%	4,804.55
7051 · Equipment Repair	5,000.00	83.33	83.33	2%	4,916.67
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	3,976.56	3,976.56	40%	6,023.44
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	36,800.00	0.00	0.00	0%	36,800.00
7062 · Software as a Service	16,500.00	1,111.24	1,111.24	7%	15,388.76
Total 5200 · Equipment	282,653.00	5,366.58	5,366.58	2%	277,286.42
Capital Maintenance & Repair					
7063 - Building Maintenance	6,400.00	562.67	562.67	9%	5,837.33
7064 - Equipment Maintenance	10,600.00	892.67	892.67	8%	9,707.33
7065 - Equipment Repair	20,180.00	1,896.30	1,896.30	9%	18,283.70
Total 5200 · Equipment	37,180.00	3,351.64	3,351.64	9%	33,828.36
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	32,095.01	32,095.01	5%	567,904.99
NET INCOME/LOSS	0.00	-32,095.01	-32,095.01		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance

July
2020

	Annual Budget 2020-21	July 2020	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	5,347.00	5,347.00	25%	15,653.00
4103 · City of Capitola Gov. Meetings	7,000.00	1,118.00	1,118.00	16%	5,882.00
4104 · SCMTD Meetings	2,500.00	494.50	494.50	20%	2,005.50
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	5,422.50	5,422.50	12%	39,577.50
4108 · SCCRTC Meetings	4,500.00	731.00	731.00	16%	3,769.00
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	0%	4,200.00
4120 · Facility & Equipment Use	100,000.00	8,749.74	8,749.74	9%	91,250.26
4121 · SLVWD Meetings	4,600.00	688.00	688.00	15%	3,912.00
4122 · PVUSD	2,500.00	0.00	0.00	0%	2,500.00
4130 · Classes	0.00	0.00	0.00	0%	0.00
4165 · Donations	250.00	0.00	0.00	0%	250.00
4180 · Interest Earned	0.00	372.64	372.64		-372.64
4185 · Misc. Income	1,000.00	56.00	56.00		944.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	0.00	0.00	0%	6,000.00
4250 · Closed Captioning	42,000.00	3,750.00	3,750.00	9%	38,250.00
4260 · Equipment Lease	5,000.00	527.53	527.53	11%	4,472.47
CTV Surplus	47,389.50	0.00	0.00	0%	47,389.50
Total 4300 · OPERATING REVENUE	292,939.50	27,256.91	27,256.91	9%	265,682.59
TOTAL INCOME	292,939.50	27,256.91	27,256.91	9%	265,682.59
6000 · OPERATING EXPENSES					
6100 · Advertising	11,000.00	684.12	684.12	6%	10,315.88
6300 · Bank Charges	2,500.00	186.42	186.42	7%	2,313.58
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	6%	1,412.05
7100 · Office Supplies	1,000.00	16.19	16.19	2%	983.81
7105 · Production Expenses	500.00	0.00	0.00		500.00
7200 · Postage/Freight	375.00	0.00	0.00	0%	375.00
7205 · Printing	250.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	94.49	94.49	3%	2,905.51
7640 · Licenses/Fees/Misc. Taxes	100.00	44.00	44.00	44%	56.00
7700 · Telephone/Telecommunications/Internet	1,920.00	164.79	164.79		1,755.21
Total 6000 · Operating Expenses	22,145.00	1,277.96	1,277.96	6%	20,867.04
6800 · Contracted Services					
6900 · Contract Services-Audit Services	2,500.00	0.00	0.00	0%	2,500.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	0.00	0%	2,000.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,049.40	1,049.40	5%	19,950.60
Total 6800 · Contracted Services	28,500.00	1,049.40	1,049.40	4%	27,450.60
7000 · Staff Development & Fundraising					
7405 · Training/conferences	2,000.00	147.50	147.50	7%	1,852.50
7800 · Travel/Meals	800.00	0.00	0.00	0%	800.00
8600 · Special Events Expense	1,000.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,800.00	147.50	147.50	4%	3,652.50

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

	Annual Budget 2020-21	July 2020	July Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7525 · Executive Director	80,720.00	6,729.33	6,729.33	8%	73,990.67
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,250.67	2,250.67	7%	29,569.33
7535 · Salaries - Accountant	16,377.00	855.89	855.89	5%	15,521.11
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	8%	39,277.33
7585 · Salaries - Government Technicians	18,488.00	763.13	763.13	4%	17,724.87
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	0.00	0.00	0%	3,000.00
7621 · Payroll Taxes	20,029.50	1,387.69	1,387.69	7%	18,641.81
7635 · Workers Comp	2,012.00	111.33	111.33	6%	1,900.67
7630 · Health/Dental/Vision	18,200.00	2,466.29	2,466.29	14%	15,733.71
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	238,494.50	18,135.00	18,135.00	8%	220,359.50
TOTAL EXPENSES	292,939.50	20,609.86	20,609.86	7%	272,329.64
NET INCOME/LOSS	0.00	6,647.05	6,647.05	24.4%	

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 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		193.96
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		1,109,426.87
1080 Savings - Lighthouse Bank		301,446.84
1085 CD 12-23 Month - Lighthouse Bank		85,517.35
1099 Cash Box		0.00
Total Bank Accounts		\$1,496,585.02
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		19,484.53
1116 Grants Receivable		0.00
Total Accounts Receivable		\$19,484.53

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 2020

	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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	267.42
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,398.22
Total 1200 Prepaid Insurance	7,665.64
1260 Prepaid Expenses	27,340.38
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$39,937.02
Total Current Assets	\$1,556,006.57
Fixed Assets	
1600 Production Equipment	1,096,176.28
1700 Accum Depr-Production Equipment	-975,061.08
Total 1600 Production Equipment	121,115.20
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-117,880.79
Total 1620 Office Furniture/Equipment	4,301.01
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-148,503.06
Total 1625 Leasehold Improvement	59,194.09
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$213,544.19
TOTAL ASSETS	\$1,769,550.76

Community Television of Santa Cruz County

BALANCE SHEET

As of July 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-14,635.75
Total Accounts Payable	\$ -14,635.75
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	9,133.15
2150 PPP Loan	32,390.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	474.42
CA SUI / ETT	-884.04
Federal Taxes (941/944)	4,003.66
Total 24000 Payroll Liabilities	4,629.02
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$46,152.17
Total Current Liabilities	\$31,516.42
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$31,516.42
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	549,780.90
3905 Retained Earnings - Capital Reserves	1,213,701.40
Net Income	-25,447.96
Total Equity	\$1,738,034.34
TOTAL LIABILITIES AND EQUITY	\$1,769,550.76

EQUITY:	
Capital Reserves	\$ 949,776.33
Capital Reserves Youth Grant	\$ 231,830.06
Operating Reserves	\$ 282,588.63
PPP Loan	\$ 32,390.00
Other Assets	\$ 241,449.32
TOTAL	\$1,738,034.34

Retained earnings adjusted for fixed assets transferred to balance sheet and depreciation expense for fiscal year ending 6/30/20

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

	Annual Budget 2020-21	July 2020	August 2020	August Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	0.00	0%	500,000.00
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	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	247,364.00	18,739.10	19,013.37	37,752.47	15%	209,611.53
6701 · Insurance	11,143.00	860.59	926.59	1,787.18	16%	9,355.82
7058 · Leasehold Improvements/Capital	20,000.00	3,675.76	1,800.00	5,475.76	27%	14,524.24
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	92.68	9%	907.32
Total 5100 · Facility	279,507.00	23,321.79	21,786.30	45,108.09	16%	234,398.91
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	195.45	232.31	427.76	9%	4,572.24
7051 · Equipment Repair	5,000.00	83.33	329.58	412.91	8%	4,587.09
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	3,976.56	4,649.41	8,625.97	86%	1,374.03
7060 · Equipment Grant Program - Depreciated	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	36,800.00	0.00	0.00	0.00	0%	36,800.00
7062 · Software as a Service	16,500.00	1,111.24	1,069.40	2,180.64	13%	14,319.36
Total 5200 · Equipment	282,653.00	5,366.58	6,280.70	11,647.28	4%	271,005.72
Capital Maintenance & Repair						
7063 - Building Maintenance	6,400.00	562.67	544.16	1,106.83	17%	5,293.17
7064 - Equipment Maintenance	10,600.00	892.67	892.67	1,785.34	17%	8,814.66
7065 - Equipment Repair	20,180.00	1,896.30	1,908.91	3,805.21	19%	16,374.79
Total 5200 · Equipment	37,180.00	3,351.64	3,345.74	6,697.38	18%	30,482.62
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	32,095.01	31,467.74	63,562.75	11%	536,437.25
NET INCOME/LOSS	0.00	-32,095.01	-31,467.74	-63,562.75		

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

	Annual Budget 2020-21	July 2020	August 2020	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	5,347.00	0.00	5,347.00	25%	15,653.00
4103 · City of Capitola Gov. Meetings	7,000.00	1,118.00	709.50	1,827.50	26%	5,172.50
4104 · SCMTD Meetings	2,500.00	494.50	0.00	494.50	20%	2,005.50
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	5,422.50	1,511.00	6,933.50	15%	38,066.50
4108 · SCCRTC Meetings	4,500.00	731.00	0.00	731.00	16%	3,769.00
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	0.00	0%	4,200.00
4120 · Facility & Equipment Use	100,000.00	8,749.74	13,120.76	21,870.50	22%	78,129.50
4121 · SLVWD Meetings	4,600.00	688.00	322.50	1,010.50	22%	3,589.50
4122 - PVUSD	2,500.00	0.00	0.00	0.00	0%	2,500.00
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	372.64	375.04	747.68		-747.68
4185 · Misc. Income	1,000.00	56.00	0.00	56.00		944.00
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	0.00	0.00	0%	6,000.00
4250 - Closed Captioning	42,000.00	3,750.00	0.00	3,750.00	9%	38,250.00
4260 - Equipment Lease	5,000.00	527.53	651.28	1,178.81	24%	3,821.19
CTV Surplus	47,389.50	0.00	0.00	0.00	0%	47,389.50
Total 4300 · OPERATING REVENUE	292,939.50	27,256.91	16,690.08	43,946.99	15%	248,992.51
TOTAL INCOME	292,939.50	27,256.91	16,690.08	43,946.99	15%	248,992.51
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	684.12	305.23	989.35	9%	10,010.65
6300 · Bank Charges	2,500.00	186.42	217.21	403.63	16%	2,096.37
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	175.90	12%	1,324.10
7100 · Office Supplies	1,000.00	16.19	0.00	16.19	2%	983.81
7105 · Production Expenses	500.00	0.00	5.00	5.00		495.00
7200 · Postage / Freight	375.00	0.00	228.76	228.76	61%	146.24
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	94.49	111.72	206.21	7%	2,793.79
7640 · Licenses / Fees / Misc. Taxes	100.00	44.00	0.00	44.00	44%	56.00
7700 · Telephone / Telecommunications / Internet	1,920.00	164.79	164.80	329.59		1,590.41
Total 6000 - Operating Expenses	22,145.00	1,277.96	1,120.67	2,398.63	11%	19,746.37
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,500.00	0.00	0.00	0.00	0%	2,500.00
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	2,000.00	0.00	0.00	0.00	0%	2,000.00
7110 · Contract Services-Legal	3,000.00	0.00	0.00	0.00	0%	3,000.00
7910 · Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,049.40	1,381.60	2,431.00	12%	18,569.00
Total 6800 · Contracted Services	28,500.00	1,049.40	1,381.60	2,431.00	9%	26,069.00
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	147.50	147.50	295.00	15%	1,705.00
7800 · Travel / Meals	800.00	0.00	0.00	0.00	0%	800.00
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,800.00	147.50	147.50	295.00	8%	3,505.00

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

	Annual Budget 2020-21	July 2020	August 2020	August Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Executive Director	80,720.00	6,729.33	6,729.33	13,458.66	17%	67,261.34
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,250.67	2,176.62	4,427.29	14%	27,392.71
7535 · Salaries - Accountant	16,377.00	855.89	906.31	1,762.20	11%	14,614.80
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	7,141.34	17%	35,706.66
7585 · Salaries - Government Technicians	18,488.00	763.13	2,628.77	3,391.90	18%	15,096.10
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	0.00	435.93	435.93	15%	2,564.07
7621 · Payroll Taxes	20,029.50	1,387.69	1,612.07	2,999.76	15%	17,029.74
7635 · Workers Comp	2,012.00	111.33	111.33	222.66	11%	1,789.34
7630 · Health/Dental/Vision	18,200.00	2,466.29	1,143.57	3,609.86	20%	14,590.14
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	238,494.50	18,135.00	19,314.60	37,449.60	16%	201,044.90
TOTAL EXPENSES	292,939.50	20,609.86	21,964.37	42,574.23	15%	250,365.27
NET INCOME/LOSS	0.00	6,647.05	-5,274.29	1,372.76	3.1%	

Community Television of Santa Cruz County

BALANCE SHEET

As of August 31, 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		116.80
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		1,085,259.34
1080 Savings - Lighthouse Bank		301,510.85
1085 CD 12-23 Month - Lighthouse Bank		85,686.01
1099 Cash Box		0.00
Total Bank Accounts		\$1,472,573.00
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		7,904.69
1116 Grants Receivable		0.00
Total Accounts Receivable		\$7,904.69

Community Television of Santa Cruz County

BALANCE SHEET As of August 31, 2020

	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	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	156.09
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,074.08
Total 1200 Prepaid Insurance	7,230.17
1260 Prepaid Expenses	27,202.05
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$39,363.22
Total Current Assets	\$1,519,840.91
Fixed Assets	
1600 Production Equipment	1,096,176.28
1700 Accum Depr-Production Equipment	-975,061.08
Total 1600 Production Equipment	121,115.20
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-117,880.79
Total 1620 Office Furniture/Equipment	4,301.01
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-148,503.06
Total 1625 Leasehold Improvement	59,194.09
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$213,544.19
TOTAL ASSETS	\$1,733,385.10

Community Television of Santa Cruz County

BALANCE SHEET As of August 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-14,464.06
Total Accounts Payable	\$ -14,464.06
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	9,133.15
2150 PPP Loan	32,390.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	482.98
CA SUI / ETT	-752.82
Federal Taxes (941/944)	4,268.56
Total 24000 Payroll Liabilities	5,033.70
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$46,556.85
Total Current Liabilities	\$32,092.79
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$32,092.79
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	549,780.90
3905 Retained Earnings - Capital Reserves	1,213,701.40
Net Income	-62,189.99
Total Equity	\$1,701,292.31
TOTAL LIABILITIES AND EQUITY	\$1,733,385.10

EQUITY:

Capital Reserves	\$ 918,308.59
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 290,044.35
PPP Loan	\$ 32,390.00
Other Assets	\$ 228,719.00
TOTAL	\$ 1,701,292.00

7//27/20

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering June 2020

1. Administration

- Financial
 - EIDL
 - We have been approved for the loan
 - We have signed the documents
 - Our SBA dashboard says we have will be funded but we haven't received any funds yet.
 - Equipment lease
 - Cameras, ATEM Switcher & TV lights for Kuumbwa

Coworking

- Although our breakeven number in the coworking center is \$10k per month, we have adjusted our target numbers to reflect what we can reasonably project revenue will be during the "shelter in place" months. Our projection for June was \$7500. In June we earned \$8148.00
- * *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 regular meetings
 - CTV produced/telecast 5 Government webinars

2. Facilities & Equipment

Ad Hoc Facilities committee

- Met 3 times in June
- We identified the best space of the 3 options we explored
- We created a list of requirements
- The building owner has agreed to our requests

Next steps

- The building owner will draw up a lease.
- Our partner, Barbara Sprenger and her attorney will review the lease.
- The Ad Hoc Facilities and Finance Committees will review the lease.
- We may make adjustments or add language to the lease.
- When/if we make adjustments to the lease, we will send it back to the building owner for his review.
- If the Ad Hoc Facilities Comm. is happy with the owner's response, the lease will be presented to the full board for discussion and approval.

3. Coronavirus Response Update

Safety measures - Completed

- Installed MERV 13 filters in HVAC SYSTEM
- Installed hand sanitizer dispensers
- Using UV-C lights for cleaning offices, & storage rooms
- Placed "mask required" signs on doors and throughout building
- Installed plexiglass desk shields
- Marked a one-way path of travel
- Social distancing messaging café space
- Increased Janitorial visits
- Ordered single touch faucets for restrooms
- Installed "Touch Free" coffee / hot water urns
- Safety measures – in Process

- Awaiting delivery of large UV-C lights for cleaning studio & control room
- Awaiting quote for UV-C lights for HVAC

- CTV Staff working from home when possible

July update:

- Safety measures completed
 - Installed single touch bathroom faucets
 - Large UV-C lights for cleaning big spaces like the studio and coworking space have arrived.

9//28/20

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering July & August 2020

1. Administration

- Financial
 - EIDL
 - We have been approved for the loan
 - We have signed another round of documents
 - Our SBA dashboard says we have been approved.
 - Our status is: "Funding"

Coworking

- Although our breakeven number in the coworking center is \$10k per month, we have adjusted our target numbers to reflect what we can reasonably project revenue will be during the "shelter in place" months. Our projection for July was \$8000. In June we earned \$8919.00 In August we earned \$12,931.00
- * *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 5 regular meetings in July and 17 in August.
 - CTV produced/telecast 2 Government webinars in July and 5 in August

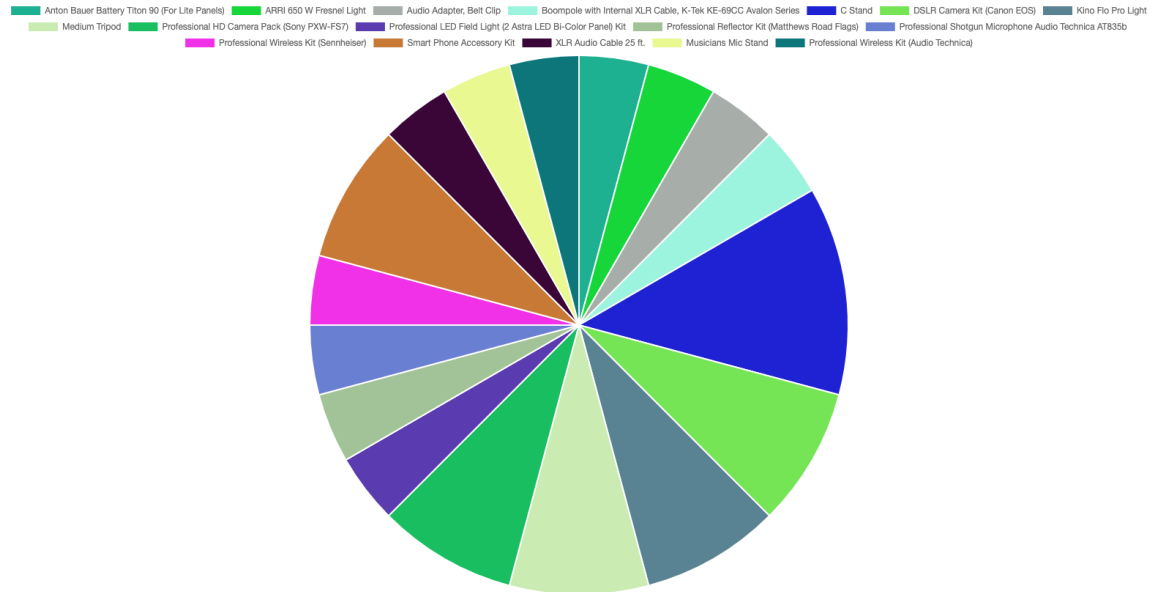
2. Facilities & Equipment
Equipment

- We are installing a new captioner for the county
- The new captioner for the city will be installed this week

Equipment /Studio Rental

- We earned \$396.00 in July
- We earned 695.33 in August

Equipment Rental by Item



Ad Hoc Facilities committee

- Met twice In July and three times in August
- We selected a building for our proposed Aptos expansion
- The Ad Hoc Facilities Comm. created a list of deal points CTV needs in a lease.
- The lease is in negotiations a now
- We negotiated a new business agreement with Satellite

Next steps

- Our partner, Barbara Sprenger, her attorney and I complete a review of the lease.
- The Ad Hoc Facilities and Finance Committees will review the lease.
- We may make adjustments or add language to the lease.
- When/if we make adjustments to the lease, we will send it back to the building owner for his review.
- If the Ad Hoc Facilities Comm. is happy with the owner's response, the lease will be presented to the full board for discussion and approval.

3. Mission Programming

- Fire Press Conferences
- Election
- Mask PSA
- CTV has been running outside PSA's about voting
- CTV invited local candidates to participate in our DIY Election Special, which will be produced in September.

4. Social Media

Fires

- Fire press conference recordings were also shared on Social Media
- We posted all press releases and fire status reports on our Social Media accounts throughout the day until 9/11/20 when we began to post once a day.

Stats

5. Coronavirus Response Update

Safety measures

- We have added some individual enclosed workspaces on the coworking center
- CTV Staff working from home when possible
- We have placed an individual enclosed space inside the studio

Studio Supervisor Checklist in the time of COVID-19

1. Everyone must wear a mask and use hand sanitizer. If there's only 1 guest, the host and guest do not have to be masked. The producer needs to make sure that everyone has a mask that hooks over the ears, not just a bandana.
NOTE: There are now a couple of hand sanitizing stations around the building, including in the studio (one by studio door and one in the control room.)
2. Social distancing of at least 6 feet must be enforced. This includes the director, audio and camera positions, and hosts and guests. The Graphics operator will be moved into the studio. Only 1 person in the control room at a time - no Teleprompter Operator, Graphics Operator or Technical Directors allowed.
3. For the host and guest, use the long table and sit at opposite ends. 2 guests and a host are the maximum allowed. For a music show only 1 - 2 musicians, no whole bands.
4. To sterilize the studio equipment, wipe everything down after use, including door knobs, light switches, and any place people touch or potentially touch. There can only be 1 show per weekend.
5. We will take everyone's temperature as they arrive. Anyone with a temperature of 100.4 F or greater is considered to have a fever and they cannot be admitted.
6. The Producer is responsible for the crew, including the Camera Operators, Director and Audio and the kitchen.
7. No food. Only bottled water for crew and guests. Only 2 people can be in the Kitchen at a time. They must be 6' apart. NO dishes, cups or utensils may be used.