



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**October 26, 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 September 28, 2020

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

### **REGULAR AGENDA**

6. Oral Report of Executive Director \*

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

8. Oral Report of Board Chair
9. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
10. Announcements
11. 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

October 26, 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**  
**September 28, 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 June 22, 2020

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

Board Special 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 \***

Director Gudger pointed out that item 9 in June minutes was missing thanked. Director Rand motioned to approve consent agenda with correction. Director Gudger seconded. Approved unanimously.



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**BOARD OF DIRECTORS**  
**Regular Meeting**  
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**Zoom On-Line Meeting**

## **REGULAR AGENDA**

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

Given. Director Manheim added that in the negotiations for south county facility CTV has gotten all they can from lessor. Need to determine how new space will affect current rentals.

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

Chair Maziarz asked if studio were open. Director Gudger reported that the studio supervisors have met to implement COVID changes. Executive Director Reed stated that the studios will not open until Santa Cruz county is at yellow on the California COVID scale. Director Gudger stated that the equipment rental system has been updated with server upgrade. Ian has given feedback. Chair Maziarz asked if members are wanting to get back in studio. Director Gudger replied that one producer wanted to get access to studio. Director Gudger reported that they have done a number of nonprofit spotlights via Google to discuss how they were surviving in COVID. Chair Maziarz asked if Google Meetings leveled audio.

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

Chair Maziarz had nothing to report. Hoped everyone was doing well.

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

None

### **13. Announcements**

Chair Maziarz thanked staff for keeping everything going. Thanked committee members. Director Hall reported that they recently received a call from a former CTV employee who still had a 401k plan. Was able to get the account transferred for former employee. Chair Maziarz reported that former member, Sandra Leigh recently passed away.

### **14. Adjournment.**

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

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

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

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

	Annual Budget 2020-21	August 2020	September 2020	September Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	150,000.00	30%	350,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	0.00	0.00	0%	100,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>25%</b>	<b>450,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	247,364.00	19,013.37	20,243.56	57,996.03	23%	189,367.97
6701 · Insurance	11,143.00	926.59	926.59	2,713.77	24%	8,429.23
7058 · Leasehold Improvements/Capital	20,000.00	1,800.00	270.00	5,745.76	29%	14,254.24
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	139.02	14%	860.98
<b>Total 5100 · Facility</b>	<b>279,507.00</b>	<b>21,786.30</b>	<b>21,486.49</b>	<b>66,594.58</b>	<b>24%</b>	<b>212,912.42</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	5,000.00	232.31	185.26	613.02	12%	4,386.98
7051 · Equipment Repair	5,000.00	329.58	158.33	571.24	11%	4,428.76
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	4,649.41	6,419.97	15,045.94	150%	-5,045.94
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	1,069.40	1,060.14	3,240.78	20%	13,259.22
<b>Total 5200 · Equipment</b>	<b>282,653.00</b>	<b>6,280.70</b>	<b>7,823.70</b>	<b>19,470.98</b>	<b>7%</b>	<b>263,182.02</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	6,400.00	544.16	591.18	1,698.01	27%	4,701.99
7064 - Equipment Maintenance	10,600.00	892.67	892.67	2,678.01	25%	7,921.99
7065 - Equipment Repair	20,180.00	1,908.91	2,032.99	5,838.20	29%	14,341.80
<b>Total 5200 · Equipment</b>	<b>37,180.00</b>	<b>3,345.74</b>	<b>3,516.84</b>	<b>10,214.22</b>	<b>27%</b>	<b>26,965.78</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	165.00	25%	495.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>165.00</b>	<b>25%</b>	<b>495.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>31,467.74</b>	<b>32,882.03</b>	<b>96,444.78</b>	<b>16%</b>	<b>503,555.22</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-31,467.74</b>	<b>117,117.97</b>	<b>53,555.22</b>		

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

	Annual Budget 2020-21	August 2020	September 2020	September Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	21,000.00	0.00	4,960.00	10,307.00	49%	10,693.00
4103 · City of Capitola Gov. Meetings	7,000.00	709.50	559.00	2,386.50	34%	4,613.50
4104 · SCMTD Meetings	2,500.00	0.00	408.50	903.00	36%	1,597.00
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	1,511.00	4,396.75	11,330.25	25%	33,669.75
4108 · SCCRTC Meetings	4,500.00	0.00	301.00	1,032.00	23%	3,468.00
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	0.00	0%	4,200.00
4120 · Facility & Equipment Use	100,000.00	13,120.76	10,648.94	32,519.44	33%	67,480.56
4121 - SLVWD Meetings	4,600.00	322.50	236.50	1,247.00	27%	3,353.00
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	375.04	397.06	1,144.74		-1,144.74
4185 · Misc. Income	1,000.00	0.00	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	0.00	3,187.50	6,937.50	17%	35,062.50
4260 - Equipment Lease	5,000.00	651.28	651.28	1,830.09	37%	3,169.91
CTV Surplus	47,389.50	0.00	0.00	0.00	0%	47,389.50
<b>Total 4300 · OPERATING REVENUE</b>	<b>292,939.50</b>	<b>16,690.08</b>	<b>25,746.53</b>	<b>69,693.52</b>	<b>24%</b>	<b>223,245.98</b>
<b>TOTAL INCOME</b>	<b>292,939.50</b>	<b>16,690.08</b>	<b>25,746.53</b>	<b>69,693.52</b>	<b>24%</b>	<b>223,245.98</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	11,000.00	305.23	314.64	1,303.99	12%	9,696.01
6300 · Bank Charges	2,500.00	217.21	201.74	605.37	24%	1,894.63
6600 · Dues & Subscriptions	1,500.00	87.95	147.95	323.85	22%	1,176.15
7100 · Office Supplies	1,000.00	0.00	1.09	17.28	2%	982.72
7105 - Production Expenses	500.00	5.00	0.00	5.00		495.00
7200 · Postage/Freight	375.00	228.76	20.99	249.75	67%	125.25
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	111.72	245.91	452.12	15%	2,547.88
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	44.00	44%	56.00
7700 · Telephone/Telecommunications/Internet	1,920.00	164.80	160.05	489.64		1,430.36
<b>Total 6000 - Operating Expenses</b>	<b>22,145.00</b>	<b>1,120.67</b>	<b>1,092.37</b>	<b>3,491.00</b>	<b>16%</b>	<b>18,654.00</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	2,500.00	0.00	-515.00	-515.00	-21%	3,015.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	515.00
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	2,700.00	2,700.00	90%	300.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,381.60	678.70	3,109.70	15%	17,890.30
<b>Total 6800 · Contracted Services</b>	<b>28,500.00</b>	<b>1,381.60</b>	<b>2,863.70</b>	<b>5,294.70</b>	<b>19%</b>	<b>23,205.30</b>
<b>7000 · Staff Development &amp; Fundraising</b>						
7405 · Training/conferences	2,000.00	147.50	147.50	442.50	22%	1,557.50
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
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>3,800.00</b>	<b>147.50</b>	<b>147.50</b>	<b>442.50</b>	<b>12%</b>	<b>3,357.50</b>

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

	Annual Budget 2020-21	August 2020	September 2020	September Year to Date	% of Annual Budget	Amount Remaining
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Executive Director	80,720.00	6,729.33	6,729.33	20,187.99	25%	60,532.01
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,176.62	2,364.70	6,791.99	21%	25,028.01
7535 · Salaries - Accountant	16,377.00	906.31	1,402.63	3,164.83	19%	13,212.17
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	10,712.01	25%	32,135.99
7585 · Salaries - Government Technicians	18,488.00	2,628.77	1,880.25	5,272.15	29%	13,215.85
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	435.93	918.81	1,354.74	45%	1,645.26
7621 · Payroll Taxes	20,029.50	1,612.07	1,625.56	4,625.32	23%	15,404.18
7635 · Workers Comp	2,012.00	111.33	503.33	725.99	36%	1,286.01
7630 · Health/Dental/Vision	18,200.00	1,143.57	1,306.27	4,916.13	27%	13,283.87
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>238,494.50</b>	<b>19,314.60</b>	<b>20,301.55</b>	<b>57,751.15</b>	<b>24%</b>	<b>180,743.35</b>
<b>TOTAL EXPENSES</b>	<b>292,939.50</b>	<b>21,964.37</b>	<b>24,405.12</b>	<b>66,979.35</b>	<b>23%</b>	<b>225,960.15</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>-5,274.29</b>	<b>1,341.41</b>	<b>2,714.17</b>	<b>3.9%</b>	



# Community Television of Santa Cruz County

## BALANCE SHEET

As of September 30, 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	165.67
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	565,617.30
1080 Savings - Lighthouse Bank	887,489.29
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
<b>Total Bank Accounts</b>	<b>\$1,453,272.26</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	164,893.69
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$164,893.69</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of September 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	0.00
1202 Accident	0.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	570.51
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,749.94
<b>Total 1200 Prepaid Insurance</b>	<b>7,320.45</b>
1260 Prepaid Expenses	27,063.72
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$39,315.17</b>
<b>Total Current Assets</b>	<b>\$1,657,481.12</b>
Fixed Assets	
1600 Production Equipment	1,096,176.28
1700 Accum Depr-Production Equipment	-975,061.08
<b>Total 1600 Production Equipment</b>	<b>121,115.20</b>
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-117,880.79
<b>Total 1620 Office Furniture/Equipment</b>	<b>4,301.01</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-148,503.06
<b>Total 1625 Leasehold Improvement</b>	<b>59,194.09</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$213,544.19</b>
<b>TOTAL ASSETS</b>	<b>\$1,871,025.31</b>

# Community Television of Santa Cruz County

## BALANCE SHEET

As of September 30, 2020

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	4,393.90
<b>Total Accounts Payable</b>	<b>\$4,393.90</b>
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	492.14
CA SUI / ETT	-686.56
Federal Taxes (941/944)	4,516.01
<b>Total 24000 Payroll Liabilities</b>	<b>5,356.57</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$46,879.72</b>
<b>Total Current Liabilities</b>	<b>\$51,273.62</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>\$51,273.62</b>
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	56,269.39
<b>Total Equity</b>	<b>\$1,819,751.69</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,871,025.31</b>

<b>EQUITY:</b>	
Capital Reserves	\$ 1,035,426.56
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 153,625.64
PPP Loan	\$ 32,390.00
Other Assets	\$ 366,479.43
<b>TOTAL</b>	<b>\$ 1,819,751.69</b>

10/26/20  
Community Television of Santa Cruz County  
Executive Director's Report to the Board  
Covering September 2020

1. Administration

- Financial
  - EIDL
    - I spoke with our loan officer. We are still in the pipeline.
    - We have been approved for the loan
    - Our SBA dashboard says we have been approved.
    - Our status is: "Funding"

Coworking

- Although our breakeven number in the coworking center is \$10,000 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 September was \$9000. We earned \$10,799.00
- \* *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.*
- We enrolled 4 new members this month for a total of 187.

Paid Services

*Completed*

- *Government Meeting Services*
  - CTV provided coverage 14 regular meetings in September.
  - CTV produced/telecast 4 Government webinars in September,

2. Facilities & Equipment

Equipment

- We are still working to install a new captioner for the county.

Ad Hoc Facilities committee

- In a final review of the Aptos project, the committee determined, that although the location was perfect, the up-front investment and ongoing costs were too high. We will not be leasing that property.

### 3. Mission Programming

- Candidate Voices – CTV produced a DIY program for Candidates running for office in SC County. The candidates received instruction on producing their own video statement using Zoom or home cameras. Thirteen candidates submitted videos and Lynn Dunton edited the program. It has appeared many times on our channels. It is also featured on our website and our YouTube channel. Special thanks to Keith for handling all the communication.
- We interviewed SC County Clerk Gail Pellerin in a show called, *How to Vote in a Pandemic*. Ms. Pellerin provided 40 minutes of informative content on all the ways everyone can vote in SC county safely and easily – including a mobile voting place, an audio version of the voting guide and remote voting.

### 4. Social Media

#### Fires

- We continued to post all press releases and fire status reports on our Social Media accounts throughout the day until September 11<sup>th</sup>, when we reduced posts to once a day.
- We posted FEMA and other recovery information as it was released.

#### Election

- *How to Vote in a Pandemic* was posted on social media.
- *Candidates Voices* – both the entire show and each candidate's individual message were posted to YouTube.
- All messages from the County Clerk about voting were shared.

#### Coronavirus

- We have shared all press releases coming from SC Public Health as well as the Governor.