



325 Soquel Avenue
Santa Cruz, CA 95062

**BOARD OF
DIRECTORS**
Governance Committee Meeting
November 12, 2020
1:30 P.M.
Zoom Video Conference

****PLEASE NOTE****: Due to concerns regarding the current COVID-19/Novel Coronavirus outbreak, this CTV Governance Committee meeting will be held virtually using the Zoom online platform. To participate, please download the zoom app and join the meeting at:

<https://zoom.us/j/4083159302>

AGENDA

1. Attendance

(Chair) Maitreya Maziarz, Joe Hall, Tom Manheim, Guy Lasnier

2. Oral Communications

Any person may address the Committee 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 Committee.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

REGULAR AGENDA

1. Adopt recommendation to Community Television Board of Directors a permanent amendment to the check-signing policy detailed in section III, item 6 of the "Community Television of Santa Cruz County FINANCIAL POLICIES & PROCEDURES" *

(<http://www.communitytv.org/wp-content/uploads/2017/08/FinancePolicies16.pdf>)

2. Adjournment

Any person may address the Board Committee 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 Packet**



COMMUNITY TELEVISION
OF SANTA CRUZ COUNTY
Date: November 12, 2020

Amendment to Check Signing Policy

Document:

Community Television of Santa Cruz County FINANCIAL POLICIES & PROCEDURES

URL:

<http://www.communitytv.org/wp-content/uploads/2017/08/FinancePolicies16.pdf>

Original text:

All CTV bank accounts shall be established by the Treasurer as authorized by the Board of Directors. Checks will require the signatures of two individuals, one of whom must be an officer of the Board, and the other of whom may be the Executive Director, or, in the absence of the Executive Director, the Assistant Director. Checks presented for signature by authorized individuals must be accompanied by supporting documentation. Duplicate copies of checks shall be attached to the documentation for review by the Bookkeeper and permanent recording.

Amended text:

All CTV bank accounts shall be established by the Treasurer as authorized by the Board of Directors. Checks will require the signatures of two individuals, one of whom must be an officer of the Board, and the other of whom may be the Executive Director, or, in the absence of the Executive Director, the Assistant Director. **Alternatively, in lieu of a physical signature on checks by a Board officer, the check stub may be electronically signed by an officer of the Board via DocuSign or other legal eSignature provider; a physical signature on the check by the Executive Director or Assistant Director is still required.** The signed stub will be attached to the invoice. Checks presented for signature by authorized individuals must be accompanied by supporting documentation. Duplicate copies of checks shall be attached to the documentation for review by the Bookkeeper and permanent recording.