



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
November 23, 2020
5:00 P.M.
Zoom On-line Meeting

****PLEASE NOTE****: Due to public health orders related to the current COVID-19/Novel Coronavirus outbreak, this 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 October 26, 2020

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

REGULAR AGENDA

6. Election of Officers

7. Appointment to Committees *

8. Approval of 2021 Board Calendar *
9. Approve Recommendation of Governance Committee to Adopt Amended Check-Signing Policy *
10. Consider Adopting Board Resolution 003-2020 *
Approval of Authorized Signatures for Bank Account
11. Oral Report of Executive Director *
12. Oral Report from Volunteer Advisory Committee (VAC) Committee Chair
13. Oral Report of Board Chair
14. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda
15. Announcements
16. 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
November 23, 2020
5:00 P.M.
Zoom On-line Meeting

A G E N D A

1. Roll Call

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

[quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.



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BOARD OF DIRECTORS
Regular Meeting
October 26, 2020
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

Present: Maitreya Maziarz, Mathilde Rand (signed on toward end of meeting), 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 September 28, 2020

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

Director Hall called attention to a new tenant in the Satellite Center. Wanted to thank the subcommittee for all the work in looking at the mid-county location. Numbers just didn't work, so it is no longer on the table.

REGULAR AGENDA

6. Oral Report of Executive Director *

Given. Director Manheim asked about the captioning company, if they are the only one? Executive Director Reed replied they are the only one that does what CTV needs. They usually are good. Director Manheim thanked Executive Director Reed for all the financial options during the pandemic.

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

Director Manheim stated that some of the producers have really wanted to get back in the studio. The studio will be open when the county gets into yellow.

8. Oral Report of Board Chair



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Chair Maziarz thank Executive Director Reed for all the candidate's statements and the ability to view the candidate statements online. Chair Maziarz asked about the interest in a virtual retreat. Consensus was not at this time.

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

Director Manheim asked if the November meeting is scheduled Thanksgiving week. It is and most Directors replied that that would work.

10. Announcements

None

11. Adjournment.

Director Rand Motioned to adjourn and Director O'Driscoll seconded. Approve unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2020-21	September 2020	October 2020	October Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	150,000.00	0.00	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
TOTAL INCOME	600,000.00	150,000.00	0.00	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	247,364.00	20,243.56	20,990.81	78,986.84	32%	168,377.16
6701 · Insurance	11,143.00	926.59	926.59	3,640.36	33%	7,502.64
7058 · Leasehold Improvements/Capital	20,000.00	270.00	5,137.62	10,883.38	54%	9,116.62
7300 · Facilities & Equipment Rental	1,000.00	46.34	46.34	185.36	19%	814.64
Total 5100 · Facility	279,507.00	21,486.49	27,101.36	93,695.94	34%	185,811.06
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	185.26	166.15	779.17	16%	4,220.83
7051 · Equipment Repair	5,000.00	158.33	435.83	1,007.07	20%	3,992.93
7054 · Captioning Equipment Lease	0.00	0.00	9,496.00	9,496.00	0%	-9,496.00
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	6,419.97	-4,842.94	10,203.00	102%	-203.00
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	1,060.14	1,278.73	4,519.51	27%	11,980.49
Total 5200 · Equipment	282,653.00	7,823.70	6,533.77	26,004.75	9%	256,648.25
Capital Maintenance & Repair						
7063 - Building Maintenance	6,400.00	591.18	566.49	2,264.50	35%	4,135.50
7064 - Equipment Maintenance	10,600.00	892.67	892.67	3,570.68	34%	7,029.32
7065 - Equipment Repair	20,180.00	2,032.99	1,924.88	7,763.08	38%	12,416.92
Total 5200 · Equipment	37,180.00	3,516.84	3,384.04	13,598.26	37%	23,581.74
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	220.00	33%	440.00
Total 5300 · Media Licensing	660.00	55.00	55.00	220.00	33%	440.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	32,882.03	37,074.17	133,518.95	22%	466,481.05
NET INCOME/LOSS	0.00	117,117.97	-37,074.17	16,481.05		

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

	Annual Budget 2020-21	September 2020	October 2020	October Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	4,960.00	2,092.50	12,399.50	59%	8,600.50
4103 · City of Capitola Gov. Meetings	7,000.00	559.00	580.50	2,967.00	42%	4,033.00
4104 · SCMTD Meetings	2,500.00	408.50	365.50	1,268.50	51%	1,231.50
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	4,396.75	4,726.50	16,056.75	36%	28,943.25
4108 · SCCRTC Meetings	4,500.00	301.00	430.00	1,462.00	32%	3,038.00
4109 · SCWD Government Meetings	4,200.00	0.00	100.00	100.00	2%	4,100.00
4120 · Facility & Equipment Use	100,000.00	10,648.94	5,076.03	37,595.47	38%	62,404.53
4121 - SLVWD Meetings	4,600.00	236.50	651.48	1,898.48	41%	2,701.52
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	397.06	271.86	1,416.60		-1,416.60
4185 · Misc. Income	1,000.00	0.00	56.00	112.00		888.00
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	3,187.50	1,575.00	8,512.50	20%	33,487.50
4260 - Equipment Lease	5,000.00	651.28	651.28	2,481.37	50%	2,518.63
PPP Loan	32,390.00	0.00	0.00	0.00	0%	32,390.00
CTV Surplus	14,999.50	0.00	0.00	0.00	0%	14,999.50
Total 4300 · OPERATING REVENUE	292,939.50	25,746.53	16,576.65	86,270.17	29%	206,669.33
TOTAL INCOME	292,939.50	25,746.53	16,576.65	86,270.17	29%	206,669.33
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	314.64	404.09	1,708.08	16%	9,291.92
6300 · Bank Charges	2,500.00	201.74	106.69	712.06	28%	1,787.94
6600 · Dues & Subscriptions	1,500.00	147.95	87.95	411.80	27%	1,088.20
7100 · Office Supplies	1,000.00	1.09	74.29	91.57	9%	908.43
7105 - Production Expenses	500.00	0.00	0.00	5.00		495.00
7200 · Postage/Freight	375.00	20.99	0.00	249.75	67%	125.25
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	245.91	83.82	535.94	18%	2,464.06
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	44.00	44%	56.00
7700 · Telephone/Telecommunications/Internet	1,920.00	160.05	160.04	649.68		1,270.32
Total 6000 - Operating Expenses	22,145.00	1,092.37	916.88	4,407.88	20%	17,737.12
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,500.00	-515.00	0.00	-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	2,700.00	0.00	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	678.70	478.50	3,588.20	17%	17,411.80
Total 6800 · Contracted Services	28,500.00	2,863.70	478.50	5,773.20	20%	22,726.80
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	590.00	30%	1,410.00
7800 · Travel/Meals	800.00	0.00	41.03	41.03	5%	758.97
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	188.53	631.03	17%	3,168.97

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

	Annual Budget 2020-21	September 2020	October 2020	October Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Executive Director	80,720.00	6,729.33	6,729.33	26,917.32	33%	53,802.68
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,364.70	2,265.94	9,057.93	28%	22,762.07
7535 · Salaries - Accountant	16,377.00	1,402.63	970.20	4,135.03	25%	12,241.97
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	14,282.68	33%	28,565.32
7585 · Salaries - Government Technicians	18,488.00	1,880.25	1,844.58	7,116.73	38%	11,371.27
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	918.81	0.00	1,354.74	45%	1,645.26
7621 · Payroll Taxes	20,029.50	1,625.56	1,531.70	6,157.02	31%	13,872.48
7635 · Workers Comp	2,012.00	503.33	111.33	837.32	42%	1,174.68
7630 · Health/Dental/Vision	18,200.00	1,306.27	900.01	5,816.14	32%	12,383.86
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	20,301.55	17,923.76	75,674.91	32%	162,819.59
TOTAL EXPENSES	292,939.50	24,405.12	19,507.67	86,487.02	30%	206,452.48
NET INCOME/LOSS	0.00	1,341.41	-2,931.02	-216.85	-0.3%	

Community Television of Santa Cruz County

BALANCE SHEET

As of October 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	64.31
1070 CD 12 month Cert SCCCUC	0.00
1075 Checking - Lighthouse Bank	660,209.67
1080 Savings - Lighthouse Bank	887,677.75
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
Total Bank Accounts	\$1,547,951.73
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	16,153.23
1116 Grants Receivable	0.00
Total Accounts Receivable	\$16,153.23

Community Television of Santa Cruz County

BALANCE SHEET

As of October 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	459.18
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,425.80
Total 1200 Prepaid Insurance	6,884.98
1260 Prepaid Expenses	26,925.39
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
Total Repayment	0.00
Total Other Current Assets	\$38,741.37
Total Current Assets	\$1,602,846.33
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	\$1,816,390.52

Community Television of Santa Cruz County

BALANCE SHEET As of October 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	-10,015.10
Total Accounts Payable	\$ -10,015.10
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	475.80
CA SUI / ETT	-590.35
Federal Taxes (941/944)	4,215.54
Total 24000 Payroll Liabilities	5,135.97
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$46,659.12
Total Current Liabilities	\$36,644.02
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$36,644.02
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	16,264.20
Total Equity	\$1,779,746.50
TOTAL LIABILITIES AND EQUITY	\$1,816,390.52

EQUITY:	
Capital Reserves	\$ 998,352.39
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 190,699.81
PPP Loan	\$ 32,390.00
Other Assets	\$ 326,474.24
TOTAL	\$ 1,779,746.50

CTV Committee Roster

2021

Standing Committees

EXECUTIVE COMMITTEE - Number of seated Board Members less than a quorum of the Board; quorum of the Committee is three.

FINANCE AND BUDGET COMMITTEE - Joe Hall (Chair), Tom Manheim, Keith Gudger, Guy Lasnier

PERSONNEL COMMITTEE - Guy Lasnier (Chair), Maitreya Maziarz, Larry Laurent

GOVERNANCE COMMITTEE - Guy Lasnier (Chair), Joe Hall, Tom Manheim

Other Committees

YOUTH GRANT COMMITTEE - Elizabeth Shaw, Maitreya Maziarz, Tom Manheim, Janis O'Driscoll

AD-HOC FACILITIES COMMITTEE - Joe Hall, Elizabeth Shaw, Janis O'Driscoll, Tom Manheim

VOLUNTEER ADVISORY COMMITTEE - Maitreya Maziarz (Chair)

CTV Board Meeting Calendar 2021

JANUARY 25, 2021

- Review current year budget at half-year mark, including any adjustments proposed by E.D.
- Regular Board meeting

FEBRUARY 22, 2021

- Regular Board or Committee Meetings.

MARCH 22, 2021

- Regular Board or Committee Meetings.

APRIL 26, 2021

- Annual review of salaries/wages—adopt Salary Schedule;
- Review current year budget at close to 3/4-year mark;
- Prepare/review of budget for next fiscal year; recommendation re contracts reflected in budget. Presentation of next fiscal year budget by E.D. and Finance Committee;
- Adopt Work Plan and Budget.
- Regular Board meeting

MAY 24, 2021

- Regular Board or Committee Meetings.

JUNE 28, 2021

- Review current year budget at close to year end;
- Report of Finance Committee re budget and recommendation re selection of auditor.
- Regular Board meeting

JULY 26, 2021

- Regular Board or Committee Meetings.

AUGUST

- No Regular Board or Committee meetings.

SEPTEMBER 27, 2021

- Review current FY budget.
- Regular Board meeting

OCTOBER 25, 2021

- Consider recommendations of Finance Committee re accepting annual audit;
- Review current FY budget.
- Regular Board meeting

NOVEMBER 22, 2021

- Review current FY budget.
- Organizational (regular) Meeting of Board: elect officers, make committee appointments; Approve Board meeting calendar for next calendar year

DECEMBER

- No Regular Board or Committee meetings.



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 the Executive Director's designee. **For the Board officer's signature only, the check stub may be electronically signed via DocuSign or other comparable eSignature provider in lieu of a physical signature.** 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.



RESOLUTION OF THE BOARD OF DIRECTORS OF
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY
RESOLUTION NO.: 003-2020

On 11/23/2020, at a regular noticed and convened meeting of the Board of Directors of Community Television of Santa Cruz County, also known as "CTV", the Board adopted the following Resolution of the Board:

Pursuant to Board Resolution dated: 11/23/2020, the Board resolves the following:

1. To approve the following Board Officers and Employees as signers on the Santa Cruz County Bank Account(s):

Guy Lasnier – Board Chair

Joe Hall - Treasurer

Maitreya Maziarz – Vice Chair

Larry Laurent - Secretary

Becca King Reed – Executive Director

2. To remove the following names as signers on the Santa Cruz County Bank Account(s):

Mathilde Rand

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 November 23, 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

11/23/20
Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering October 2020

1. Administration

- Financial
 - EIDL
 - We are still in the pipeline
 - PPP
 - We expect our loan will be forgiven as we meet the qualifications
 - The government is issuing new streamlined reporting guidance for loans under \$50,000.
 - The guidance has not been released yet
 - We have been directed not to file a report until the new guidance is issued.

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 \$9500. We earned \$5,190.78.
- Part of this deficit was due to a customer paying for October in November.
- We are rebounding in November we have earned \$11,627.17 at the time of this writing (11/16).

** 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 18 regular meetings in September.
 - CTV produced/telecast 6 Government webinars in September.

2. Facilities & Equipment

Equipment

- We installed the caption equipment for the city of Santa Cruz.

3. Mission Programming

IN PROGRESS

- We have created a new show called “Joining Me Now” as an intern project
- Our 3 interns are each producing an episode.
- In October they conducted research, identified guests and booked guests, designed interview questions.

NOVEMBER

- Record interviews
- Begin Editing episodes

DECEMBER

- Complete episodes
- Create promos

4. Social Media

Coronavirus

- We have shared all press releases coming from SC Public Health as well as the Governor.
- We are either covering health conferences in person or collecting the county recordings for telecast.

5. Outreach

- Interview with wildlife photographer, Jodi Frediani