



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

February 22, 2021

5:00 p.m.

Zoom online 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. **Link to join Webinar:** <https://us02web.zoom.us/j/85727979781>

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz , Joe Hall, Tom Manheim, Larry Laurent, Janis O'Driscoll, Elizabeth Shaw, Keith Gudger, Christina Granados, David Warren

[quorum is six]

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 Board meeting minutes of January 25, 2021*

5. Approve Executive Committee meeting minutes of January 29, 2021*

6. Approve Recommendation of Finance Committee to accept January 2021 Financial Reports *

REGULAR AGENDA

7. Remembrance of the contributions of former board member Doree Steinmann, Capitola representative for 11 years*

8. Consider Finance Committee recommendation to approve Satellite fee increase and repayment; approve increase to \$2,500 starting Feb.1, 2021.
9. Authorize the purchase of up to 25 production kits not to exceed \$43,000 funded by Youth Grant for student video production classes.*
10. Discussion of committee assignments with new directors
11. Oral Report of Executive Director *
12. Oral Report of Board Chair
13. Board Member / Staff requests for specific items to appear on next meeting agenda
14. Announcements
15. Closed Session pursuant to Brown Act section 54956.8
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
February 22, 2021
5:00 P.M.
Zoom On-line Meeting

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Joe Hall, Tom Manheim, Larry Laurent, Janis O'Driscoll, Elizabeth Shaw, Keith Gudger, Christina Granados, David Warren

[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.



BOARD OF DIRECTORS
Regular Meeting
January 25, 2021
5:00 P.M.
Zoom On-Line Meeting

325 Soquel Avenue
Santa Cruz, CA 95062

MINUTES

1. Roll Call

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

Absent:

[quorum is five]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda and must be within the jurisdiction of the Board.

None

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

None

CONSENT AGENDA

4. Approve Minutes*

Board Meeting Minutes of November 23, 2020

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

Director Gudger motioned to approve the consent agenda, seconded by director Hall. Approved unanimously.

REGULAR AGENDA

6. Election of New Board Members

a) Watsonville representative, term expiring 2021

b) At-large representative, term expiring 2023

Chair Lasnier stated that Christina Granados has been nominated to fill the City of Watsonville term that expires at the end of 2021 and David Warren has been nominated to fill the At-Large term that expires at the end of 2023. Director Gudger commented that it is great to have someone fill the Watsonville seat, it has been vacant for a while. Motion to elect the two board members Director O'Driscoll, Seconded Director Shaw. Approved unanimously. Both new members thanked the Board.

7. Oral Report of Executive Director *

Given.



BOARD OF DIRECTORS
Regular Meeting
January 25, 2021
5:00 P.M.
Zoom On-Line Meeting

325 Soquel Avenue
Santa Cruz, CA 95062

8. Oral Report of Board Chair

Chair Lasnier reported that the board calendar will be included at the next meeting. Chair Lasnier also noted that there will be an Executive Committee meeting on Friday at 10 am to review the CTV tax return. The entire finance committee has committed to attend so a quorum should be met.

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

10. Announcements

Director Maziarz thanked Executive Director Reed and CTV staff for the transition to virtual meetings at the County. So far all has gone well, including the public health meeting. Directors Shaw and O'Driscoll commented that they had watched the public health meeting and it went well.

11. Adjournment.

Director Maziarz Motioned to adjourn and Director Shaw seconded. Approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95060

**BOARD OF DIRECTORS
Executive Committee
Special Meeting
January 29, 2021
10:00 AM**

Zoom Video Conference

MINUTES

Please Note: This meeting was held virtually via Zoom due to the COVID-19 virus outbreak and was permitted by an Executive Order Issued by Governor Gavin Newsom allowing virtual meetings of governing boards to be in compliance with the Brown Act during the duration of the COVID-19 Emergency. The public notice of the meeting provided the Zoom login information for the meeting if any public member wished to attend or comment. All meeting votes were taken verbally.

1. Attendance (All attendees participated virtually and roll was taken verbally.)

Present: Guy Lasnier (Chair), Tom Manheim, Keith Gudger, Joe Hall

Staff: Becca King Reed, Mel Sweet

Guests: None

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.

There were no public comments.

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

There were no late additions or deletions to the Regular Agenda.

REGULAR AGENDA

1. Approve 2019 Form 990

Becca King Reed opened the discussion and provided a brief background on the two IRS Forms that CTV is required to annually file. These forms are the IRS Form 990 which is for the non-profit activities of CTV and the IRS Form 990T which is for the taxable activities undertaken by CTV. She also mentioned that the tax return submitted to the Board and now being reviewed by the Executive Committee included the California Tax Franchise Board filing.

Keith Gudger then discussed some of the various points his review showed that needed

clarification on the IRS Form 990. Becca King Reed explained that the latest IRS Form sent to the CTV Board now contained those corrections. Becca King Reed mentioned that the CPA who prepared the IRS 990 return thought these changes were not material but the changes were still made.

Tom Manheim asked several questions to clarify his understanding of the IRS 990 return. He also thanked Becca King Reed and Mel Sweet for their work throughout the year which enabled the filing of the IRS 990 return.

Upon completion of the review of the IRS 990 and FTB 990 return it was moved by Keith Gudger and seconded by Tom Manheim that the Executive Committee approve the 2019 IRS Form 990. The motion passed on a roll call vote. Becca King Reed will now file these forms with the respective Federal and State Agencies.

4. Adjournment

Chair Lanier adjourned the meeting.

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 January
 2021

	Annual Budget 2020-21	December 2020	January 2021	January Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	150,000.00	0.00	300,000.00	60%	200,000.00
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	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	247,364.00	17,992.81	19,429.06	135,125.31	55%	112,238.69
6701 · Facility/Equip. Insurance	11,143.00	926.59	926.59	6,420.13	58%	4,722.87
7058 · Leasehold Improvements/Capital	20,000.00	0.00	265.00	11,148.38		8,851.62
7300 · Facilities & Equipment Rental	1,000.00	46.34	51.35	329.39	33%	670.61
Total 5100 · Facility	279,507.00	18,965.74	20,672.00	153,023.21	55%	126,483.79
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	182.43	166.15	1,318.13	26%	3,681.87
7051 · Equipment Repair	5,000.00	233.33	83.33	1,407.06	28%	3,592.94
7054 - Captioning Equipment Lease	0.00	2,580.00	2,580.00	17,236.00	0%	(17,236.00)
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	101,635.00
7057 · Equipment - Non Depreciated	10,000.00	988.29	28.37	11,385.33	114%	(29,064.52)
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%	36,415.00
7062 · Software as a Service	16,500.00	1,256.98	711.15	7,718.00	47%	8,782.00
Total 5200 · Equipment	282,653.00	5,241.03	3,569.00	39,064.52	14%	243,588.48
Capital Maintenance & Repair						
7063 - Building Maintenance	6400.00	626.62	514.79	3,955.43	62%	2,444.57
7064 - Equipment Maintenance	10600.00	892.67	892.67	6,248.69	59%	4,351.31
7065 - Equipment Repair	20180.00	1904.62	1951.15	13,527.23	67%	6,652.77
Total Capital Maintenance & Repair	37180.00	3423.91	3358.61	23,731.35	64%	13,448.65
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	385.00	58%	275.00
Total 5300 · Media Licensing	660.00	55.00	55.00	385.00	58%	275.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	27,685.68	27,654.61	216,204.08	36%	383,795.92
NET INCOME/LOSS	0.00	122,314.32	(27,654.61)	83,795.92		

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
January
2021

	Annual Budget 2020-21	December 2020	January 2021	January Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,860.00	1,240.00	17,747.00	85%	3,253.00
4103 · City of Capitola Gov. Meetings	7,000.00	688.00	559.00	5,009.50	72%	1,990.50
4104 · SCMTD Meetings	2,500.00	344.00	0.00	1,827.50	73%	672.50
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	7,668.50	2,906.25	33,121.25	74%	11,878.75
4108 · SCCRTC Meetings	4,500.00	473.00	408.50	2,687.50	60%	1,812.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	100.00	2%	4,100.00
4120 · Facility & Equipment Use	100,000.00	10,361.70	6,605.42	69,829.65	70%	30,170.35
4121 - SLVWD Meetings	4,600.00	1,261.00	1,411.50	5,602.98	122%	(1,002.98)
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	100.00	100.00	40%	150.00
4180 · Interest Earned	0.00	119.87	126.59	1,927.09		(1,927.09)
4185 · Misc. Income	1,000.00	56.00	0.00	168.00		832.00
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00		0.00
4200 · Production Services	6,000.00	140.00	0.00	200.00	3%	5,800.00
4250 - Closed Captioning	42,000.00	1,125.00	1,725.00	12,487.50	30%	29,512.50
4260 - Equipment Service	5,000.00	651.28	651.28	4,435.21		564.79
PPP Loan	32,390.00	0.00	0.00	0.00		32,390.00
CTV Surplus	14,999.50	0.00	0.00	0.00		14,999.50
Total 4300 · OPERATING REVENUE	292,939.50	24,748.35	15,733.54	155,243.18	53%	137,696.32
TOTAL INCOME	292,939.50	24,748.35	15,733.54	155,243.18	53%	137,696.32
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	300.72	432.51	2,904.44	26%	8,095.56
6300 · Bank Charges	2,500.00	164.49	109.02	1,125.96	45%	1,374.04
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	900.65	60%	599.35
7100 · Office Supplies	1,000.00	207.96	0.00	299.53	30%	700.47
7105 - Production Expenses	500.00	0.00	0.00	5.00	1%	495.00
7200 · Postage/Freight	375.00	112.55	130.01	492.31	131%	(117.31)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	167.88	165.28	1,249.87	42%	1,750.13
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	99.00	143.00	143%	(43.00)
7700 · Telephone/Telecommunications/Internet	1,920.00	160.04	188.21	1,157.97	60%	762.03
Total 6000 - Operating Expenses	22,145.00	1,201.59	1,211.98	8,278.73	37%	13,866.27
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,500.00	0.00	1,515.00	1,000.00	40%	1,500.00
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	(1,000.00)
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	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	871.25	290.00	5,368.20	26%	15,631.80
Total 6800 · Contracted Services	28,500.00	871.25	1,805.00	9,068.20	32%	19,431.80
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	1,474.93	2,359.93	118%	(359.93)
7800 · Travel/Meals	800.00	108.68	41.44	191.15	24%	608.85
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	256.18	1,516.37	2,551.08	67%	1,248.92

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 January
 2021

	Annual Budget 2020-21	December 2020	January 2021	January Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	47,105.31	58%	33,614.69
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,506.48	2,059.15	15,821.63	50%	15,998.37
7535 · Salaries - Accountant	16,377.00	889.15	1,075.27	7,003.65	43%	9,373.35
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	24,994.69	58%	17,853.31
7585 · Salaries - Government Technicians	18,488.00	1,137.84	1,263.04	11,442.73	62%	7,045.27
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	246.62	0.00	1,601.36	53%	1,398.64
7621 · Payroll Taxes	20,029.50	1,467.25	2,551.72	11,724.24	59%	8,305.26
7635 · Workers Comp	2,012.00	111.33	111.33	1,171.31	58%	840.69
7630 · Health/Dental/Vision	18,200.00	801.34	1,255.46	9,114.64	50%	9,085.36
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	17,460.01	18,615.97	129,979.56	55%	108,514.94
TOTAL EXPENSES	292,939.50	19,789.03	23,149.32	149,877.57	51%	143,061.93
NET INCOME/LOSS	0.00	4,959.32	(7,415.78)	5,365.61	3.5%	

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2021

	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	55.46
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	756,964.56
1080 Savings - Lighthouse Bank	137,922.15
1081 CDAR 13wk SCCU	250,000.00
1082 CDAR 126wk SCCU	250,000.00
1083 ICS SCCU	250,000.00
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
Total Bank Accounts	\$1,644,942.17
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	10,223.69
1116 Grants Receivable	0.00
Total Accounts Receivable	\$10,223.69

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2021

	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	553.44
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	4,850.93
Total 1200 Prepaid Insurance	5,404.37
1260 Prepaid Expenses	26,702.80
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	\$37,038.17
Total Current Assets	\$1,692,204.03
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	\$1,905,748.22

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	5,290.00
Total Accounts Payable	\$5,290.00
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	503.26
CA SUI / ETT	448.70
Federal Taxes (941/944)	4,304.31
Total 24000 Payroll Liabilities	6,291.25
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$47,814.40
Total Current Liabilities	\$53,104.40
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$53,104.40
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	89,161.52
Total Equity	\$1,852,643.82
TOTAL LIABILITIES AND EQUITY	\$1,905,748.22

EQUITY:	
Capital Reserves	\$1,065,667.66
Capital Reserves - Youth Grant	\$ 231,830.06
Operating Reserves	\$ 196,282.27
PPP Loan	\$ 32,390.00
Other Assets	\$ 326,473.83
TOTAL	\$1,852,643.82

Doree Steinmann (1927-2021)

Doree Steinmann, who served for 11 years as the Capitola representative on the Board of Directors for Community Television of Santa Cruz County, died at her Capitola home Jan. 4, 2021 at age 93.

To say Ms. Steinmann was a renaissance woman is an understatement for the ages. [According to a family obituary](#), she was the first female TV news anchor in the Sacramento Valley. During college at Syracuse University she worked summers in advertising at Young & Rubicam and in radio and television news with CBS.

After college, she was the “storybook lady” on radio in Rochester, N.Y. for many years and later turned the concept into TV programming for the Sacramento PBS station after her family moved to Woodland, Ca.

She taught Communications Media for 22 years at Cosumnes River College, retiring in 1992. After retirement she moved to Capitola fulltime and soon became involved in many community organizations and programs. Among many video projects, Ms. Steinmann produced more than 600 half-hour programs "Your Second Fifty Years" that aired on Community Television.

Her talents, passion, and drive were a welcome addition to CTV programming and operations.

Her complete obituary can be found at:

<https://www.legacy.com/obituaries/santacruzsentinel/obituary.aspx?n=doree-steinmann&pid=197757208>

GROW-Vid 21

The current health crisis resulting from the COVID-19 pandemic has significantly impacted school operations in Santa Cruz County. This impact has also affected the ability of Community Television of Santa Cruz County (CTV) to continue its Video Youth Grant program—a program that relies on the school environment to provide access to video equipment and training on how to use that equipment for video storytelling. To address the current situation, CTV has created a new program, tentatively called GROW-Vid-21, which will temporarily alter the existing Video Youth Grant program.

The GROW-Vid 21 program will utilize equipment that meets the moment in both ease of use and video output quality. With the increased video quality of many consumer-oriented products, CTV believes it can empower students to create short documentaries or fictional films on their own.

Our goal is to continue supporting student exploration in the field of Digital Media, to give students an opportunity to discover their interest and aptitude for digital media production, and to provide a platform where they can express themselves and have fun.

Each student who receives an equipment grant will be required to submit a video project that is at least two-minutes in length.

CTV's Youth Grant Committee has identified a group of students who are ready to participate. These students and their teacher will be our "beta testers." They will share their experiences, provide feedback and help fine tune our program before we launch it county wide.

Youth Grant Equipment Purchase Proposal

The committee's plan is to purchase 25 video maker kits. This is enough to supply a large class room, a non-profit organization such as the Boys and Girls club or several home-school pods. Each group would have use of the equipment for a month. Then the equipment will be granted to a new group. The goal is to reach 100 students a year.

The committee will purchase kits on an as needed basis as the program ramps up. We'd like approval for the full purchase now. Pre-approval of the purchase will allow us to quickly get new groups into the program.

The funds for this purchase are provided to us by the county and earmarked for this use. This purchase will not impact the funds reserved for CTV equipment.

Proposed Equipment

	<p>Padcaster Starter Kit</p> <p>This is a portable and rugged kit for video production. This kit includes:</p> <ul style="list-style-type: none"> ● Padcaster iPad Case ● Unidirectional microphone kit ● .45x wide angle lens and a macro lens ● Fluid head tripod/monopod duo ● Padded, weatherproof backpack 	<p style="text-align: right;">\$749. X 25 \$18,725</p>
	<p>iPad 10.2"</p> <p>Students will shoot, edit and upload their videos with the iPad.</p> <p>Features include:</p> <ul style="list-style-type: none"> ● 8MP back Camera ● 10.2-inch Retina Display and Stereo System ● 10-hour battery ● 128 GB. Storage 	<p style="text-align: right;">\$770. X 25 19,250</p>
	<p>Tax</p>	<p>3417</p>
	<p>Shipping</p>	<p>1000</p>
	<p>TOTAL</p>	<p>\$42,392</p>

2/22/21

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering January of 2021

1. Administration

- Financial
 - o CA Relief Grant
 - Our application is being considered in Round 2
 - We are eligible for \$15,000.
 - o EIDL
 - Our status is "funding."
 - o Coworking
 - Our breakeven number in the coworking center is \$10,000 per month. In January we earned \$6520.
 - Three clients moved out of their offices at the end of January.

** 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

- o Government Meeting Services
 - CTV provided coverage 15 government meetings in January.
 - CTV produced 10 Webinars
 - CTV Webinar/ telecast 1 Public Health Conference

We are currently hosting P.H. press conferences twice a week.

2. Facilities & Equipment

COVID-19 Exposure

A coworking customer contracted the virus. Before he knew he was ill, he exposed two others in the building. We followed our COVID plan:

- Contacted those who were directly exposed.
- Altered our entire membership to the incident
- Closed or a day while the building had a special anti-virus was cleaning.

The good news was no one became ill. The customer with the virus recovered and is back at work.

3. Staff

- i. Staff members have all completed the Sexual Harassment Prevention training required by the state of California.

We have hired two new Video technicians. One of them is one of our UCSC interns from last year.

4. Youth Grant

- Save Our Shores
 - We continue to work with SOS to find and engage students in our Youth Grant
- UCSC
 - We are talking with another interested teacher who may be able to participate in our BETA test.
- Youth Equipment

We have selected a package of equipment called the "Padcaster Starter Kit" containing:

- 10.2" iPad
- Case for iPad 10.2"
- Unidirectional Microphone Kit
- Padcaster Dual Mic/Headphone Jack
- Padcaster Wide-Angle Lens
- Padcaster Fluid Head Tripod/Monopod
- Padcaster Backpack

CTV Board Meeting Calendar 2021

JANUARY 25, 2021

- Review current year budget at half-year mark, including any adjustments proposed by Executive Director
- 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