



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

May 24, 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>

AGENDA

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 April 26, 2021*

5. Approve Finance Committee recommendation to accept April 2021 financial reports *

REGULAR AGENDA

6. Report from the Education Committee*

7. Report from the Volunteer Advisory Committee*

8. Consider a Board resolution in support of SB28, the Rural Broadband and Digital Infrastructure Video Competition Reform Act of 2021
9. Continued discussion of rules / practices relating to hate speech.
10. Oral Report of Executive Director*
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

May 24, 2021

5:00 p.m.

Zoom online meeting

AGENDA

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.

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EXECUTIVE COMMITTEE

Regular Meeting

May 24, 2021

5:00 p.m.

Zoom online meeting

AGENDA

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.

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325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
April 26, 2021
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

Present: Guy Lasnier, Maitreya Maziarz, Tom Manheim, Larry Laurent, Keith Gudger, Janice O'Driscoll, Joe Hall, Christina Granados, David Warren

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 22, 2021

5. Approve Finance Committee recommendation to Accept the March 2021 Financial Reports *

Motion to approve Consent agenda Director Hall, Seconded Director O'Driscoll. Approved unanimously.

REGULAR AGENDA

6. Report from the Education Committee on its April 13, 2021 meeting *

Director Warren reported that the committee had met and is focusing on how to best education people in the use of studio equipment. Trying to determine how to find people in the community and who could serve as a role model for video content. Will have PADCast tutorials on the website. How can they attract youth to telling stories? Director Hall commented that PVUSD and SLV have been more proactive with new concepts in the past. Director Granados reported that the committee is looking to share strategies on how to engage the schools. Looking at doing once things have settled down. Director Hall asked about Digital Nest. Director Gudger commented they are looking to broaden reach.

7. Discussion of rules / practices relating to hate speech.

Executive Director reported that CTV does have a policy on racist content. Has attended webinars with different views. Broadcast content can be restricted by times. Media outlets,



BOARD OF DIRECTORS
Regular Meeting
April 26, 2021
5:00 P.M.
Zoom On-Line Meeting

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unless government owned, can restrict objectionable material. CTV is not broadcast but follows the broadcast rules. Anyone can upload material to CTV and CTV will play it once. Safe harbor time rules are used. CTV reviews content when complaints are made. CTV gives the complainant the ability to create content with opposing view. CTV has removed a program that included false information on the COVID-19 virus. Director Hall asked if anyone has done a counter point. Executive Director Reed responded no. Director Maziarz asked if the review process is complaint driven. Executive Director Reed replied yes unless staff sees it before. Director Manheim asked how CTV decides if something should be in safe harbor time. Executive Director Reed replied on the honor system. There is a disclaimer before every show. If there is a complaint, CTV removes and reviews. Director Granados asked if this item could be continued for more information. Would like time to think about issue. Director Gudger thought a description of the policy would be good to show on CTV, the policy would go to the governance committee. Director Maziarz commented that it is difficulty to draw the line on misinformation, who determined it was false. Executive Director Reed replied that the program stated things as fact and not opinion which is easier to determine. Director Hall thanked Executive Director Hall and would like more time to think about before sending to governance. Director Manheim wanted to know if because CTV was funded by the County, would it be considered a government entity. Executive Director Reed will get more information for continued discussion.

8. Oral Report of Executive Director *

Given. Director Hall asked if there were any questions about the budget. Executive Director Reed replied no.

9. Oral Report of Board Chair

Chair Lasnier did not have anything to report.

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

None

11. Announcements

Director Gudger reported that the studio supervisors will meet to discuss how the studio will open.

12. Adjournment.

Director Manheim Motioned to adjourn and Director Gudger seconded. Approved unanimously.

Approved: _____

Attest: _____

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

	Annual Budget 2020-21	March 2021	April 2021	April Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	450,000.00	90%	50,000.00
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	450,000.00	75%	150,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	247,364.00	18,229.06	20,371.56	194,023.74	78%	53,340.26
6701 · Facility/Equip. Insurance	11,143.00	926.59	999.25	9,272.56	83%	1,870.44
7058 · Leasehold Improvements / Capital	20,000.00	0.00	0.00	11,148.38		8,851.62
7300 · Facilities & Equipment Rental	1,000.00	51.35	51.35	483.44	48%	516.56
Total 5100 · Facility	279,507.00	19,207.00	21,422.16	214,928.12	77%	64,578.88
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	166.15	175.23	1,841.20	37%	3,158.80
7051 · Equipment Repair	5,000.00	83.33	629.04	3,402.76	68%	1,597.24
7054 · Captioning Equipment Lease	0.00	2,580.00	2,580.00	24,976.00	0%	(24,976.00)
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	314.99	367.27	13,223.03	132%	(3,223.03)
7060 · Equipment Grant Program - Depreciated	100,000.00	4,009.58	818.28	7,965.61	8%	92,034.39
7061 · Equipment Leases	36,800.00	0.00	0.00	0.00	0%	36,800.00
7062 · Software as a Service	16,500.00	1,383.56	980.36	12,039.54	73%	4,460.46
Total 5200 · Equipment	282,653.00	8,537.61	5,550.18	63,448.14	22%	219,204.86
Capital Maintenance & Repair						
7063 · Building Maintenance	6400.00	431.29	549.45	5,577.70	87%	822.30
7064 · Equipment Maintenance	10600.00	892.67	892.67	8,926.70	84%	1,673.30
7065 · Equipment Repair	20180.00	2005.07	1897.16	19,412.55	96%	767.45
Total Capital Maintenance & Repair	37180.00	3329.03	3339.28	33,916.95	91%	3,263.05
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	550.00	83%	110.00
Total 5300 · Media Licensing	660.00	55.00	55.00	550.00	83%	110.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	31,128.64	30,366.62	312,843.21	52%	287,156.79
NET INCOME/LOSS	0.00	(31,128.64)	(30,366.62)	137,156.79		

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

	Annual Budget 2020-21	March 2021	April 2021	April Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	2,015.00	1,832.50	23,687.00	113%	(2,687.00)
4103 · City of Capitola Gov. Meetings	7,000.00	903.00	860.00	7,568.00	108%	(568.00)
4104 · SCMTD Meetings	2,500.00	301.00	301.00	2,773.50	111%	(273.50)
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	5,073.50	5,228.25	46,171.75	103%	(1,171.75)
4108 · SCCRTC Meetings	4,500.00	430.00	344.00	3,934.50	87%	565.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	100.00	2%	4,100.00
4120 · Facility & Equipment Use	100,000.00	10,600.22	8,714.05	96,311.77	96%	3,688.23
4121 - SLVWD Meetings	4,600.00	1,393.50	817.00	8,644.48	188%	(4,044.48)
4123 - Webinar Meetings	0.00	1,302.50	2,426.25	3,961.25		(3,961.25)
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	100.00	40%	150.00
4180 · Interest Earned	0.00	121.16	127.72	2,286.62		(2,286.62)
4185 · Misc. Income	1,000.00	0.00	56.00	224.00		776.00
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	280.00	5%	5,720.00
4250 - Closed Captioning	42,000.00	3,491.25	3,712.50	21,941.25	52%	20,058.75
4260 - Equipment Lease	5,000.00	651.28	651.28	6,389.05		(1,389.05)
4700 - PPP Grant	32,390.00	0.00	32,390.00	32,390.00		0.00
CTV Surplus	14,999.50	0.00	0.00	0.00		14,999.50
Total 4300 · OPERATING REVENUE	292,939.50	26,282.41	57,460.55	256,763.17	88%	36,176.33
TOTAL INCOME	292,939.50	26,282.41	57,460.55	256,763.17	88%	36,176.33
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	333.05	315.92	4,051.33	37%	6,948.67
6300 · Bank Charges	2,500.00	95.86	109.19	1,450.95	58%	1,049.05
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,564.50	104%	(64.50)
7100 · Office Supplies	1,000.00	3.49	81.74	405.51	41%	594.49
7105 - Production Expenses	500.00	198.00	0.00	203.00	41%	297.00
7200 · Postage/Freight	375.00	0.00	55.00	547.31	146%	(172.31)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	221.71	91.63	1,655.23	55%	1,344.77
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	61.32	194.32	194%	(94.32)
7700 · Telephone / Telecommunications / Internet	1,920.00	188.21	188.21	1,722.60	90%	197.40
Total 6000 - Operating Expenses	22,145.00	1,128.27	990.96	11,794.75	53%	10,350.25
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,500.00	0.00	0.00	1,000.00	40%	1,500.00
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	120.00	0.00	2,920.00	97%	80.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	2,515.00	1,357.50	10,523.20	50%	10,476.80
Total 6800 · Contracted Services	28,500.00	2,635.00	1,357.50	14,443.20	51%	14,056.80
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	295.00	200.00	2,854.93	143%	(854.93)
7800 · Travel / Meals	800.00	0.00	0.00	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	295.00	200.00	3,046.08	80%	753.92

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

	Annual Budget 2020-21	March 2021	April 2021	April 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	67,293.30	83%	13,426.70
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,566.09	2,197.82	22,310.70	70%	9,509.30
7535 · Salaries - Accountant	16,377.00	1,203.05	859.32	10,356.98	63%	6,020.02
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	35,706.70	83%	7,141.30
7585 · Salaries - Government Technicians	18,488.00	1,840.34	1,747.43	16,709.67	90%	1,778.33
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	(266.99)	0.00	1,601.36	53%	1,398.64
7621 · Payroll Taxes	20,029.50	1,735.23	1,585.94	16,979.35	85%	3,050.15
7635 · Workers Comp	2,012.00	111.33	253.00	1,646.97	82%	365.03
7630 · Health/Dental/Vision	18,200.00	1,277.39	1,306.96	12,976.18	71%	5,223.82
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	18,766.44	18,250.47	185,581.21	78%	52,913.29
TOTAL EXPENSES	292,939.50	22,824.71	20,798.93	214,865.24	73%	78,074.26
NET INCOME/LOSS	0.00	3,457.70	36,661.62	41,897.93	16.3%	

Community Television of Santa Cruz County

Balance Sheet As of April 30, 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		60.32
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		798,858.05
1080 Savings - Lighthouse Bank		138,006.24
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		\$1,686,924.61
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		22,314.30
1116 Grants Receivable		0.00
Total Accounts Receivable		\$22,314.30

Community Television of Santa Cruz County

Balance Sheet As of April 30, 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	506.03
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	1,998.50
Total 1200 Prepaid Insurance	2,504.53
1260 Prepaid Expenses	27,769.37
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	\$35,204.90
Total Current Assets	\$1,744,443.81
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	\$1,957,988.00

Community Television of Santa Cruz County

Balance Sheet As of April 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,443.60
Total Accounts Payable	\$1,443.60
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	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	477.85
CA SUI / ETT	-756.42
Federal Taxes (941/944)	4,117.82
Total 24000 Payroll Liabilities	4,874.23
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$14,007.38
Total Current Liabilities	\$15,450.98
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$15,450.98
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	179,054.72
Total Equity	\$1,942,537.02
TOTAL LIABILITIES AND EQUITY	\$1,957,988.00

EQUITY:	
Capital Reserves.	\$1,126,993.74
Capital Reserves - Youth Grant	\$223,864.45
Operating Reserves.	\$336,066.42
Other Assets.	\$255,612.41
TOTAL.	\$1,942,537.02

CTV Education Committee Meeting 5/17/21

Attendees: David Warren, Mathilde Rand, Christina Granados, Elizabeth Shaw, Becca Reed

CTV Strategic Education Plan:

Becca discussed the Youth Grant Program which was specifically designed to work with schools - we've had a hard time getting participants, partly because they have to apply. We haven't had a lot of success in getting Cabrillo to be involved. The original grant was to give kids a pathway to a career in video. Could we work with the Cabrillo journalism program?

Elizabeth suggested 3 ways: Professional development and curriculum. Over the summer work on a package and hand it to them in the fall. If we can we go from the alternative Ed viewpoint we can make good progress. The district has money from the extended learning grant. She is working with Henry Michelle at COE and through Cabrillo CS and in Watsonville

<https://cs.santacruzcoe.org/overview-of-courses/networking-career-pathway> and Digital Nest, She hopes to use it as an elective that can count. **Becca to send Elizabeth Teacher Domhoff contact info at Aptos High. Elizabeth will send over a summary.**

Christina asked Becca about who provides what resources at the Community College. It would help to get buy in from the Trustees. Journalism is a separate department In Language Arts. Cabrillo has lots of students dual enrolled in High School and Cabrillo. Christina asked if we've discussed with the Community Foundation? Could we have an informal meeting where they have an interest in funding? Maybe if we can define a program? Eventually there could be federal funding. She asked about the extended education opportunity fund, which may be routed to school districts directly. Infrastructure grants may be coming, too. How about partnerships with United Way and their Youth Action Network?

We discussed the possibility of a youth civic engagement effort with political leaders, - Becca asked how we can get more students involved in CTV? We discussed field trips and how they worked but we've run out of volunteers. (25 kids means a dozen volunteers.) Maybe small numbers when things are happening again?

Elizabeth suggested getting behind the scenes with the Trustees. Teacher burnout is at an all time high. Teachers didn't know how to pivot to virtual learning and build and encourage at the same time. Is there an example of any curriculum that is being implemented by teachers?

Next step: Becca will research Community College stations. 2) Want to talk to COE and Cabrillo
Next Meeting: Monday June 21 @ 3:00 PM.

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 as long as they are at least 6 feet apart. The producer needs to make sure that everyone has a mask that hooks over the ears or behind the head and does not have a valve or vent. Bandanas are not acceptable. 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. 1 guest and a host are the maximum allowed. For a music show only 1 musician, no whole bands.
4. We will take everyone's temperature as they arrive. Anyone with symptoms or a temperature of 100.4 F or greater is considered to have a fever and they cannot be admitted. **Make sure the Producer asks the questions on the Producer's Checklist.** The Producer is responsible for the crew, including the Camera Operators, Director and Audio and guests, whether in the studio or in the kitchen.
5. 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.

There can be only 2 camera operators. The third camera should be locked down.

Everyone should stay in their zone and not move about or mingle. Communicate via headsets.

- Camera ops with their camera
- GFX at their studio station
- Audio tech in the Audio booth door closed
- Director in the control room

Once the set is in place, the Director turns on lights and goes to the control room.

The audio tech runs audio cables and places mics on chairs. Then goes to the booth. Consider using the overheads or shotgun mics.

The GFX person arrives and goes to the tent

The camera ops arrive and go to their cameras. The director speaks to them via headset.

Studio Supervisor's Name: _____ Date: _____

Producer's Name: _____ Time Slot: _____

(Save this sheet and leave it in the control room when closing up.)

Producer 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 as long as they are at least 6 feet apart. The producer needs to make sure that everyone has a mask that hooks over the ears or behind the head and does not have a valve or vent. Bandanas are not acceptable.
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. 1 guest and a host are the maximum allowed. For a music show only 1 musician, no whole bands.
4. We will take everyone's temperature as they arrive. Anyone with symptoms or a temperature of 100.4 F or greater is considered to have a fever and they cannot be admitted. Ask each person in the studio the following: **In the past 2 weeks have you had a new onset of fever, cough, shortness of breath, sore throat, chills, muscle aches, or loss of taste or smell? Have you been tested for COVID-19 in the past 2 weeks? Have you been asked to quarantine or been exposed to a person who is confirmed positive for COVID-19 in the past 2 weeks?**
5. The Producer is responsible for the crew, including the Camera Operators, Director and Audio and guests, whether in the studio or in the kitchen.
6. 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.
7. Only 2 camera operators. The third camera should be locked down.
8. Everyone should stay in their zone and not move about or mingle. Communicate via headsets.
 - Camera ops with their camera
 - GFX at their studio station
 - Audio tech in the Audio booth door closed
 - Director in the control room

<u>Name:</u>	<u>Position</u>	<u>Name:</u>	<u>Position</u>
_____	Camera 1	_____	Camera 2
_____	Graphics	_____	Director
_____	Audio	_____	Host
_____	Guest	_____	Date & Time

5/24/21

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

1. Administration

- Financial
 - County of Santa Cruz
CTV's 2021/2022 budget and workplan was approved by the Board of Supervisors for approval.
 - CA Relief Grant
 - Our application is being considered in Round 6
 - We are eligible for \$15,000.
 - EIDL
 - Our status is "funding."
 - Provided banking information.
 - Coworking
 - Our breakeven number in the coworking center is \$8,333.333 per month. In April we earned \$8655.00.
 - We were 15.5% ahead of our budget at the end of April.
 - Tours are picking-up and we have new members joining.

** 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 approximately 20 government meetings in April.
 - CTV produced 8 Webinars in April.

2. Facilities & Equipment

- The roof has been repaired.
- Our security company is working on a plan for extra cameras on the front of the building.

- Our telecast equipment has gotten very old. We are moving ahead with our plan to replace the telecast equipment. Victor is working with consultants to put together a modern system that will meet our needs into the future.

3. Youth Grant

- 4. The first round of beta testing for our new Youth Grant has been completed. Four students received their equipment in mid-March. We received the equipment back in good order. (Survey attached)
- Watsonville
 - Watsonville Parks and Recreation will be using 20 kits in their summer program.
- Capitola
 - We are talking with Capitola Parks & Rec.
- Save Our Shores
 - We continue to work with SOS to find and engage students in our Youth Grant.

4. Membership

- We will be opening the studio in June.

Gro-vid survey

4/19/21

Campbell/Keat cohort

	Age 10 /11	Age 12/13
<u>Engagement</u>		
Did students engage on their own?	Yes 10-year-old needed help with assembly. 11-year-old needed less help. (Probably dependent on the child.)	Yes, they were able to assemble alone.
Did they engage in class?	Yes. Independent research projects	Yes.
Did they use the iPads for other tasks, homework etc.	n/a	n/a
Was the software intuitive?	Yes. Used iMovie and Clips.	Yes. Used iMovie Were able to add Voiceovers & music.
Allotted time – was 1 month a good length of time for students/ leader?	Yes	yes
What media elements did the students use?	Audio Images Text	Audio Video Images Music voiceover
What issues did students encounter:	How mics work? Plugging mic cable hard Kids didn't think they needed the mic audio sounded the same.	
Is more equipment training desired?	Maybe a how to videos on basics. Not interested in learning the tripod or mic.	Were able to use and assemble the equipment on their own.

<u>Reporting</u>		
Was it easy to upload projects?	<p>The directions were not accurate to the website but able to figure it out.</p> <p>Written instructions: “click upload button” but there is no upload button. It Should read “drag and drop.”</p> <p># 4 didn’t find edit button. Found it in a menu.</p>	
What was the general feeling from the kids about the program?	Were excited and liked it.	Had a lot of fun. Made lots of videos /pictures.
What observations do you have?	<p>Community forum good idea for questions.</p> <p>Google doc w/links to how-to videos</p> <p>Make it more clear which way the tripod foot goes.</p> <p>Provide a quarter for the tripod screw.</p>	