



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

June 28, 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 May 24, 2021*

5. Approve Board special meeting minutes of June 14, 2021

6. Approve Finance Committee recommendation to accept May 2021 financial reports *

REGULAR AGENDA

7. Executive Director's report*

8. Education Committee report
9. Volunteer Advisory Committee report
10. ACTION ITEM: Discuss and approve purchase of new captioning equipment*
11. ACTION ITEM: Discuss and approve purchase of new broadcasting equipment*
12. ACTION ITEM: Refer to the Governance Committee a review of policies and procedures relating to hateful speech
13. Board Member / staff requests for specific items to appear on next meeting agenda
14. Announcements
15. 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

June 28, 2021

5:00 p.m.

Zoom online 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.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
May 24, 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, Elizabeth Shaw, David Warren

Absent: Christina Granados

[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.

Requested that item 10, Oral Report of Executive Director* be moved to the first item under general government, make it item 5z.

CONSENT AGENDA

4. Approve Minutes*

Board Meeting Minutes of April 26, 2021

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

Director Gudger requested that language in the minutes be corrected. Director Gudger commented that the PPP loan had been forgiven and it now appears on the income statement. Director Maziarz realized he did not that Executive Director Reed for the work she did on the hate speech report at the April 26th meeting. Motion to approve Consent agenda with the changes to the minutes Director Gudger, Seconded Director O'Driscoll. Approved unanimously.

REGULAR AGENDA

5z. Oral Report of Executive Director* (Moved from item 10)

Given. Executive Director Reed spoke with the Education Committee about the idea of a CTV satellite studio at Cabrillo College. CTV has not worked a lot with Cabrillo but would like to. The main studio is scheduled to open June 1.

6. Report from the Education Committee *

Director Warren reported on the committee's meeting. Committee is very interested in Executive Director Reed's idea to engage with Cabrillo College. Director Shaw is moving to



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May 24, 2021
5:00 P.M.
Zoom On-Line Meeting

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a role at the County Office of Education and the committee is looking at some of the possibilities in her efforts. Reaching out to schools and Cabrillo is a real highlight of what was discussed. Discussed outreach efforts and what they will be. Director Warren commented that he would be delighted if there could be a studio at Cabrillo. Will have discussions with Trustees of Cabrillo and the COE. Discussion around local funding organizations and Director Granados had input on areas that committee could explore. They had discussion on how to generate youth civic engagement. Director Warren will discuss with at least one supervisor about such an effort. Committee has empathy for the challenges faced by teachers looking at ways to support them. Director Shaw understands those challenges. Director Hall Thanked committee regarding the connection with Cabrillo, it has been a long time coming.

7. Report from the Volunteer Advisory Committee*

Director Gudger reported that there was a studio supervisors meeting. The agenda packet includes forms that will need to be filled out. They will probably modify forms after June 15th. Will schedule a Volunteer Advisory Committee meeting. Executive Director Reed interviewed Supervisor Koenig. Mentioned that maybe the next elected spotlight could be the Mayor of Capitola.

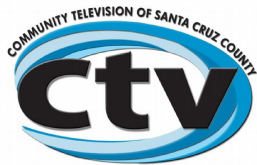
8. Consider a Board resolution in support of SB28, the Rural Broadband and Digital Infrastructure Video Competition Reform Act of 2021

Director Hall reported that the bill passed committees. Senator Laird has voted on it once. It will probably be on Senate floor by end of week. The Assembly would be next. Director Hall reported that the bill is very detailed and may allow for local jurisdictions to bring cable operator to the PUC when promised services are not delivered. Director Maziarz asked about cable companies to deliver HD feeds for government. Executive Director Reed replied only if they had promised. Comcast has told CTV they would provide HD feeds when CTV is ready. Executive Director Reed commented that the bill includes option to categorized as a utility. Director Hall commented that this is the transition from entertainment to life support for the cable companies. The bill is very detailed. Director Maziarz asked if it would be a letter or a resolution. Director Hall felt either way would be fine, but letter would be easier. Chair Lasnier stated that the letter could be sent by the chair and the executive director on behalf of the board in support of the legislation. Motion to have the Chair and Executive Director send a letter to the author of bill and local representatives on behalf of the board. Director Hall, seconded Director Gudger. Approved unanimously.

9. Continued discussion of rules / practices relating to hate speech.

Director Maziarz requested that the item be continued to a future meeting so Director Granados can participate.

10. Oral Report of Executive Director* (Moved to item 5z)



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BOARD OF DIRECTORS
Regular Meeting
May 24, 2021
5:00 P.M.
Zoom On-Line Meeting

11. Oral Report of the Board Chair

Chair Lasnier commented that there will be a few board vacancies coming up. Would like board to think about candidates.

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

Continue Item on hate speech. Director Hall wanted to make sure that there will be time for the discussion of the item.

13. Announcements

None

14. Adjournment.

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

Approved: _____
Board Chair

Attest: _____
Board Secretary



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

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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 Reed. Director Hall would like more time to think about before referring item to governance committee.** 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: _____



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Special Meeting
June 14, 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, Elizabeth Shaw, David Warren
Absent: Christina Granados
[quorum is five]

2. Oral Communications

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None

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

None

REGULAR AGENDA

4. Adjourn to closed session, potential litigation.

Board adjourned to closed session.

5. Resume open session.

Board resumed opened session. No reportable action taken in closed session.

6. Adjournment.

Director Manheim motioned to adjourn; Director Hall seconded. Approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2020-21	April 2021	May 2021	May Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	1,832.50	2,117.50	25,804.50	123%	(4,804.50)
4103 · City of Capitola Gov. Meetings	7,000.00	860.00	860.00	8,428.00	120%	(1,428.00)
4104 · SCMTD Meetings	2,500.00	301.00	387.00	3,160.50	126%	(660.50)
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	5,228.25	6,159.25	52,331.00	116%	(7,331.00)
4108 · SCCRTC Meetings	4,500.00	344.00	516.00	4,450.50	99%	49.50
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	100.00	2%	4,100.00
4120 · Facility & Equipment Use	100,000.00	8,714.05	7,774.68	104,086.45	104%	(4,086.45)
4121 - SLVWD Meetings	4,600.00	817.00	688.00	9,332.48	203%	(4,732.48)
4123 - Webinar Meetings	0.00	2,426.25	697.50	4,658.75		(4,658.75)
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	5.00	105.00	42%	145.00
4180 · Interest Earned	0.00	127.72	125.03	2,411.65		(2,411.65)
4185 · Misc. Income	1,000.00	56.00	0.00	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	3,712.50	4,387.50	26,328.75	63%	15,671.25
4260 - Equipment Lease	5,000.00	651.28	651.28	7,040.33		(2,040.33)
4700 - PPP Grant	32,390.00	32,390.00	0.00	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	57,460.55	24,368.74	281,131.91	96%	11,807.59
TOTAL INCOME	292,939.50	57,460.55	24,368.74	281,131.91	96%	11,807.59
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	315.92	1,876.79	5,928.12	54%	5,071.88
6300 · Bank Charges	2,500.00	109.19	289.92	1,740.87	70%	759.13
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,652.45	110%	(152.45)
7100 · Office Supplies	1,000.00	81.74	35.17	440.68	44%	559.32
7105 - Production Expenses	500.00	0.00	0.00	203.00	41%	297.00
7200 · Postage/Freight	375.00	55.00	0.00	547.31	146%	(172.31)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	91.63	200.27	1,855.50	62%	1,144.50
7640 · Licenses / Fees / Misc. Taxes	100.00	61.32	0.00	194.32	194%	(94.32)
7700 · Telephone / Telecommunications / Internet	1,920.00	188.21	188.23	1,910.83	100%	9.17
Total 6000 - Operating Expenses	22,145.00	990.96	2,678.33	14,473.08	65%	7,671.92
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	0.00	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	1,357.50	1,616.25	12,139.45	58%	8,860.55
Total 6800 · Contracted Services	28,500.00	1,357.50	1,616.25	16,059.45	56%	12,440.55
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	200.00	147.50	3,002.43	150%	(1,002.43)
7800 · Travel / Meals	800.00	0.00	27.89	219.04	27%	580.96
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	200.00	175.39	3,221.47	85%	578.53

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

	Annual Budget 2020-21	April 2021	May 2021	May 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	74,022.63	92%	6,697.37
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,197.82	2,076.63	24,387.33	77%	7,432.67
7535 · Salaries - Accountant	16,377.00	859.32	1,108.01	11,464.99	70%	4,912.01
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,570.67	39,277.37	92%	3,570.63
7585 · Salaries - Government Technicians	18,488.00	1,747.43	1,877.60	18,587.27	101%	(99.27)
7589 · Salaries - Extra Help Trainers, Technicians	3,000.00	0.00	0.00	1,601.36	53%	1,398.64
7621 · Payroll Taxes	20,029.50	1,585.94	1,635.37	18,614.72	93%	1,414.78
7635 · Workers Comp	2,012.00	253.00	253.00	1,899.97	94%	112.03
7630 · Health/Dental/Vision	18,200.00	1,306.96	1,384.16	14,360.34	79%	3,839.66
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	18,250.47	18,634.77	204,215.98	86%	34,278.52
TOTAL EXPENSES	292,939.50	20,798.93	23,104.74	237,969.98	81%	54,969.52
NET INCOME/LOSS	0.00	36,661.62	1,264.00	43,161.93	15.4%	

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

	Annual Budget 2020-21	April 2021	May 2021	May 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	20,371.56	20,872.81	214,896.55	87%	32,467.45
6701 · Facility/Equip. Insurance	11,143.00	999.25	999.25	10,271.81	92%	871.19
7058 · Leasehold Improvements / Capital	20,000.00	0.00	544.50	11,692.88	58%	8,307.12
7300 · Facilities & Equipment Rental	1,000.00	51.35	51.35	534.79	53%	465.21
Total 5100 · Facility	279,507.00	21,422.16	22,467.91	237,396.03	85%	42,110.97
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	175.23	189.30	2,030.50	41%	2,969.50
7051 · Equipment Repair	5,000.00	629.04	83.33	3,486.09	70%	1,513.91
7054 · Captioning Equipment Lease	0.00	2,580.00	2,580.00	27,556.00	0%	(27,556.00)
7056 · Equipment - Depreciated	109,353.00	0.00	0.00	0.00	0%	109,353.00
7057 · Equipment - Non Depreciated	10,000.00	367.27	164.97	13,388.00	134%	(3,388.00)
7060 · Equipment Grant Program - Depreciated	100,000.00	818.28	37,312.83	45,278.44	45%	54,721.56
7061 · Equipment Leases	36,800.00	0.00	0.00	0.00	0%	36,800.00
7062 · Software as a Service	16,500.00	980.36	530.46	12,570.00	76%	3,930.00
Total 5200 · Equipment	282,653.00	5,550.18	40,860.89	104,309.03	37%	178,343.97
Capital Maintenance & Repair						
7063 · Building Maintenance	6400.00	549.45	519.16	6,096.86	95%	303.14
7064 · Equipment Maintenance	10600.00	892.67	892.67	9,819.37	93%	780.63
7065 · Equipment Repair	20180.00	1897.16	1959.33	21,371.88	106%	(1,191.88)
Total Capital Maintenance & Repair	37180.00	3339.28	3371.16	37,288.11	100%	(108.11)
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	605.00	92%	55.00
Total 5300 · Media Licensing	660.00	55.00	55.00	605.00	92%	55.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	30,366.62	66,754.96	379,598.17	63%	220,401.83
NET INCOME/LOSS	0.00	(30,366.62)	(66,754.96)	70,401.83		

Community Television of Santa Cruz County

Balance Sheet As of May 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		211.44
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		727,564.17
1080 Savings - Lighthouse Bank		138,035.55
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		\$1,615,811.16
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		31,780.22
1116 Grants Receivable		0.00
Total Accounts Receivable		\$31,780.22

Community Television of Santa Cruz County

Balance Sheet As of May 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	253.03
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	999.25
Total 1200 Prepaid Insurance	1,252.28
1260 Prepaid Expenses	27,482.54
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	\$33,665.82
Total Current Assets	\$1,681,257.20
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	\$1,894,801.39

Community Television of Santa Cruz County

Balance Sheet As of May 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	3,452.97
Total Accounts Payable	\$3,452.97
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	489.19
CA SUI / ETT	-554.14
Federal Taxes (941/944)	4,199.18
Total 24000 Payroll Liabilities	5,169.21
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$14,302.36
Total Current Liabilities	\$17,755.33
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$17,755.33
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	113,563.76
Total Equity	\$1,877,046.06
TOTAL LIABILITIES AND EQUITY	\$1,894,801.39

EQUITY:

Capital Reserves.	\$1,097,551.61
Capital Reserves - Youth Grant	\$186,551.62
Operating Reserves.	\$331,707.93
Other Assets.	\$261,234.90
TOTAL.	\$1,877,046.06

1. Administration

- Financial
 - o CA Relief Grant
 - Our application is being considered in Round 6
 - We are eligible for \$15,000.
 - o EIDL
 - Our status is still "funding."
 - o Coworking
 - Our breakeven number in the coworking center is \$8,333.333 per month. In April we earned \$7662.00. (-\$671)
 - We were 13.5% 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

- o *Government Meeting Services*
 - CTV provided coverage approximately 22 government meetings in May.
 - CTV produced 15 Webinars in May
2. Facilities & Equipment
- Renewed business insurance this month (D&O, Broadcasters, E&O, Property)
 - Victor, working with an outside engineer was focused on solving some captioning issues this month.
 - 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.
 - We ordered the equipment for our Youth Grant.
 - o 20 iPads
 - o 20 Padcaster kits
 - o Mathilde assigned part numbers and entered the into our inventory system.

- o We labeled several kits and then discovered some of the parts were the wrong size. The kits had to be returned and reordered.
- o Watsonville Recreation will be using them in their summer programs.
- o Our plan is to deliver in mid-June

3. Membership

- We will be opening the studio in July.

4. Staff

- Hiring search for new Government Technicians
- Hired two new techs
- We now have a technical staff of 2 men and 2 women
- We made the transition from Blue Shield to Anthem Blue Cross this month
- Training: 4 staff members participated in the Studio Supervisor training lead by Keith & Mathilde.

5.Outreach

- Elected Spotlight interviewed Manu Koenig



QUOTE

FULL BUYOUT CAPTIONING SOLUTION - 10 YEAR SOFTWARE LICENSE
FOR UNLIMITED USE / LIVE AND OFFLINE

Municipal Captioning Inc.
214 Muirfield Ridge Dr
Garner, North Carolina 27529
United States

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

BILL TO
CTV Santa Cruz
Becca King Reed

Becca@communitytv.org

Estimate Number: 1372

Estimate Date: June 24, 2021

Expires On: July 24, 2021

Grand Total (USD): \$47,991.00

Items	Quantity	Price	Amount
CBL-ENCO-BUYOUT Buyout Price for ENCO enCaption Server. Both hardware and software. LIVE AND OFFLINE file captioning included. Requires CBL-ENCO-SUPT in year 1. Beyond first year, software upgrades require CBL-ENCO-SUPT.	1	\$45,995.00	\$45,995.00
CBL-ENCO-SUPT Annual support contract for ENCO enCaption server and software. Includes software upgrades. Required in year 1. Optional after year 1.	1	\$5,995.00	\$5,995.00
GOV Discount Double Discount (10% instead of 5%) GOV DISCOUNT APPLIED TO ALL ITEMS ABOVE.	1	(\$5,199.00)	(\$5,199.00)
Shipping Free Shipping for all Gov Customers	1	\$0.00	\$0.00
On-site Installation and Training On-Site with Justin Cowgill to install and configure.	1	\$1,200.00	\$1,200.00
Total:			\$47,991.00
Grand Total (USD):			\$47,991.00



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BILL TO
CTV Santa Cruz
Becca King Reed

Becca@communitytv.org

Estimate Number: 1368

Estimate Date: June 24, 2021

Expires On: July 26, 2021

Grand Total (USD): \$48,585.00

Items	Quantity	Price	Amount
CBL-VIO4-600 4 channel configurable SD/HD SDI encode/decode, multi-format server with 10TB of usable RAID5 storage in a 3 RU chassis. Redundant power. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast CG Player Software is optional. Includes graphics, crawl, bug, bug text on output. 3 year hardware warranty and 2 hours of installation support and training within first year.	1	\$23,000.00	\$23,000.00
CBL-VIO4-HA Annual hardware assurance contract for the CBL-VIO4-600. First 3 years are included with the purchase.	2	\$2,500.00	\$5,000.00
TRMS-CBL-STRUPG-20TB Ten TB storage upgrade for Cablecast VIO and VOD servers to increase content storage to 20TB. Must be ordered at time of purchase.	1	\$1,400.00	\$1,400.00
CBL-CGPLAYER-LIC Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins, updated dynamically throughout the day.	2	\$1,400.00	\$2,800.00



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Items	Quantity	Price	Amount
TRMS-CBL-SVR450-VOD-10 Web centric head end automation system, Carousel server software and Cablecast VOD in a 3 RU chassis. Streams H.264 HLS Adaptive bitrate VOD to mobile devices, OTT and desktops. Redundant power, 10TB RAID5 Content and 256GB RAID1 OS drives. Includes 3 year hardware warranty and 2 hours of remote end user training and installation support within first year.	1	\$8,800.00	\$8,800.00
CBL-PROVOD-10-HA Annual hardware assurance contract for the Cablecast Pro VOD-10. First 3 years are included with the purchase.	2	\$880.00	\$1,760.00
BMD CleanSwitch 12x12 Blackmagic Design Smart VideoHub CleanSwitch 12x12 SD/HD/Ultra HD Mixed Format Router -- Compact 6G-SDI router with built in re-synchronizers on all inputs allows clean switching between all video sources of the same video standard, and can be used as 12 re-synchronizers for automatic re-timing of SDI feeds. Smart Videohub CleanSwitch supports 12 inputs and 12 outputs in virtually all SD, HD and Ultra HD video formats. Supports multiple formats on the same router at the same time and will clean switch between multiple formats that match the reference frame rate when the switching is between the same video standard. Includes front panel button and spin knob routing, elegant machined metal front panel with LCD for routing display and video monitoring and remote Ethernet control.	1	\$1,495.00	\$1,495.00
BMD HDL-SMTVDU02 Blackmagic Design SmartView Duo Rackmountable Dual 8" LCD Monitors	1	\$495.00	\$495.00
Miscellaneous Items Cables and Connectors to be purchased for installation	1	\$70.00	\$70.00
Integration and Engineering On-Site integration with both Justin Cowgill and Daniell Krawczyk.	1	\$3,765.00	\$3,765.00



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Items	Quantity	Price	Amount
Shipping Free Shipping for all Gov Customers	1	\$0.00	\$0.00
Total:			\$48,585.00
Grand Total (USD):			\$48,585.00