



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

November 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. Members of the public may participate by downloading the Zoom app and joining the meeting at <https://zoom.us/j/98002291288>. Board members will each receive a unique Zoom address an hour before the 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 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 meeting agenda*

5. Approve Board meeting minutes of October 25, 2021*

6. Approve Finance Committee recommendation to accept October 2021 and 2020-2021 year end financial reports *

REGULAR AGENDA

7. Elections of board members and officers

8. Appointments to committees

9. Approval of 2022 board calendar *
10. Executive Director's report*
11. Authorization to purchase telecaster equipment to allow streaming to third-party devices Apple TV, Roku, Firecast
12. Education Committee report*
13. Report on the premiere of CTV's animation class
14. Board Chair's report
15. Board member / staff requests for specific items to appear on next meeting agenda
16. Announcements
17. 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 22, 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
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BOARD OF DIRECTORS
Regular Meeting
October 25, 2021
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

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

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 Meeting Agenda

5. Approve Minutes*

Board Meeting Minutes of September 27, 2021

6. Approve Finance Committee recommendation to Accept the September 2021 Financial Reports *

Director Hall commented that overall finances are doing well, office space down, but other revenues are up. Director Maziarz asked about the CDARs. Executive Director Reed answered that each is insured up to \$250K.

Motion to approve Consent agenda Director Hall, Seconded Director Gudger. Approved unanimously.

REGULAR AGENDA

7. Executive Director's report*

Given. Director Gudger asked how the board felt about using the Grant for adult programs. Directors Maziarz and Granados felt if it didn't interfere with the youth grant it would be ok. Director Manheim asked if libraries could be added to grantee list? Director Gudger stated that it is the Friends of the Libraries, and the Director Shaw is teaching the



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

class that starts Saturday. Executive Director Reed added that the grant recipient must provide CTV content.

8. Report from the Education Committee *

Given. Director Warren reported that they have talked with COE about the use of media for training. Focus on Cabrillo is journalism. Director Manheim stated that it was great to hear on reaching out the to the educational community. Always felt that more could be done.

9. Board Chair's Report

Chair Lasnier reported that Director Manheim is terming off the board and there is an open spot available. Let Chair Lanier and Executive Director Reed know if you know of anyone.

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

Board Members

11. Announcements

Director Gudger mentioned the non-profit spotlight. The Friends of the Library would like to use their spotlight for their capital campaign. Dr. Farris Sabbah of COE will be next on Elected Spotlight. Director Maziarz asked about the status of the studio. Director Gudger stated that the CDC yellow tier is the target for opening.

12. Adjournment.

Director Manheim motioned to adjourn, and Director Maziarz seconded. Approved unanimously.

Approved: _____
Board Chair

Attest: _____
Board Secretary

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

	Annual Budget 2021-22	September 2021	October 2021	October Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	125,000.00	25%	375,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	25,000.00	25%	75,000.00
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	266,785.00	19,676.98	19,804.48	78,536.70	29%	188,248.30
6701 · Facility/Equip. Insurance	11,143.00	1,092.10	1,092.10	4,368.39	39%	6,774.61
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	51.35	51.35	205.40	21%	794.60
Total 5100 · Facility	298,928.00	20,820.43	20,947.93	83,110.49	28%	215,817.51
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	398.38	195.71	842.46	17%	4,157.54
7051 · Equipment Repair	5,000.00	83.33	83.33	333.32	7%	4,666.68
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	12,048.47	0.00	105,116.55	98%	1,615.45
7057 · Equipment - Non Depreciated	26,021.00	1,572.94	240.26	5,343.22	21%	20,677.78
7060 · Equipment Grant Program	100,000.00	498.09	76.52	9,581.34	10%	90,418.66
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	16,500.00	1,022.31	1,190.47	4,871.87	30%	11,628.13
Total 5200 · Equipment	259,253.00	15,623.52	1,786.29	126,088.76	49%	133,164.24
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	827.62	535.12	2,532.62	35%	4,635.38
7064 · Equipment Maintenance	11033.00	919.45	1183.47	3,941.82	36%	7,091.18
7065 · Equipment Repair	22958.00	1969.83	1933.18	7,692.06	34%	15,265.94
Total Capital Maintenance & Repair	41159.00	3716.90	3651.77	14,166.50	34%	26,992.50
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	40,215.85	26,440.99	223,585.75	37%	376,414.25
NET INCOME/LOSS	0.00	109,784.15	(26,440.99)	(73,585.75)		

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

	Annual Budget 2021-22	September 2021	October 2021	October Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	2,040.00	2,466.25	8,638.75	29%	21,119.25
4103 · City of Capitola Gov. Meetings	8,700.00	598.00	936.00	3,027.00	35%	5,673.00
4104 · SCMTD Meetings	3,256.00	468.00	223.60	863.60	27%	2,392.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	2,596.25	4,185.00	10,770.25	20%	43,034.75
4108 · SCCRTC Meetings	4,740.00	468.00	597.00	1,495.00	32%	3,245.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	9,045.92	6,969.93	34,379.88	29%	85,620.12
4121 - SLVWD Meetings	9,649.00	468.00	728.00	2,291.00	24%	7,358.00
4123 - Webinar Meetings	0.00	0.00	0.00	310.00	0%	(310.00)
4122 - PVUSD	0.00	545.00	1,740.00	3,924.50	0%	(3,924.50)
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	107.73	121.51	477.74	0%	(477.74)
4185 · Misc. Income	300.00	63.00	0.00	149.00	50%	151.00
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	600.00	0.00	600.00	10%	5,400.00
4250 - Closed Captioning	42,000.00	3,075.00	4,087.50	12,450.00	30%	29,550.00
4260 - Equipment Lease	7,600.00	651.28	651.28	2,605.12	34%	4,994.88
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	20,726.18	22,706.07	96,981.84	34%	189,076.16
TOTAL INCOME	286,058.00	20,726.18	22,706.07	96,981.84	34%	189,076.16
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	320.90	414.11	1,386.48	15%	7,613.52
6300 · Bank Charges	2,500.00	156.19	126.87	623.57	25%	1,876.43
6600 · Dues & Subscriptions	1,500.00	147.95	87.95	411.80	27%	1,088.20
7100 · Office Supplies	1,000.00	0.00	63.44	406.04	41%	593.96
7105 - Production Expenses	500.00	0.00	0.00	0.00	0%	500.00
7200 · Postage/Freight	700.00	16.31	0.00	16.31	2%	683.69
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	188.14	263.01	728.03	27%	1,979.97
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	0.00	71.00	47%	79.00
7700 · Telephone / Telecommunications / Internet	1,920.00	188.23	276.23	840.92	44%	1,079.08
Total 6000 - Operating Expenses	20,228.00	1,017.72	1,231.61	4,484.15	22%	15,743.85
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	0.00	0.00	0%	2,153.00
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	458.25	458.25	23%	1,541.75
7110 · Contract Services-Legal	2,000.00	0.00	0.00	350.00	18%	1,650.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	0.00	0.00	1,521.25	7%	19,478.75
Total 6800 · Contracted Services	27,153.00	0.00	458.25	2,329.50	9%	24,823.50
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	0.00	0.00	295.00	15%	1,705.00
7800 · Travel / Meals	360.00	0.00	0.00	0.00	0%	360.00
8600 · Special Events Expense	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 7000 · Staff Development & Fundraising	3,360.00	0.00	0.00	295.00	9%	3,065.00

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

	Annual Budget 2021-22	September 2021	October 2021	October 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	26,917.32	33%	53,802.68
7530 · Salaries - Coworking Community Coordinator	28,676.00	3,310.49	2,275.27	10,265.30	36%	18,410.70
7535 · Salaries - Accountant	10,712.00	1,150.02	1,003.41	3,850.98	36%	6,861.02
7542 · Salaries - Media Services Coordinator	44,133.00	3,677.81	3,677.81	14,711.24	33%	29,421.76
7585 · Salaries - Government Technicians	19,614.00	1,790.80	1,827.72	5,904.19	30%	13,709.81
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	136.79	0.00	136.79	2%	5,643.71
7621 · Payroll Taxes	20,429.50	1,780.74	1,604.19	6,491.70	32%	13,937.80
7635 · Workers Comp	2,052.00	120.25	120.25	481.00	23%	1,571.00
7630 · Health/Dental/Vision	18,200.00	1,711.93	1,445.55	6,324.50	35%	11,875.50
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,317.00	20,408.16	18,683.53	75,083.02	32%	160,233.98
TOTAL EXPENSES	286,058.00	21,425.88	20,373.39	82,191.67	29%	203,866.33
NET INCOME/LOSS	0.00	(699.70)	2,332.68	14,790.17	15.3%	

Community Television of Santa Cruz County

Balance Sheet

As of October 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		75.19
1070 CD 12 month Cert SCCC		0.00
1075 Checking - Lighthouse Bank		736,418.89
1080 Savings - Lighthouse Bank		138,180.28
1081 CDAR x2424		250,049.87
1082 CDAR x4915		250,031.17
1083 ICS SCCU		250,026.60
1085 CD 12-23 Month - Lighthouse Bank		0.00
1099 Cash Box		0.00
Total Bank Accounts		\$1,624,782.00
Accounts Receivable		
1114 Temp A/R		0.00
1115 Accounts Receivable		30,582.05
1116 Grants Receivable		0.00
Total Accounts Receivable		\$30,582.05

Community Television of Santa Cruz County

Balance Sheet

As of October 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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	277.00
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	7,878.56
Total 1200 Prepaid Insurance	8,455.56
1260 Prepaid Expenses	32,626.00
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	\$46,012.56
Total Current Assets	\$1,701,376.61
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$1,907,227.09

Community Television of Santa Cruz County

Balance Sheet

As of October 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,355.31
Total Accounts Payable	\$1,355.31
Other Current Liabilities	
2110 Sales Tax Payable	12,267.05
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	12,055.41
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	496.13
CA SUI / ETT	-793.31
Federal Taxes (941/944)	4,272.13
Total 24000 Payroll Liabilities	5,009.93
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$29,332.39
Total Current Liabilities	\$30,687.70
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$30,687.70
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	439,232.59
3905 Retained Earnings - Capital Reserves	1,496,102.38
Net Income	-58,795.58
Total Equity	\$1,876,539.39
TOTAL LIABILITIES AND EQUITY	\$1,907,227.09

EQUITY:

Capital Reserves.	\$1,207,914.70
Capital Reserves - Youth Grant	\$214,601.93
Operating Reserves.	\$202,265.37
Other Assets.	\$251,757.39
TOTAL.	\$1,876,539.39

Community Television of Santa Cruz County

Balance Sheet

As of June 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	243.52
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	649,148.72
1080 Savings - Lighthouse Bank	138,063.92
1081 CDAR x2424	250,049.87
1082 CDAR x4915	250,031.17
1083 ICS SCCU	250,026.60
1085 CD 12-23 Month - Lighthouse Bank	0.00
1099 Cash Box	0.00
Total Bank Accounts	\$1,537,563.80
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	176,086.57
1116 Grants Receivable	0.00
Total Accounts Receivable	\$176,086.57

Community Television of Santa Cruz County

Balance Sheet As of June 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	300.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	401.50
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	0.00
Total 1200 Prepaid Insurance	701.50
1260 Prepaid Expenses	29,498.02
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	\$35,130.52
Total Current Assets	\$1,748,780.89
Fixed Assets	
1600 Production Equipment	1,158,060.74
1700 Accum Depr-Production Equipment	-1,035,404.60
Total 1600 Production Equipment	122,656.14
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,262.14
Total 1620 Office Furniture/Equipment	1,919.66
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-155,356.36
Total 1625 Leasehold Improvement	52,340.79
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$205,850.48
TOTAL ASSETS	\$1,954,631.37

Community Television of Santa Cruz County

Balance Sheet As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,654.57
Total Accounts Payable	\$1,654.57
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	12,055.41
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	508.16
CA SUI / ETT	-354.09
Federal Taxes (941/944)	4,397.37
Total 24000 Payroll Liabilities	5,586.42
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,641.83
Total Current Liabilities	\$19,296.40
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$19,296.40
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	171,852.67
Total Equity	\$1,935,334.97
TOTAL LIABILITIES AND EQUITY	\$1,954,631.37

EQUITY:

Capital Reserves.	\$1,155,718.62
Capital Reserves - Youth Grant	\$199,183.27
Operating Reserves.	\$182,661.91
Other Assets.	\$397,771.17
TOTAL.	\$1,935,334.97

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

	Annual Budget 2020-21	May 2021	June 2021	June Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	21,000.00	2,117.50	1,265.00	27,069.50	129%	(6,069.50)
4103 · City of Capitola Gov. Meetings	7,000.00	860.00	1,161.00	9,589.00	137%	(2,589.00)
4104 · SCMTD Meetings	2,500.00	387.00	473.00	3,633.50	145%	(1,133.50)
4106 · City of Santa Cruz Gov. Mtg.	45,000.00	6,159.25	5,468.50	57,257.00	127%	(12,257.00)
4108 · SCCRTC Meetings	4,500.00	516.00	473.00	4,923.50	109%	(423.50)
4109 · SCWD Government Meetings	4,200.00	0.00	0.00	100.00	2%	4,100.00
4120 · Facility & Equipment Use	100,000.00	7,774.68	8,704.85	112,791.30	113%	(12,791.30)
4121 · SLVWD Meetings	4,600.00	688.00	1,182.50	10,514.98	229%	(5,914.98)
4123 · Webinar Meetings	0.00	697.50	1,240.00	5,898.75		(5,898.75)
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	5.00	0.00	105.00	42%	145.00
4180 · Interest Earned	0.00	125.03	223.45	2,635.10		(2,635.10)
4185 · Misc. Income	1,000.00	0.00	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	4,387.50	3,862.50	30,191.25	72%	11,808.75
4260 · Equipment Lease	5,000.00	651.28	651.28	7,691.61		(2,691.61)
4700 · PPP Grant	32,390.00	0.00	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	24,368.74	24,705.08	305,294.49	104%	(12,354.99)
TOTAL INCOME	292,939.50	24,368.74	24,705.08	305,294.49	104%	(12,354.99)
6000 · OPERATING EXPENSES						
6100 · Advertising	11,000.00	1,876.79	454.49	6,382.61	58%	4,617.39
6300 · Bank Charges	2,500.00	289.92	119.90	1,860.77	74%	639.23
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,740.40	116%	(240.40)
7100 · Office Supplies	1,000.00	35.17	36.01	476.69	48%	523.31
7105 · Production Expenses	500.00	0.00	0.00	203.00	41%	297.00
7200 · Postage/Freight	375.00	0.00	134.00	681.31	182%	(306.31)
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	3,000.00	200.27	132.14	1,987.64	66%	1,012.36
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	194.32	194%	(94.32)
7700 · Telephone/Telecommunications/Internet	1,920.00	188.23	188.23	2,099.06	109%	(179.06)
Total 6000 · Operating Expenses	22,145.00	2,678.33	1,152.72	15,625.80	71%	6,519.20
6800 · Contracted Services						

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

	Annual Budget 2020-21	May 2021	June 2021	June Year to Date	% of Annual Budget	Amount Remaining
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	78.10	78.10	4%	1,921.90
7110 · Contract Services-Legal	3,000.00	0.00	1,435.00	4,355.00	145%	(1,355.00)
7910 · Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	21,000.00	1,616.25	3,287.50	15,426.95	73%	5,573.05
Total 6800 · Contracted Services	28,500.00	1,616.25	4,800.60	20,860.05	73%	7,639.95
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	147.50	147.50	3,149.93	157%	(1,149.93)
7800 · Travel/Meals	800.00	27.89	0.00	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	175.39	147.50	3,368.97	89%	431.03

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

	Annual Budget 2020-21	May 2021	June 2021	June Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	11,388.21	85,410.84	106%	(4,690.84)
7530 · Salaries - Coworking Community Coordinator	31,820.00	2,076.63	1,506.50	25,893.83	81%	5,926.17
7535 · Salaries - Accountant	16,377.00	1,108.01	959.38	12,424.37	76%	3,952.63
7542 · Salaries - Media Services Coordinator	42,848.00	3,570.67	3,158.17	42,435.54	99%	412.46
7585 · Salaries - Government Technicians	18,488.00	1,877.60	2,350.58	20,937.85	113%	(2,449.85)
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	1,635.37	1,727.23	20,341.95	102%	(312.45)
7635 · Workers Comp	2,012.00	253.00	253.03	2,153.00	107%	(141.00)
7630 · Health/Dental/Vision	18,200.00	1,384.16	1,533.70	15,895.04	87%	2,304.96
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	18,634.77	22,876.80	227,093.78	95%	11,400.72
TOTAL EXPENSES	292,939.50	23,104.74	28,977.62	266,948.60	91%	25,990.90
NET INCOME/LOSS	0.00	1,264.00	(4,272.54)	38,345.89	12.6%	

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

	Annual Budget 2020-21	May 2021	June 2021	June Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	150,000.00	600,000.00	120%	(100,000.00)
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	150,000.00	600,000.00	100%	0.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	247,364.00	20,872.81	20,758.90	235,655.45	95%	11,708.55
6701 · Facility/Equip. Insurance	11,143.00	999.25	999.25	11,271.06	101%	(128.06)
7058 · Leasehold Improvements/Capital	20,000.00	544.50	94.83	11,787.71	59%	8,212.29
7300 · Facilities & Equipment Rental	1,000.00	51.35	51.35	586.14	59%	413.86
Total 5100 · Facility	279,507.00	22,467.91	21,904.33	259,300.36	93%	20,206.64
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	189.30	188.05	2,218.55	44%	2,781.45
7051 · Equipment Repair	5,000.00	83.33	83.33	3,569.42	71%	1,430.58
7054 · Captioning Equipment Lease	0.00	2,580.00	1,290.00	28,846.00	0%	(28,846.00)
7056 · Equipment - Depreciated	109,353.00	0.00	61,884.46	61,884.46	57%	47,468.54
7057 · Equipment - Non Depreciated	10,000.00	164.97	456.44	13,844.44	138%	(3,844.44)
7060 · Equipment Grant Program - Depreciated	100,000.00	37,312.83	(12,631.65)	32,646.79	33%	67,353.21
7061 · Equipment Leases	36,800.00	0.00	0.00	0.00	0%	36,800.00
7062 · Software as a Service	16,500.00	530.46	2,448.88	15,018.88	91%	1,481.12
Total 5200 · Equipment	282,653.00	40,860.89	53,719.51	158,028.54	56%	124,624.46
Capital Maintenance & Repair						
7063 · Building Maintenance	6400.00	519.16	707.66	6,804.52	106%	(404.52)
7064 · Equipment Maintenance	10600.00	892.67	892.67	10,712.04	101%	(112.04)
7065 · Equipment Repair	20180.00	1959.33	1922.17	23,294.05	115%	(3,114.05)
Total Capital Maintenance & Repair	37180.00	3371.16	3522.50	40,810.61	110%	(3,630.61)
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	660.00	100%	0.00
Total 5300 · Media Licensing	660.00	55.00	55.00	660.00	100%	0.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	66,754.96	79,201.34	458,799.51	76%	141,200.49
NET INCOME/LOSS	0.00	(66,754.96)	70,798.66	141,200.49		

Reconciliation of Income
Fiscal year ending 6/30/21

Total per financials:

Operating	38345.89
Capital	141200.49
Total	179546.38

Year end adj:

Depreciation	-69578.17
Equipment depreciated moved to Balance Sheet (7056)	\ 61884.46

Adjusted Income	171852.67
Operating	30652.18
Capital	141200.49

CTV Board Meeting Calendar 2022

JANUARY 24, 2022

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

FEBRUARY 28, 2022

- Regular Board or Committee Meetings

MARCH 28, 2022

- Regular Board or Committee Meetings

APRIL 25, 2022

- 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 23, 2022

- Regular Board or Committee Meetings

JUNE 27, 2022

- 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 25, 2022

- Regular Board or Committee Meetings

AUGUST

- No Regular Board or Committee meetings

SEPTEMBER 26, 2022

- Review current FY budget
- Regular Board meeting

OCTOBER 24, 2022

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

NOVEMBER 28, 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

11/22/21

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

1. Administration

Staff

- We continue to search for a new Video Technician after the recent departure of a staff member.
- We have hired a new part time Community Coordinator

Revenue

- Final FY 20_21 budget numbers
 - CTV earned 104% of its projected operating budget
 - CTV spent only 91% of its projected operating budget
 - We had a surplus of 12.6% - about \$30,000.00
- EIDL
 - Responded to more requests for information

Coworking

- Our breakeven number in the coworking center is now \$10,000 per month. In September we earned \$5,600.00
- Although we did not meet our goals in the coworking center last month this shortfall is offset by our revenue from captioning and government meetings is \$47,602.

** 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 covered 17 government meetings in October.

In Progress

- o Fiscal Sponsorship

We are working with a local producer on a fiscal sponsorship for a short film with an \$11,000 budget.

2. Facilities & Equipment

New equipment

- o Our replacement iPads have arrived.

In Progress

- Installation is being planned for our new telecast equipment.
 - o We are meeting weekly and intend to be done by the end of the year.
 - o Met with Comcast to explore fiber connection between CTV & the County
- In July we began a systematic inspection of all our equipment.
 - o We are identifying worn, broken, missing pieces and repairing or replacing them.
 - o We have been through all 20 camera kits, 30 Tripods
 - o and the cables.
 - o We are now working through the microphones

3. Outreach

- Met with the County Office of Education regarding our Youth Grant (Gro-Vid 21)
- Delivered animation kits to the Capitola library

EXTRA NOTES

Building Security

- There was a burglary in November
 - o The burglar took our microwave antenna from the roof.
 - o We have contacted a new security company for new solutions to our growing problem.
 - o Our landlord has been very supportive in this effort.

SCCTV Education Report for our committee's meeting on 11/15/21

Present: Elizabeth Shaw, Keith Gudger, David Warren

Elizabeth described her exciting series of Video Interviews. She encouraged me to send you and the board the following information:

"Here is my list of COE employees to interview for their contribution to community public education:

Faris Sabbah, County Superintendent of Schools (interviewed by Becca on 11/9)21

Debi Bodenheimer, Associate Superintendent

Jason Borgen, Chief Information Officer

Amity Sandage, Environmental Literacy Coordinator

Stephanie Sumarna, EdTech and Innovation Coach

Scott Keller, Computer Science Coordinator

I also have started the first of a series of Alternative Education school spotlights. The first one is El Nido, a high school located on the Cabrillo Watsonville campus. Here's a link to the video: <https://youtu.be/JM1vpKV7W2k>. You're welcome to share this information with our team and the board.

I'll be highlighting one school a month until all our programs have been captured."

Elizabeth's work, with these interviews, is a great contribution. Publishing these interviews on SCCTV will give parents and the public an inside portrait/spotlight of local Alternative Education schools, staff, teachers and programs.

Keith and Elizabeth reported on how well the first three weeks of the Animation Program at the Capitola Library is doing. Students are enthused, are helping each other and are beginning to develop their first animated projects.

The Education Committee is awaiting approval of the Grant Committee to authorize the SC County Office of Education's requests for PadCaster Studio system/s to be used by COE staff to train teachers who will using the PadCaster systems with their students. The education committee thinks this partnership is quite worthy and could lead to a quicker adoption and distribution distribution of the equipment loan to teachers and students though out the county.

Talks are ongoing with COE staff regarding the nature of our partnership. Elizabeth has been most helpful in this respect.

Attachments:

[Preview YouTube video El Nido High School October 2021](#)