



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
February 28, 2022
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://us06web.zoom.us/j/86398253828>. 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, Christina Granados, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, 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 January 24, 2022*

6. Approve Finance Committee recommendation to accept January 2022 financial reports *

REGULAR AGENDA

7. Executive Director's report*
8. Volunteer Committee report*
9. Education Committee report*
10. Board Chair's report
11. Board member / staff requests for specific items to appear on next meeting agenda
12. Announcements
13. Closed session: Discussion of property lease/purchase, negotiations
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
February 28, 2022

5:00 p.m.

Zoom online meeting

AGENDA

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Joe Hall, Mathilde Rand, 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.



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BOARD OF DIRECTORS
Regular Meeting
January 24, 2022
5:00 P.M.
Zoom On-Line Meeting

MINUTES

1. Roll Call

Present: Guy Lasnier, Mathilde Rand, Larry Laurent, Keith Gudger, Janice O'Driscoll, Joe Hall, Christina Granados, David Warren, Maitreya Maziarz, Elizabeth Shaw

Absent: Elizabeth Swensen

[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.

Chair Lasnier reported that the agenda had been revised to include Director Rand.

CONSENT AGENDA

4. Approve Meeting Agenda

5. Approve Minutes*

Board Meeting Minutes of December 20, 2021

6. Approve Finance Committee recommendation to Accept the November and December 2021 Financial Reports *

7. Approve Finance Committee recommendation to approve IRS Form 990 tax return for 2020-2021.

Director Hall briefly discussed the financial situation. Office space revenue is down, but other revenue is up. Motion to approve consent agenda Director Hall, seconded by Director O' Driscoll. Approved unanimously

REGULAR AGENDA

8. Executive Director's report*

Given. Student animation was shown to board.



BOARD OF DIRECTORS
Regular Meeting
January 24, 2022
5:00 P.M.
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9. Authorize the executive director to exceed staff compensation budget through June 2022 if necessary.

Executive Director Reed described the increased duties of the classification in question. Surplus is projected at the end of fiscal year. Director Laurent suggested that the request should be a specific amount. Director Maziarz motioned to authorize the increase up to \$5000.00. Seconded by Director Laurent. Approved unanimously.

10. Education Committee report*

Director Warren reported that he had visited one of the animation classes and that one of the animation shorts shown earlier in the meeting was a great story of how a mother and father had met. Director Gudger discussed the education committee making recommendations to the grant committee on potential uses of the grant. Director Warren stated that that the subcommittee has been focused on how to get more diverse voices to participate. Director Granados added that all in the subcommittee are working on vision on how to reach out. Director Rand mentioned that she does tech on the KSQD Inside Education program and that Celeste Gutierrez at COE is a great resource. Director Hall felt the board should not be shy in finding new options for equipment grant. COVID has opened opportunities.

11. Board Chair's Report

Chair Lasnier had nothing to report.

12. Board member / staff requests for specific items to appear on next meeting Agenda.

Director Hall asked if equipment ideas were ready, Director Gudger replied not yet.

13. Announcements

Director Maziarz announced the County of Santa Cruz has a new Information Technology Director, Tony Batalla. Tami Weigel will be the CTV contact. Executive Director Reed added that Tami has worked with Comcast.

14. Adjournment

Motion to Adjourn Director Rand, Seconded by Director Gudger. Approved Unanimously.

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
January
2022

	Annual Budget 2021-22	December 2021	January 2022	January Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	50,000.00	50%	50,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	266,785.00	18,701.23	21,322.22	140,374.88	53%	126,410.12
6701 · Facility /Equip. Insurance	11,143.00	1,092.10	1,092.10	7,644.69	69%	3,498.31
7058 · Leasehold Improvements /Capital	20,000.00	0.00	3,811.50	3,811.50	19%	16,188.50
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	374.51	37%	625.49
Total 5100 · Facility	298,928.00	19,849.70	26,282.19	152,205.58	51%	146,722.42
5200 · Equipment						
7215 · Copy Machine Lease	5,000.00	211.69	189.35	1,447.13	29%	3,552.87
7051 · Equipment Repair	5,000.00	83.33	83.33	583.31	12%	4,416.69
7054 · Captioning Equipment Lease	0.00	0.00	0.00	0.00	0%	0.00
7056 · Equipment - Depreciated	106,732.00	13,524.95	0.00	140,906.80	132%	(34,174.80)
7057 · Equipment - Non Depreciated	26,021.00	608.89	4,473.13	10,672.40	41%	15,348.60
7060 · Equipment Grant Program	100,000.00	0.00	0.00	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	1,350.63	2,664.06	10,069.03	61%	6,430.97
Total 5200 · Equipment	259,253.00	15,779.49	7,409.87	173,260.01	67%	85,992.99
Capital Maintenance & Repair						
7063 · Building Maintenance	7168.00	619.82	529.72	4,209.01	59%	2,958.99
7064 · Equipment Maintenance	11033.00	1156.13	1030.37	7,643.42	69%	3,389.58
7065 · Equipment Repair	22958.00	1868.17	1914.14	13,353.49	58%	9,604.51
Total Capital Maintenance & Repair	41159.00	3644.12	3474.23	25,205.92	61%	15,953.08
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	385.00	58%	275.00
Total 5300 · Media Licensing	660.00	55.00	55.00	385.00	58%	275.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	39,328.31	37,221.29	351,056.51	59%	248,943.49
NET INCOME/LOSS	0.00	110,671.69	(37,221.29)	(51,056.51)		

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 January
 2022

	Annual Budget 2021-22	December 2021	January 2022	January Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	29,758.00	1,652.50	1,550.00	13,853.75	47%	15,904.25
4103 · City of Capitola Gov. Meetings	8,700.00	1,040.00	832.00	6,017.00	69%	2,683.00
4104 · SCMTD Meetings	3,256.00	364.00	312.00	2,007.60	62%	1,248.40
4106 · City of Santa Cruz Gov. Mtg.	53,805.00	3,758.75	2,247.50	20,264.00	38%	33,541.00
4108 · SCCRTC Meetings	4,740.00	624.00	468.00	2,951.00	62%	1,789.00
4109 · SCWD Government Meetings	0.00	0.00	0.00	0.00	0%	0.00
4120 · Facility & Equipment Use	120,000.00	8,716.79	4,877.27	54,389.71	45%	65,610.29
4121 - SLVWD Meetings	9,649.00	312.00	884.00	4,293.00	44%	5,356.00
4123 - Webinar Meetings	0.00	0.00	0.00	310.00	0%	(310.00)
4122 - PVUSD	0.00	728.00	934.00	7,042.50	0%	(7,042.50)
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	115.43	132.08	840.01	0%	(840.01)
4185 · Misc. Income	300.00	0.00	200.00	349.00	116%	(49.00)
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	6,000.00	64.00	0.00	799.84	13%	5,200.16
4250 - Closed Captioning	42,000.00	3,562.50	2,400.00	21,525.00	51%	20,475.00
4260 - Equipment Lease	7,600.00	703.53	703.53	4,715.71	62%	2,884.29
4700 - CA Relief Grant	0.00	0.00	0.00	15,000.00	0%	(15,000.00)
Total 4300 · OPERATING REVENUE	286,058.00	21,641.50	15,540.38	154,358.12	54%	131,699.88
TOTAL INCOME	286,058.00	21,641.50	15,540.38	154,358.12	54%	131,699.88
6000 · OPERATING EXPENSES						
6100 · Advertising	9,000.00	838.76	910.53	4,059.97	45%	4,940.03
6300 · Bank Charges	2,500.00	148.87	250.29	1,159.69	46%	1,340.31
6600 · Dues & Subscriptions	1,500.00	87.95	87.95	1,300.65	87%	199.35
7100 · Office Supplies	1,000.00	0.00	57.03	463.07	46%	536.93
7105 - Production Expenses	500.00	0.00	0.00	0.00	0%	500.00
7200 · Postage/Freight	700.00	101.31	130.01	247.63	35%	452.37
7205 · Printing	250.00	0.00	0.00	0.00	0%	250.00
7401 · Facility Supplies	2,708.00	404.42	189.00	1,537.80	57%	1,170.20
7640 · Licenses / Fees / Misc. Taxes	150.00	0.00	16.00	87.00	58%	63.00
7700 · Telephone / Telecommunications / Internet	1,920.00	276.23	299.03	1,692.41	88%	227.59
Total 6000 - Operating Expenses	20,228.00	1,857.54	1,939.84	10,548.22	52%	9,679.78
6800 · Contracted Services						
6900 · Contract Services-Audit Services	2,153.00	0.00	1,550.00	1,550.00	72%	603.00
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	155.00	0.00	613.25	31%	1,386.75
7110 · Contract Services-Legal	2,000.00	525.00	385.00	2,520.00	126%	(520.00)
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	4,683.75	22%	16,316.25
Total 6800 · Contracted Services	27,153.00	680.00	1,935.00	9,367.00	34%	17,786.00
7000 · Staff Development & Fundraising						
7405 · Training / conferences	2,000.00	147.50	147.50	737.50	37%	1,262.50
7800 · Travel / Meals	360.00	0.00	0.00	75.32	21%	284.68
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	147.50	147.50	812.82	24%	2,547.18

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 January
 2022

	Annual Budget 2021-22	December 2021	January 2022	January Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	6,729.33	6,729.33	47,105.31	58%	33,614.69
7530 · Salaries - Coworking Community Coordinator	28,676.00	2,479.28	2,118.88	16,970.87	59%	11,705.13
7535 · Salaries - Accountant	10,712.00	743.38	927.25	6,308.78	59%	4,403.22
7542 · Salaries - Media Services Coordinator	44,133.00	3,788.14	4,121.47	26,739.99	61%	17,393.01
7585 · Salaries - Government Technicians	19,614.00	1,277.61	1,224.93	9,808.85	50%	9,805.15
7589 · Salaries - Extra Help Trainers, Technicians	5,780.50	589.85	0.00	726.64	13%	5,053.86
7621 · Payroll Taxes	20,429.50	1,508.50	2,487.98	12,048.79	59%	8,380.71
7635 · Workers Comp	2,052.00	120.25	120.25	841.75	41%	1,210.25
7630 · Health/Dental/Vision	18,200.00	1,514.97	1,514.97	10,869.11	60%	7,330.89
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	18,751.31	19,245.06	131,420.09	56%	103,896.91
TOTAL EXPENSES	286,058.00	21,436.35	23,267.40	152,148.13	53%	133,909.87
NET INCOME/LOSS	0.00	205.15	(7,727.02)	2,209.99	1.4%	

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2022

	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	176.16
1070 CD 12 month Cert SCCC	0.00
1075 Checking - Lighthouse Bank	899,846.98
1080 Savings - Lighthouse Bank	138,267.38
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	\$1,788,398.16
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	17,414.53
1116 Grants Receivable	0.00
Total Accounts Receivable	\$17,414.53

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2022

	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	272.75
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,180.46
Total 1200 Prepaid Insurance	5,753.21
1260 Prepaid Expenses	36,183.27
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	\$46,867.48
Total Current Assets	\$1,852,680.17
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	\$2,058,530.65

Community Television of Santa Cruz County

Balance Sheet

As of January 31, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	3,054.93
Total Accounts Payable	\$3,054.93
Other Current Liabilities	
2110 Sales Tax Payable	3,050.35
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	521.91
CA SUI / ETT	134.06
Federal Taxes (941/944)	2,190.66
Total 24000 Payroll Liabilities	3,881.61
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$18,987.37
Total Current Liabilities	\$22,042.30
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	150,000.00
Total Long-Term Liabilities	\$150,000.00
Total Liabilities	\$172,042.30
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	-48,846.62
Total Equity	\$1,886,488.35
TOTAL LIABILITIES AND EQUITY	\$2,058,530.65

EQUITY:

Capital Reserves.	\$1,205,443.84
Capital Reserves - Youth Grant	\$239,601.93
Operating Reserves.	\$343,352.39
Other Assets.	\$ 98,090.19
TOTAL.	\$1,886,488.35

2/28/22

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

1. Administration

Staff

- We are searching for a new Video Technician.

Revenue

- November and December budget numbers are positive and even though we are not meeting our goal in the coworking center we do have other revenue streams.
 - We are halfway through our fiscal year.
 - CTV has earned 49% of its projected revenue.
 - CTV has spent only 45% of its projected operating budget.
- EIDL
 - Our EIDL loan was approved and funded. We received the funds in January.

Coworking

- Our breakeven number in the coworking center is now \$10,000 per month. We earned \$4,936 in January.
- Although we did not meet our goals in the coworking center in January, this shortfall is offset by our revenue from captioning, government meetings, equipment leases & production services.

** 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 covered 16 government meetings / webinars in January
 - We produced a special webinar press conference for County Health.

In Development

- Remote streaming production

2. Facilities & Equipment

New equipment



In Progress

- Installation is in progress for our new telecast equipment.
 - o Staff removed an old rack and shelving to make space for the new equipment.
 - o Gear has been installed in the new rack but is not operational yet.
 - o Comcast has confirmed there is a fiber line between CTV & the County building. We are working with them to make a connection operational.
- ## 3. Outreach
- We placed 2 Padcaster kits with the COE so that they may create a training for teachers on how to use them for video production and a curriculum for the classroom.
 - The Grant Committee is reviewing a COE proposal for Use of the Padcasters in the classroom.

Building

- We are replacing the plexiglass panel in our monument sign which was vandalized.

Studio

- We built a permanent 24-foot greenscreen with a cove in the studio.



Hello CTV Producers:

The CTV Studio is currently still closed to public access. We are waiting 1 month (until March 16) after the lifting of the mask mandate to determine if it's safe to reopen. CTV will decide on March 16 what to do - we're hoping there's not a huge surge at that time.

Some exciting news is that the wall we've used for the green screen is now a permanent green screen (see attached)! This will make keying much easier. The coves are now built into the wall, too. You can still pull the curtain in front of the wall and not have to use it as a green screen.

In previous meetings we've agreed to the following procedures:

Studio Supervisor Procedures:

https://docs.google.com/document/d/1LyO9gx2D1-21BhfAx9j_IQcpuhLknJCki2laiEMeftA/edit?usp=sharing

Producer Procedures:

<https://docs.google.com/document/d/1KnGTqLHIntCHBuxmeMkfvqwpYuLLro9ejgoe5xIn4Zw/edit?usp=sharing>

If you have any questions, please let me know.

Keith

Producer Checklist in the time of COVID-19

1. The crew must be vaccinated or wear a mask. 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. Only 1 person in the control room at a time - no Teleprompter Operator, Graphics Operator or Technical Directors allowed.
3. For the host and guests, use the long table and sit at opposite ends. 2 guests and a host are the maximum allowed. For a music show only 2 musicians, no whole bands.
4. 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? If yes, they cannot enter CTV.**
5. No food. Only bottled water for crew and guests. Only 4 people can be in the Kitchen at a time. NO dishes, cups or utensils may be used.
6. The Producer is responsible for the crew, including the Camera Operators, Director and Audio and guests, whether in the studio or in the kitchen.

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 the lights and goes to the control room.

Then the audio tech runs audio cables and places mics on chairs, and goes to the booth.

Consider using the overheads or shotgun mics.

Once the audio tech is in the booth, the GFX person may go to the tent.

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

Name:	Position	Name:	Position
_____	Camera 1	_____	Camera 2
_____	Camera 2	_____	Graphics
_____	Director	_____	Audio
_____	Host	_____	Guest
_____	Guest	_____	Date & Time

Studio Supervisor Checklist in the time of COVID-19

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2. Only 1 person in the control room at a time - no Teleprompter Operator, Graphics Operator or Technical Directors allowed.
3. For the host and guests, use the long table and sit at opposite ends. 2 guests and a host are the maximum allowed. For a music show only 2 musicians, no whole bands.
4. **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 4 people can be in the Kitchen at a time. NO dishes, cups or utensils may be used.

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 the lights and goes to the control room. Then the audio tech runs audio cables and places mics on chairs. Then they go to the booth. Consider using the overheads or shotgun mics. Once the audio tech is in the booth, the GFX person arrives and goes to the tent. Then the camera ops may go to their cameras. The director speaks to them via headset.

Studio Supervisor's Name: _____ Date: _____

Producer's Name: _____ Time Slot: _____

(Save both this sheet and the Producer's Checklist and leave them in the control room when closing up.)



Education Committee Meeting 2/21/22

Attendees: David Warren , Keith Gudger , Christina Granados

David reported that Brad Kava, Cabrillo Journalism Department Chair would like a PadCaster loan, but we may need to go to the Grant Committee.

Jason Borgen, Santa Cruz County Office of Education, Chief Technology & Innovation Officer has agreed to be interviewed by Keith and David. Jason would be willing to include the Cabrillo Journalism folks in training for the padcasters. Rachel Goodman, Cabrillo Journalism Instructor is also available for interview, but hoped to have the interview in the studio.

David has reached out to Dr. Adela Najarro for an interview, but she hasn't responded. Christina will try and reach her.

Library Animation project - Keith reported that the next class starts March 5.

We discussed potential ways for youth to read their poetry on video for use on CTV, Christina reported about a student curated poetry journal. It contained poems from others, and the students edited and made the journal. Would they be interested in pre-production planning? Christina will reach out to the professor who runs the program to see if she's interested.

Next steps:

- Keith and David prepare questions for interviews -
 - Questions around educational technology
 - Virtual vs. in person instruction
- Solicit questions from Ed. Committee,