



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

September 26, 2022

5:30 p.m.

Zoom online meeting

****PLEASE NOTE****: 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/84049770637>. 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, Keith Gudger, Joe Hall, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, David Warren

[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.

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 July 25, 2022*

REGULAR AGENDA

6. Review July and August financial reports

7. Executive Director's report*

8. Discuss developments regarding a proposed agreement between Community Television of Santa Cruz County and Major Market Broadcasting of California, Inc.

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. 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

Sept. 26, 2022

5:30 p.m.

Zoom online meeting

A G E N D A

1. Roll Call

Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Janis O'Driscoll, Mathilde Rand, Elizabeth Shaw, 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

July 25, 2022

5:00 p.m.

Zoom online meeting

MINUTES

1. Roll Call

Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Larry Laurent, Janis O'Driscoll, David Warren, Mathilde Rand (after Item 7)

Absent: Elizabeth Shaw

[quorum is five]

Staff: Becca Reed

Guests: Daniel Krawczyk (During Item 10)

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 given.

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 Board Regular meeting minutes of June 27, 2022*

6. Accept June 2022 financial reports*

Director Laurent moved approval of the consent agenda, Director O'Driscoll seconded, approved unanimously.

REGULAR AGENDA

7. Executive Director's report*

Becca reported that we closed the year 2.7% under budget. The dark fiber

equipment is in and ComCast is moving ahead on their build. The COE would like to extend their grant for another school year.

Director Maziarz asked about the equipment grant. Are the current grantees planning to apply for another grant? E.D. Reed said we may need to reconfigure what we give them since some of the equipment was never used. Cameras and tripods were the most useful. She is considering smaller packages and possibly making the grants for just a year. Director Maziarz also asked about captioning expenses as to why they were lower? E.D. Reed says this is because we are using a lower priced captioning system.

Director Gudger asked about building small studio systems in places like the COE. E.D. Reed said that's a possibility and maybe in the library too? Director O'Driscoll suggested she could talk to the library when CTV is ready.

8. Closed session: Discussion of lease management agreement.

Adjourned to closed session at 5:20 PM.

No action taken. Returned to open session at 5:28 PM.

9. ACTION: Discuss and approve an agreement between Community Television of Santa Cruz County and Major Market Broadcasting of California, Inc.

E. D. Reed described the Lease Management Agreement for channels broadcast by MMB. Director Maziarz asked for a big picture description. Chair Lasnier described the lease as an agreement to broadcast CTV content over the air on 2 channels of Low Power TV. We have a proposed contract, which if approved, will be submitted to MMB for review and approval.

Director Hall moved approval. Director Maziarz seconded. Approved on a roll call vote passed unanimously.

10. ACTION: Authorize expenditures of up to \$14,000 for equipment upgrade to facilitate streaming content.*

E.D. Reed described the equipment needed to add extra channels to our broadcast server to provide content to the LPTV transmitter. This equipment reduces the personnel needed to schedule the channels. We will trade in our not yet used equipment for a better system. Director Laurent asked if this machine is the new one? Will it replace the one we already have? E.D. Reed says that yes it is. Director Maziarz asked about the lack of redundant power supplies and no RAID. How much more expensive would it be to get those features? E.D. Reed contacted the vendor about these options. Daniel Krawczyk joined us to answer the questions. This additional equipment is not the core of the system. The CableCast system is the core. We could add a redundant model that would increase the cost but add these features to the entire system. He suggested the ballpark price would be about double. He described the 2nd item which is a license for the new channel. Director Gudger asked about encoding for the LPTV stream. Mr. Krawczyk said yes, we would still need to purchase encoders for that.

Director Maziarz moved approval, seconded by Director Laurent. Approved on a roll call vote unanimously.

11. ACTION: Consider a request to change the meeting time of the Community Television of Santa Cruz County executive board to 5:30 p.m. (on the fourth Monday of the month.)

Director Rand asked to move the meeting start time to 5:30 PM. Director Hall moved approval. Chair Lasnier seconded. Approved unanimously.

12. ACTION: Acknowledge and applaud the invaluable contributions of a valued colleague, Brown Act fixer, and scribe extraordinaire.

Chair Lasnier told us that Director Laurent will be leaving the board. Director Maziarz said that we all appreciated Director Laurent's contributions to the Board and the organization. Director Rand said he will get a well-deserved break.

13. Board Chair's report

Chair Lasnier noted that we will need a secretary before the next meeting.

14. Board member / staff requests for specific items to appear on next meeting agenda
None.

15. Announcements

Director Warren commented on the education committee. The committee talked about what could invigorate what we do. We need new members for the committee. E.D. Reed, Director Warren and Director Gudger will be meeting to create an Education Strategic Plan.

Director Gudger talked about the upcoming Animation class for adults. The class is open for registration and will begin on 8/14. He also mentioned the latest Non Profit Spotlight on Powering Potential, an international nonprofit. Director Maziarz mentioned a workshop on home recording and microphone use and wondered if we could air it on our channel. He will contact Dave Egan and ask if there is a recording available.

16. Adjournment

Motion to adjourn by Director Rand, seconded by Director Laurent. Approved unanimously. Adjourned at 6:16 PM.

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

	Annual Budget 2022-23	June 2022	July 2022	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	26,732.00	6,302.50	0.00	0.00	0%	26,732.00
4103 · City of Capitola Gov. Meetings	10,314.00	1,560.00	1,040.00	1,040.00	10%	9,274.00
4104 · SCMTD Meetings	3,440.00	364.00	234.00	234.00	7%	3,206.00
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	5,966.50	7,171.00	7,171.00	20%	28,067.00
4108 · SCCRTC Meetings	5,058.00	701.00	780.00	780.00	15%	4,278.00
4120 · Facility & Equipment Use	105,750.00	9,009.47	6,919.23	6,919.23	7%	98,830.77
4121 - SLVWD Meetings	7,859.00	728.00	546.00	546.00	7%	7,313.00
4122 - PVUSD	12,072.00	988.00	1,038.00	1,038.00	0%	11,034.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	0.00	1,479.91	1,479.91	41%	2,165.09
4180 · Interest Earned	0.00	301.45	82.90	82.90	0%	(82.90)
4185 · Misc. Income	840.00	0.00	64.00	64.00	8%	776.00
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
4250 - Closed Captioning	36,900.00	7,237.50	2,587.50	2,587.50	7%	34,312.50
4260 - Equipment Lease	8,600.00	761.86	761.86	761.86	9%	7,838.14
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 4300 · OPERATING REVENUE	265,448.00	33,920.28	22,704.40	22,704.40	9%	242,743.60
TOTAL INCOME	265,448.00	33,920.28	22,704.40	22,704.40	9%	242,743.60
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	447.29	14.31	14.31	0%	7,985.69
6300 · Bank Charges	2,000.00	193.59	293.26	293.26	15%	1,706.74
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	0.00	0%	1,000.00
7100 · Office Supplies	800.00	0.00	0.00	0.00	0%	800.00
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	264.29	34.79	34.79	7%	465.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	103.55	161.52	161.52	8%	1,838.48
7640 · Licenses / Fees / Misc. Taxes	100.00	48.00	0.00	0.00	0%	100.00
7700 · Telephone / Telecommunications / Internet	2,920.00	290.91	1,154.10	1,154.10	40%	1,765.90
Total 6000 - Operating Expenses	17,620.00	1,347.63	1,657.98	1,657.98	9%	15,962.02
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	0.00	945.00	945.00	95%	55.00
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	1,014.25	3,012.04	3,012.04	38%	4,987.96
Total 6800 · Contracted Services	11,500.00	1,014.25	3,957.04	3,957.04	34%	7,542.96
7000 · Staff Development & Fundraising						
7405 · Training / conferences	500.00	147.50	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	0.00	0.00	0.00	0%	100.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	1,100.00	147.50	0.00	0.00	0%	1,100.00

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

	Annual Budget 2022-23	June 2022	July 2022	July Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	3,623.41	6,729.33	6,729.33	8%	73,990.67
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,753.78	2,393.54	2,393.54	8%	27,141.46
7535 · Salaries - Accountant	11,032.00	902.77	779.82	779.82	7%	10,252.18
7542 · Salaries - Media Services Coordinator	50,778.00	6,107.58	4,121.47	4,121.47	8%	46,656.53
7585 · Salaries - Government Technicians	16,000.00	2,501.89	945.15	945.15	6%	15,054.85
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	0.00	0.00	0.00	0%	1,500.00
7621 · Payroll Taxes	20,429.00	1,964.52	1,546.35	1,546.35	8%	18,882.65
7635 · Workers Comp	2,034.00	148.25	125.40	125.40	6%	1,908.60
7630 · Health/Dental/Vision	18,200.00	1,488.47	422.01	422.01	2%	17,777.99
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,228.00	19,490.67	17,063.07	17,063.07	7%	218,164.93
TOTAL EXPENSES	265,448.00	22,000.05	22,678.09	22,678.09	9%	242,769.91
NET INCOME/LOSS	0.00	11,920.23	26.31	26.31	0.1%	

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

	Annual Budget 2022-23	June 2022	July 2022	July Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	0.00	0%	500,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	0.00	0%	100,000.00
TOTAL INCOME	600,000.00	150,000.00	0.00	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	24,358.86	22,071.95	22,071.95	8%	252,716.05
6701 · Facility /Equip. Insurance	13,105.00	1,112.06	1,082.18	1,082.18	8%	12,022.82
7058 · Leasehold Improvements /Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	56.37	6%	943.63
Total 5100 · Facility	308,893.00	25,527.29	23,210.50	23,210.50	8%	285,682.50
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	178.30	166.15	166.15	7%	2,313.85
7051 · Equipment Repair	4,564.00	83.33	83.33	83.33	2%	4,480.67
7056 · Equipment - Depreciated	98,732.00	24,524.31	44,859.86	44,859.86	45%	53,872.14
7057 · Equipment - Non Depreciated	24,306.00	289.94	3,987.08	3,987.08	16%	20,318.92
7060 · Equipment Grant Program	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,360.39	321.00	321.00	2%	16,929.00
Total 5200 · Equipment	247,332.00	26,436.27	49,417.42	49,417.42	20%	197,914.58
Capital Maintenance & Repair						
7063 · Building Maintenance	7383.00	612.45	598.39	598.39	8%	6,784.61
7064 · Equipment Maintenance	12694.00	1030.37	1030.37	1,030.37	8%	11,663.63
7065 · Equipment Repair	23038.00	1908.02	1877.29	1,877.29	8%	21,160.71
Total Capital Maintenance & Repair	43115.00	3550.84	3506.05	3,506.05	8%	39,608.95
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	55.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	55,569.40	76,188.97	76,188.97	13%	523,811.03
NET INCOME/LOSS	0.00	94,430.60	(76,188.97)	(76,188.97)		

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	173.88
1075 Checking - Santa Cruz County Bank	444,310.04
1080 Savings - Santa Cruz County Bank	138,336.54
1081 CDAR 1025929272	250,137.23
1082 CDAR 1025929809	250,118.53
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	250,000.00
1085 CDAR 1026064062	250,000.00
Total Bank Accounts	\$1,833,102.82
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	22,532.04
1116 Grants Receivable	0.00
Total Accounts Receivable	\$22,532.04
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	275.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	356.85
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	8,171.47
Total 1200 Prepaid Insurance	8,803.32
1260 Prepaid Expenses	27,655.97
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	\$41,390.29
Total Current Assets	\$1,897,025.15

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2022

	TOTAL
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	\$2,102,875.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,921.77
Total Accounts Payable	\$9,921.77
Other Current Liabilities	
2110 Sales Tax Payable	15.87
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,583.72
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	492.78
CA SUI / ETT	-798.40
Federal Taxes (941/944)	1,993.68
Total 24000 Payroll Liabilities	2,723.04
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$13,322.63
Total Current Liabilities	\$23,244.40
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	\$173,244.40

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	446,598.13
3905 Retained Earnings - Capital Reserves	1,559,195.76
Net Income	-76,162.66
Total Equity	\$1,929,631.23
TOTAL LIABILITIES AND EQUITY	\$2,102,875.63

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

	Annual Budget 2022-23	July 2022	August 2022	August Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	26,732.00	0.00	0.00	0.00	0%	26,732.00
4103 · City of Capitola Gov. Meetings	10,314.00	1,040.00	847.50	1,887.50	18%	8,426.50
4104 · SCMTD Meetings	3,440.00	234.00	0.00	234.00	7%	3,206.00
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	7,171.00	1,821.25	8,992.25	26%	26,245.75
4108 · SCCRTC Meetings	5,058.00	780.00	310.75	1,090.75	22%	3,967.25
4120 · Facility & Equipment Use	105,750.00	6,919.23	13,102.66	20,021.89	19%	85,728.11
4121 - SLVWD Meetings	7,859.00	546.00	734.50	1,280.50	16%	6,578.50
4122 - PVUSD	12,072.00	1,038.00	505.25	1,543.25	0%	10,528.75
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	1,479.91	0.00	1,479.91	41%	2,165.09
4180 · Interest Earned	0.00	82.90	1,159.63	1,242.53	0%	(1,242.53)
4185 · Misc. Income	840.00	64.00	0.00	64.00	8%	776.00
4190 · Gain/ Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	0.00	0.00	0%	4,000.00
4250 - Closed Captioning	36,900.00	2,587.50	0.00	2,587.50	7%	34,312.50
4260 - Equipment Lease	8,600.00	761.86	761.86	1,523.72	18%	7,076.28
4700 - CA Relief Grant	0.00	0.00	0.00	0.00	0%	0.00
CTV Reserves	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 4300 · OPERATING REVENUE	265,448.00	22,704.40	19,243.40	41,947.80	16%	223,500.20
TOTAL INCOME	265,448.00	22,704.40	19,243.40	41,947.80	16%	223,500.20
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	14.31	34.31	48.62	1%	7,951.38
6300 · Bank Charges	2,000.00	293.26	135.91	429.17	21%	1,570.83
6600 · Dues & Subscriptions	1,000.00	0.00	31.89	31.89	3%	968.11
7100 · Office Supplies	800.00	0.00	0.00	0.00	0%	800.00
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	34.79	18.00	52.79	11%	447.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	161.52	0.00	161.52	8%	1,838.48
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	22.17	22.17	22%	77.83
7700 · Telephone/ Telecommunications / Internet	2,920.00	1,154.10	1,154.11	2,308.21	79%	611.79
Total 6000 - Operating Expenses	17,620.00	1,657.98	1,396.39	3,054.37	17%	14,565.63
6800 · Contracted Services						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	0.00	0%	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	1,000.00	0.00	0.00	0.00	0%	1,000.00
7110 · Contract Services-Legal	1,000.00	945.00	525.00	1,470.00	147%	(470.00)
7910 - Contract Services-Equipment Technicians	0.00	0.00	0.00	0.00	0%	0.00
7920 · Contract Services-Captioning	8,000.00	3,012.04	361.37	3,373.41	42%	4,626.59
Total 6800 · Contracted Services	11,500.00	3,957.04	886.37	4,843.41	42%	6,656.59
7000 · Staff Development & Fundraising						
7405 · Training / conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	0.00	0.00	0.00	0%	100.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	1,100.00	0.00	0.00	0.00	0%	1,100.00

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

	Annual Budget 2022-23	July 2022	August 2022	August 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	13,458.66	17%	67,261.34
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,393.54	2,477.60	4,871.14	16%	24,663.86
7535 · Salaries - Accountant	11,032.00	779.82	552.98	1,332.80	12%	9,699.20
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	8,242.94	16%	42,535.06
7585 · Salaries - Government Technicians	16,000.00	945.15	1,923.98	2,869.13	18%	13,130.87
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	0.00	110.50	110.50	7%	1,389.50
7621 · Payroll Taxes	20,429.00	1,546.35	1,593.87	3,140.22	15%	17,288.78
7635 · Workers Comp	2,034.00	125.40	125.40	250.80	12%	1,783.20
7630 · Health/Dental/Vision	18,200.00	422.01	1,564.82	1,986.83	11%	16,213.17
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	235,228.00	17,063.07	19,199.95	36,263.02	15%	198,964.98
TOTAL EXPENSES	265,448.00	22,678.09	21,482.71	44,160.80	17%	221,287.20
NET INCOME/LOSS	0.00	26.31	(2,239.31)	(2,213.00)	-5.3%	

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

	Annual Budget 2022-23	July 2022	August 2022	August Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	0.00	0%	500,000.00
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	0.00	0%	600,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	22,071.95	21,615.66	43,687.61	16%	231,100.39
6701 · Facility / Equip. Insurance	13,105.00	1,082.18	1,082.18	2,164.36	17%	10,940.64
7058 · Leasehold Improvements / Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	56.37	56.37	112.74	11%	887.26
Total 5100 · Facility	308,893.00	23,210.50	22,754.21	45,964.71	15%	262,928.29
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	166.15	273.72	439.87	18%	2,040.13
7051 · Equipment Repair	4,564.00	83.33	83.33	166.66	4%	4,397.34
7056 · Equipment - Depreciated	98,732.00	44,859.86	(1,360.50)	43,499.36	44%	55,232.64
7057 · Equipment - Non Depreciated	24,306.00	3,987.08	0.00	3,987.08	16%	20,318.92
7060 · Equipment Grant Program	100,000.00	0.00	0.00	0.00	0%	100,000.00
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	321.00	1,510.06	1,831.06	11%	15,418.94
Total 5200 · Equipment	247,332.00	49,417.42	506.61	49,924.03	20%	197,407.97
Capital Maintenance & Repair						
7063 · Building Maintenance	7383.00	598.39	619.40	1,217.79	16%	6,165.21
7064 · Equipment Maintenance	12694.00	1030.37	1030.37	2,060.74	16%	10,633.26
7065 · Equipment Repair	23038.00	1877.29	1820.57	3,697.86	16%	19,340.14
Total Capital Maintenance & Repair	43115.00	3506.05	3470.34	6,976.39	16%	36,138.61
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	110.00	17%	550.00
Total 5300 · Media Licensing	660.00	55.00	55.00	110.00	17%	550.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	76,188.97	26,786.16	102,975.13	17%	497,024.87
NET INCOME/LOSS	0.00	(76,188.97)	(26,786.16)	(102,975.13)		

Community Television of Santa Cruz County

Balance Sheet As of August 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	173.88
1075 Checking - Santa Cruz County Bank	415,618.73
1080 Savings - Santa Cruz County Bank	138,348.29
1081 CDAR 1025929272	250,674.12
1082 CDAR 1025929809	250,655.39
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	250,019.19
1085 CDAR 1026064062	250,000.00
Total Bank Accounts	\$1,805,516.20
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	14,437.52
1116 Grants Receivable	0.00
Total Accounts Receivable	\$14,437.52
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	250.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	231.45
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	9,096.59
Total 1200 Prepaid Insurance	9,578.04
1260 Prepaid Expenses	27,347.54
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	\$41,856.58
Total Current Assets	\$1,861,810.30

Community Television of Santa Cruz County

Balance Sheet As of August 31, 2022

	TOTAL
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	\$2,067,660.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	3,457.68
Total Accounts Payable	\$3,457.68
Other Current Liabilities	
2110 Sales Tax Payable	15.87
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	10,583.72
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	506.78
CA SUI / ETT	-679.12
Federal Taxes (941/944)	2,135.11
Total 24000 Payroll Liabilities	2,997.75
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$13,597.34
Total Current Liabilities	\$17,055.02
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	\$167,055.02

Community Television of Santa Cruz County

Balance Sheet As of August 31, 2022

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	446,598.13
3905 Retained Earnings - Capital Reserves	1,559,195.76
Net Income	-105,188.13
Total Equity	\$1,900,605.76
TOTAL LIABILITIES AND EQUITY	\$2,067,660.78

9/26/22

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering August & September

1. Administration

Revenue

- In July the coworking center earned \$5,598
- In August the coworking center earned \$13,119 due to a special event that added a \$5,000 increase for the month
- As of August 31, CTV is 13.60% ahead of our projected income.
- As of this writing we have earned \$8,300 in September

Paid Services

Completed

- *Government Meeting Services*
 - o CTV covered 8 live government and facilitated 5 government webinars in July.
 - o CTV covered 15 live government meetings and facilitated 7 government webinars in August.

Upcoming

- The studio is rented for 5 days in September and 3 days in January.

2. Facilities & Equipment

CTV Rebuild

- Comcast is slowly moving the construction project forward.
- They are waiting for a permit to stop traffic during construction.
- Our engineers project we will finish by the end of October.

CTV Equipment

Facilities

Bandit Systems has installed an additional camera and speaker on the front of the building to cover the front parking lot, driveway and front door area.

Equipment Room

Mathilde Rand has been leading the re-organization and clean-up of our equipment room. This has resulted in much more space and made it easy to quickly find items. Mathilde deserves our thanks.

LPTV

The contract approved by the board in July could not be executed as Major Market Broadcasting would not agree to limit the number of channels on KCME 43 to 4 as the board requested.

The best we could get from MMB was this language:
"Station shall cause the Channel to be broadcast during the Term with a signal strength between .5 Mbps minimum and 2.5 Mbps maximum as determined by the Station's Statistical Multiplexer (STATMUX)."

Youth/Equipment Grant

Digital Nest

- Digital Nest returned its Studio Grant equipment.
- We have replaced the missing or broken pieces and parts from the three camera kits. They are now in our rental system and have been rented.
- We are working with Digital Nest to recover other lost items.

County Office of Education / California State Parks

- CTV is partnering with COE and CA state Parks on a project in which students of all ages will create videos promoting fire prevention which will be telecast on CTV.
- We have extended the County Office of Education's grant for another school year for this project.
- We will be providing an additional 25 Padcaster kits to the schools in January.
- Three groups of 10 teachers will have 5 kits per classroom. By the end of the school year, 30 classrooms will have had access to the Padcasters reaching as many as 600 students

- After getting anecdotal feedback from teachers, we may make some changes to the kits.
- We are working with COE on a survey for the teachers that will reveal more about the useability of items in the kit such as the microphone and tripod. We may then create age-appropriate versions.

Education Committee Meeting 9/19/22

Attendees: David Warren, Becca Reed, Keith Gudger

We discussed the strategic plan and the education components of the plan. The basic idea was that CTV could base training on the newest equipment. With no staff, this requires partnerships with those who can provide training.

However, COVID threw a monkey wrench into all educational institutions. We need to know what would a partner organization want? How can we help schools? Becca says things that have been successful include equipment grants which allow schools to create a studio. However, there was so much gear they had trouble keeping track of it and lost it. They did make some content, but probably not enough. Teachers came and went and didn't pass the institutional knowledge of who owned the equipment and what was required.

The PadCaster program has worked the best. It's short and simple. The content is fun! The COE now has a curriculum that we can share. What we can offer educators is how to use our tools. Let them figure out what they want to teach.

Could we partner with trainers who could provide techniques to create good video that people will watch? How many assignments are acceptable to teachers? We should talk to Jason about what technology is appropriate. Is there other technology than the PadCasters? Becca is working on making sure the equipment is age appropriate. This possibly means including lighter tripods for smaller kids. Could we work with the library with simple equipment to check out?

David will start off with Jason and maybe let him direct us to other teachers. We can try and get a lot of perspectives, such as what are the important themes? Let the school pick the themes and get them the equipment.