



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS

Regular Meeting

Jan. 23, 2023

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, Tom Manheim, 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 Nov. 28, 2022*

6. Accept November, December 2022 financial reports*

REGULAR AGENDA

7. Executive Director's report*

8. Review mid-year budget adjustments*

9. ACTION: Approve resolution to establish a Schwab account to help maximize cash management.*
10. Accept and discuss Education Committee report*
11. Board Chair's report
12. Board member / staff requests for specific items to appear on next meeting agenda
13. Announcements
14. Adjournment

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE Regular Meeting

Jan. 23, 2023

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, Tom Manheim, 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
Organizing Meeting
November 28, 2022
5:30 p.m.
Zoom online meeting

MINUTES

1. Roll Call

Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Joe Hall, Janis O'Driscoll, David Warren, Mathilde Rand during #7.

[quorum is five]

Absent: Elizabeth Shaw

Staff: Executive Director Becca Reed

Guest: Tom Manheim

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 October 24, 2022

6. Accept October 2022 financial reports

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

REGULAR AGENDA

7. Elections of Board Members and Officers

Guy Lasnier, Elizabeth Shaw, Keith Gudger, and Joe Hall to be reelected, Tom Manheim to be elected for the 4 year term beginning immediately.

Director Hall moved approval. Director Warren seconded.

Approved unanimously

Elections of Officers: Motion to approve Guy Lasnier as Chair, Matraia Maziarz as Co-chair, Joe Hall as Treasurer.

Moved by Director Rand, Director Hall seconded.

Approved unanimously.

8. Appointments to Committees

Finance Committee: Joe Hall (Chair), Keith Gudger, Guy Lasnier, Tom Manheim appointed by Chair Lasnier.

Governance: Maitreya Maziarz, Mathilde Rand, Tom Manheim, Guy Lasnier

Personnel Committee: Guy Lasnier, Maitreya Maziarz, Mathilde Rand, Janis O'Driscoll

9. Approval of 2023 Board Calendar

Motion to approve by Director Maziarz, seconded by Director Manheim.

Approved Unanimously.

10. Executive Director's report

E.D. Reed reported revenues are running ahead of budget. The cable install for the new equipment has been pushed back again. The Watsonville High School returned their equipment grant in good condition and have been approved for another grant. The COE / Parks program is on track. They are getting 25 more PadCaster kits in January. The COE will do teacher training in the studio in December. Director Maziarz asked about the lighter tripods and how well they will work in the field. E.D. Reed said she has tested the chosen tripod.

Becca showed the Animation Class video. Director Gudger commented that the next class will be a one session class.

11. Adjourn to Closed Session: Real Estate Negotiations

Director Rand moved, Director Manheim seconded, approved unanimously to adjourn to a closed session.

12. ACTION: Authorize the executive director and an ad-hoc committee , consisting of Tom Manheim, Janis O'Driscoll, Keith Gudger, and Becca Reed to negotiate terms of a facility lease.

Moved by Director Manheim, seconded by Director Hall, passed unanimously.

13. Education Committee Report

Director Warren reported that the main meeting item was about how we can bring more learning opportunities for the CTV community, specially about story telling, citizen journalism, better use of smartphones for video, and other instructional materials.

14. Board Chair's report

Chair Lasnier welcomed Tom Manheim back to the board.

15. Board member / staff requests for specific items to appear on next meeting agenda

None

16. Announcements

None

17. Adjournment

Motion to adjourn by Director Rand, seconded by Director Warren. Approved unanimously. Adjourned at 6:37 PM.

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

	Annual Budget 2022-23	October 2022	November 2022	November Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	26,732.00	1,395.00	1,600.00	4,647.50	17%	22,084.50
4103 · City of Capitola Gov. Meetings	10,314.00	904.00	1,638.50	5,221.00	51%	5,093.00
4104 · SCMTD Meetings	3,440.00	242.95	1,101.75	1,821.65	53%	1,618.35
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	5,696.25	3,434.00	22,925.50	65%	12,312.50
4108 · SCCRTC Meetings	5,058.00	678.00	452.00	2,814.00	56%	2,244.00
4120 · Facility & Equipment Use	105,750.00	10,777.08	9,051.24	49,166.76	46%	56,583.24
4121 - SLVWD Meetings	7,859.00	678.00	565.00	3,145.00	40%	4,714.00
4122 - PVUSD	12,072.00	1,123.50	985.50	4,270.50	0%	7,801.50
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	97.50	0.00	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	1,403.56	563.74	3,269.52	0%	(3,269.52)
4185 · Misc. Income	840.00	0.00	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	2,050.00	0.00	2,750.00	69%	1,250.00
4250 - Closed Captioning	36,900.00	2,662.50	2,512.50	10,687.50	29%	26,212.50
4260 - Equipment Lease	8,600.00	567.42	567.42	3,420.42	40%	5,179.58
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	28,275.76	22,471.65	115,780.76	44%	149,667.24
TOTAL INCOME	265,448.00	28,275.76	22,471.65	115,780.76	44%	149,667.24
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	14.31	32.00	129.24	2%	7,870.76
6300 · Bank Charges	2,000.00	205.17	238.03	1,253.74	63%	746.26
6600 · Dues & Subscriptions	1,000.00	89.08	225.00	405.97	41%	594.03
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	60.00	0.00	112.79	23%	387.21
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	34.19	234.07	429.78	21%	1,570.22
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	0.00	0.00	0%	100.00
7700 · Telephone/ Telecommunications / Internet	2,920.00	(2,293.90)	188.00	1,356.42	46%	1,563.58
Total 6000 - Operating Expenses	17,620.00	(1,891.15)	917.10	3,687.94	21%	13,932.06
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	0.00	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	1,062.08	1,752.36	8,080.61	101%	(80.61)
Total 6800 · Contracted Services	11,500.00	1,062.08	1,752.36	9,550.61	83%	1,949.39
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	21.88	21.88	22%	78.12
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	21.88	21.88	2%	1,078.12

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

	Annual Budget 2022-23	October 2022	November 2022	November 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	33,646.65	42%	47,073.35
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,468.94	2,487.33	11,511.04	39%	18,023.96
7535 · Salaries - Accountant	11,032.00	1,009.66	776.56	4,215.72	38%	6,816.28
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	20,607.35	41%	30,170.65
7585 · Salaries - Government Technicians	16,000.00	1,619.23	998.30	7,952.47	50%	8,047.53
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	266.63	568.80	945.93	63%	554.07
7621 · Payroll Taxes	20,429.00	1,638.16	1,487.98	8,197.39	40%	12,231.61
7635 · Workers Comp	2,034.00	125.40	125.40	627.00	31%	1,407.00
7630 · Health/Dental/Vision	18,200.00	1,506.09	1,506.09	5,770.82	32%	12,429.18
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	19,484.91	18,801.26	93,474.37	40%	141,753.63
TOTAL EXPENSES	265,448.00	18,655.84	21,492.60	106,734.80	40%	158,713.20
NET INCOME/LOSS	0.00	9,619.92	979.05	9,045.96	7.8%	

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

	Annual Budget 2022-23	October 2022	November 2022	November Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	0.00	150,000.00	30%	350,000.00
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	150,000.00	25%	450,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	20,548.06	21,860.56	107,282.54	39%	167,505.46
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	1,082.18	5,410.90	41%	7,694.10
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	61.39	286.87	29%	713.13
Total 5100 · Facility	308,893.00	21,686.61	23,004.13	112,980.31	37%	195,912.69
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	552.02	315.79	1,482.14	60%	997.86
7051 · Equipment Repair	4,564.00	0.00	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	8,963.91	3,396.72	71,122.83	72%	27,609.17
7057 · Equipment - Non Depreciated	24,306.00	55.90	9,162.40	15,743.34	65%	8,562.66
7060 · Equipment Grant Program	100,000.00	0.00	47,137.74	47,137.74	47%	52,862.26
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,546.79	1,335.46	6,135.03	36%	11,114.97
7700 · Telephone/Telecommunications/Internet	0.00	3,452.76	863.19	4,315.95		(4,315.95)
Total 5200 · Equipment	247,332.00	14,571.38	62,211.30	146,187.14	59%	101,144.86
Capital Maintenance & Repair						
7063 - Building Maintenance	7383.00	617.23	621.83	2,877.76	39%	4,505.24
7064 - Equipment Maintenance	12694.00	1030.27	1030.37	5,151.85	41%	7,542.15
7065 - Equipment Repair	23038.00	1934.75	1876.47	9,465.59	41%	13,572.41
Total Capital Maintenance & Repair	43115.00	3582.25	3528.67	17,495.20	41%	25,619.80
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	275.00	42%	385.00
Total 5300 · Media Licensing	660.00	55.00	55.00	275.00	42%	385.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	39,895.24	88,799.10	276,937.65	46%	323,062.35
NET INCOME/LOSS	0.00	(39,895.24)	(88,799.10)	(126,937.65)		

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	254,861.94
1080 Savings - Santa Cruz County Bank	388,784.90
1081 CDAR 1025929272	251,170.74
1082 CDAR 1025929809	251,151.96
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,423.73
Total Bank Accounts	\$1,646,728.95
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	163,212.33
1116 Grants Receivable	0.00
Total Accounts Receivable	\$163,212.33
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	175.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	415.50
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,910.95
Total 1200 Prepaid Insurance	7,501.45
1260 Prepaid Expenses	26,709.35
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	\$39,141.80
Total Current Assets	\$1,849,083.08
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

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 2022

	TOTAL
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	\$2,054,933.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	1,451.00
Total Accounts Payable	\$1,451.00
Credit Cards	
2120 American Express	568.80
Total Credit Cards	\$568.80
Other Current Liabilities	
2110 Sales Tax Payable	1,400.86
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	495.47
CA SUI / ETT	-752.55
Federal Taxes (941/944)	2,249.08
Total 24000 Payroll Liabilities	3,026.98
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$15,011.56
Total Current Liabilities	\$17,031.36
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	\$167,031.36

Community Television of Santa Cruz County

Balance Sheet

As of November 30, 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	-117,891.69
Total Equity	\$1,887,902.20
TOTAL LIABILITIES AND EQUITY	\$2,054,933.56

EQUITY:	
Capital Reserves.	\$1,191,606.90
Capital Reserves - Youth Grant	\$240,651.21
Operating Reserves.	\$214,470.84
Other Assets.	\$241,173.25
TOTAL.	\$1,887,902.20

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

	Annual Budget 2022-23	November 2022	December 2022	December Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	26,732.00	1,600.00	1,179.75	5,827.25	22%	20,904.75
4103 · City of Capitola Gov. Meetings	10,314.00	1,638.50	1,017.00	6,238.00	60%	4,076.00
4104 · SCMTD Meetings	3,440.00	1,101.75	226.00	2,047.65	60%	1,392.35
4106 · City of Santa Cruz Gov. Mtg.	35,238.00	3,434.00	3,254.00	26,179.50	74%	9,058.50
4108 · SCCRTC Meetings	5,058.00	452.00	423.75	3,237.75	64%	1,820.25
4120 · Facility & Equipment Use	105,750.00	9,051.24	7,547.00	56,713.76	54%	49,036.24
4121 · SLVWD Meetings	7,859.00	565.00	339.00	3,484.00	44%	4,375.00
4122 · PVUSD	12,072.00	985.50	508.50	4,779.00	0%	7,293.00
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	3,645.00	0.00	0.00	1,577.41	43%	2,067.59
4180 · Interest Earned	0.00	563.74	580.83	3,850.35	0%	(3,850.35)
4185 · Misc. Income	840.00	0.00	64.00	128.00	15%	712.00
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	2,750.00	69%	1,250.00
4250 · Closed Captioning	36,900.00	2,512.50	2,175.00	12,862.50	35%	24,037.50
4260 · Equipment Lease	8,600.00	567.42	567.42	3,987.84	46%	4,612.16
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	22,471.65	17,882.25	133,663.01	50%	131,784.99
TOTAL INCOME	265,448.00	22,471.65	17,882.25	133,663.01	50%	131,784.99
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	32.00	25.00	154.24	2%	7,845.76
6300 · Bank Charges	2,000.00	238.03	173.62	1,427.36	71%	572.64
6350 · Interest Expense - EIDL	0.00	0.00	648.00	648.00	0%	(648.00)
6600 · Dues & Subscriptions	1,000.00	225.00	0.00	405.97	41%	594.03
7100 · Office Supplies	800.00	0.00	6.16	6.16	1%	793.84
7105 · Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	0.00	493.36	606.15	121%	(106.15)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	234.07	49.65	479.43	24%	1,520.57
7640 · Licenses / Fees / Misc. Taxes	100.00	0.00	17.00	17.00	17%	83.00
7700 · Telephone / Telecommunications / Internet	2,920.00	188.00	290.92	1,647.34	56%	1,272.66
Total 6000 - Operating Expenses	17,620.00	917.10	1,703.71	5,391.65	31%	12,228.35
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	0.00	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	1,752.36	1,385.76	9,466.37	118%	(1,466.37)
Total 6800 · Contracted Services	11,500.00	1,752.36	1,385.76	10,936.37	95%	563.63
7000 · Staff Development & Fundraising						
7405 · Training / conferences	500.00	0.00	0.00	0.00	0%	500.00
7800 · Travel / Meals	100.00	21.88	11.75	33.63	34%	66.37
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	1,100.00	21.88	11.75	33.63	3%	1,066.37

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

	Annual Budget 2022-23	November 2022	December 2022	December 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	40,375.98	50%	40,344.02
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,487.33	2,475.47	13,986.51	47%	15,548.49
7535 · Salaries - Accountant	11,032.00	776.56	692.24	4,907.96	44%	6,124.04
7542 · Salaries - Media Services Coordinator	50,778.00	4,121.47	4,121.47	24,728.82	49%	26,049.18
7585 · Salaries - Government Technicians	16,000.00	998.30	1,631.71	9,584.18	60%	6,415.82
7589 · Salaries - Extra Help Trainers, Technicians	1,500.00	568.80	48.40	994.33	66%	505.67
7621 · Payroll Taxes	20,429.00	1,487.98	1,563.69	9,761.08	48%	10,667.92
7635 · Workers Comp	2,034.00	125.40	125.40	752.40	37%	1,281.60
7630 · Health/Dental/Vision	18,200.00	1,506.09	1,512.09	7,282.91	40%	10,917.09
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	18,801.26	18,899.80	112,374.17	48%	122,853.83
TOTAL EXPENSES	265,448.00	21,492.60	22,001.02	128,735.82	48%	136,712.18
NET INCOME/LOSS	0.00	979.05	(4,118.77)	4,927.19	3.7%	

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

	Annual Budget 2022-23	November 2022	December 2022	December Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE						
4100 · County PEG Fees	500,000.00	0.00	100,000.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	50,000.00	50,000.00	50%	50,000.00
TOTAL INCOME	600,000.00	0.00	150,000.00	300,000.00	50%	300,000.00
5000 · CAPITAL EXPENDITURES						
5100 · Facility						
7400 · Facility Lease	274,788.00	21,860.56	20,983.25	128,265.79	47%	146,522.21
6701 · Facility/Equip. Insurance	13,105.00	1,082.18	996.18	6,407.08	49%	6,697.92
7058 · Leasehold Improvements/Capital	20,000.00	0.00	0.00	0.00	0%	20,000.00
7300 · Facilities & Equipment Rental	1,000.00	61.39	61.39	348.26	35%	651.74
Total 5100 · Facility	308,893.00	23,004.13	22,040.82	135,021.13	44%	173,871.87
5200 · Equipment						
7215 · Copy Machine Lease	2,480.00	315.79	628.90	2,111.04	85%	368.96
7051 · Equipment Repair	4,564.00	0.00	0.00	250.11	5%	4,313.89
7056 · Equipment - Depreciated	98,732.00	3,396.72	0.00	71,122.83	72%	27,609.17
7057 · Equipment - Non Depreciated	24,306.00	9,162.40	450.07	16,193.41	67%	8,112.59
7060 · Equipment Grant Program	100,000.00	47,137.74	0.00	47,137.74	47%	52,862.26
7061 · Equipment Leases	0.00	0.00	0.00	0.00	0%	0.00
7062 · Software as a Service	17,250.00	1,335.46	1,503.62	7,638.65	44%	9,611.35
7700 · Telephone/Telecommunications/Internet	0.00	863.19	863.19	5,179.14		(5,179.14)
Total 5200 · Equipment	247,332.00	62,211.30	3,445.78	149,632.92	60%	97,699.08
Capital Maintenance & Repair						
7063 · Building Maintenance	7383.00	621.83	618.87	3,496.63	47%	3,886.37
7064 · Equipment Maintenance	12694.00	1030.37	1030.37	6,182.22	49%	6,511.78
7065 · Equipment Repair	23038.00	1876.47	1855.39	11,320.98	49%	11,717.02
Total Capital Maintenance & Repair	43115.00	3528.67	3504.63	20,999.83	49%	22,115.17
5300 · Media Licensing						
7059 · Music Library	660.00	55.00	55.00	330.00	50%	330.00
Total 5300 · Media Licensing	660.00	55.00	55.00	330.00	50%	330.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	88,799.10	29,046.23	305,983.88	51%	294,016.12
NET INCOME/LOSS	0.00	(88,799.10)	120,953.77	(5,983.88)		

Community Television of Santa Cruz County

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	309.08
1075 Checking - Santa Cruz County Bank	519,682.75
1080 Savings - Santa Cruz County Bank	388,817.92
1081 CDAR 1025929272	251,336.50
1082 CDAR 1025929809	251,317.71
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	250,606.29
Total Bank Accounts	\$1,912,096.85
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	17,252.41
1116 Grants Receivable	0.00
Total Accounts Receivable	\$17,252.41
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	150.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	774.35
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	6,174.07
Total 1200 Prepaid Insurance	7,098.42
1260 Prepaid Expenses	25,134.25
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	\$37,163.67
Total Current Assets	\$1,966,512.93
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

Community Television of Santa Cruz County

Balance Sheet As of December 31, 2022

	TOTAL
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	\$2,172,363.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	2,209.11
Total Accounts Payable	\$2,209.11
Credit Cards	
2120 American Express	258.90
Total Credit Cards	\$258.90
Other Current Liabilities	
2110 Sales Tax Payable	1,400.86
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	499.98
CA SUI / ETT	-657.89
Federal Taxes (941/944)	2,296.55
Total 24000 Payroll Liabilities	3,173.62
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$15,158.20
Total Current Liabilities	\$17,626.21
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	\$167,626.21

Community Television of Santa Cruz County

Balance Sheet

As of December 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	-1,056.69
Total Equity	\$2,004,737.20
TOTAL LIABILITIES AND EQUITY	\$2,172,363.41

EQUITY:	
Capital Reserves.	\$1,262,560.67
Capital Reserves - Youth Grant	\$290,651.21
Operating Reserves.	\$358,884.97
Other Assets.	\$ 92,640.35
TOTAL.	\$2,004,737.20

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering November, 2022 - December 2023

1. Administration

Revenue

- In November the coworking center earned \$ 9,051
- In December \$7,689
- Our target monthly revenue for the coworking center is \$8,813
- CTV 50% through the year. Our revenue is at 50% and our expenses are at 48%.

Paid Services

Completed

- *Government Meeting Services*
 - CTV covered 11 government meetings in November
 - CTV covered 11 government meetings in December

Upcoming

- 2023 Artist of the Year event

2. Facilities & Equipment

CTV Rebuild

- Comcast expects to finish the installation of CTV's dark fiber connection by the end of January.
- CTV will finish the project to move our telecasting equipment from the county building to our own building. By Feb. 14.
- At that time we will move from Telvue to Cablecast to manage our telecast.
- We will have a new updated look and the ability to provide important public service information throughout the day.

Additional Space

- Director Manheim and I met with the representative for Eliassen, the company currently leasing the back-office suite in our building.
- Eliassen is happy to sublet their space to CTV and will include all the furnishings.

- We also met with the county about leasing the additional space and to move forward their takeover of our current lease from Satellite.
- The County expects to have a lease ready for our review in February.

CTV Equipment

Youth/Equipment Grant

- Watsonville High School
 - The Equipment Grant Committee approved a new grant for Watsonville High School.
 - The equipment has been ordered.
 - We plan to distribute the equipment in early February.

Outreach

County Office of Education

- We will be issuing 25 additional Padcaster kits on January 26th
- COE will be doing a teacher training for the next phase of the project in our studio January 26th.

Community Television of Santa Cruz County
Fiscal Year 22/23
Version: Proposed Amended Budget

Approved Budget
FY 2022/2023
Annual

Proposed
Amendments
FY 2022/2023

Notes

	Account	Total	Total	
TOTAL OPERATING REVENUE	4300			
County Board of Supervisors Meetings	4101	26,732.00	23,732.00	Lowered re: County paid for July in June. July 2/23 revenue went into FY 21/22.
City of Capitola Government Meetings	4103	10,314.00	10,314.00	
SCMTD Meetings	4104	3,440.00	3,440.00	
City of Santa Cruz Government Meetings	4106	35,238.00	35,238.00	
SCCRTC Meetings	4108	5,058.00	5,058.00	
SCWD Meetings	4109	0.00	0.00	
Facility & Equipment Use	4120	105,750.00	105,750.00	
SLVWD meetings	4121	7,859.00	7,859.00	
PVUSD	4122	12,072.00	12,072.00	
Classes	4130	0.00	0.00	
Donations	4165	3,645.00	3,645.00	
Misc. Income/Interest Income	4185	840.00	30,840.00	\$12K Treasury Bills, \$18K Tax refund, \$840 CD Interest
Production Services	4200	4,000.00	4,000.00	
Closed Captioning	4250	36,900.00	34,920.00	Lower re: County paid for July in June. July 2/23 revenue went into FY 21/22.
Equipment Lease	4260	8,600.00	8,600.00	
CTV Reserves/		5,000.00	0.00	Removed
Total Operating Revenue		265,448.00	285,468.00	
TOTAL REVENUE	4300	265,448.00	285,468.00	
OPERATING EXPENSES	6000			
PEG Access Services & Supplies	6500			
Advertising	6100	8,000.00	8,000.00	
Bank Charges / Credit Card fees	6300	2,000.00	2,000.00	

Dues & Subscriptions	6600	1,000.00	1,000.00	
Office Supplies	7100	800.00	800.00	
Production Expense	7105	200.00	200.00	
Postage/Freight	7200	500.00	500.00	
Printing	7205	100.00	100.00	
Facility Supplies	7401	2,000.00	2,000.00	
Licenses/Fees/Misc. Taxes	7640	100.00	100.00	
Telephone/Telecommunications/ internet	7700	2,920.00	2,920.00	
Total PEG Access Services & Supplies	6500	17,620.00	17,620.00	
Contract Services	6800			
Audit Services	6900	1,500.00	1,500.00	
Contract Services - Production Support	7001	0.00	0.00	
Contract Services - CMAP Services	7007	0.00	0.00	
Contract Services - Consulting	7010	1,000.00	3,500.00	Increased LPTV Study
Contract Services - Legal Fees	7110	1,000.00	2,000.00	Increased
Contract Services - Equipment Technicians	7910	0.00	2,520.00	Increased
Contract sevicees - Captioning	7920	8,000.00	12,000.00	Increased
Total Contract Services	6800	11,500.00	21,520.00	
Staff Development & Fundraisng Expenses	7000			
Training & Conferences	7405	500.00	1,500.00	Increased
Travel & Meals	7800	100.00	100.00	
Special Events Expenses	8600	500.00	1,000.00	Increased
Total Staff Dev.	7000	1,100.00	2,600.00	
Operating Salaries/Benefits	7500			
Executive Director		80,720.00	80,720.00	
Coworking Community Coordinator	7530	29,535.00	29,535.00	
Accountant	7535	11,032.00	11,032.00	
Media Services Coordinator	7542	50,778.00	50,778.00	
Government Technicians	7585	16,000.00	20,000.00	Increased: Victor needs support +10 hrs a week.
Production Expense Extra Help, Technicians, bonuses & incentives	7589	1,500.00	2,000.00	Increased:Victor needs support. + 20%

Total Operating Salaries	7500	189,565.00	194,065.00	
Payroll Taxes	7621	20,429.00	24,429.00	Increased to match increases in work hours
Worker's Comp	7635	2,034.00	2,034.00	
Health/Dental Benefits	7630	18,200.00	18,200.00	
Vacation Payouts	7632	5,000.00	5,000.00	
Total Benefits & Taxes	7500	45,663.00	49,663.00	
TOTAL OPERATING EXPENSES	6000	265,448.00	285,468.00	
TOTAL EXPENSES		\$265,448.00	\$285,468.00	
TOTAL BUDGET		\$0.00	\$0.00	

Projected earnings from treasury bills within the current fiscal year ending June 30.

Purchase	Investment	Rate	Term	Term ends	Earnings	Total \$ FY 22/23* YTD
Week 1 Feb 1	100,000.00	4.62%	3 mo.	4/27/23	\$1120.00	1120.00
Week 2 Feb 8	100,000.00	4.62%	3 mo	5/5/23	\$1120.00	2240.00
Week 2 Feb 15	100,000.00	4.62%	3 mo	5/11/23	\$1120.00	3360.00
Week 4 Feb 22	100,000.00	4.62%	3 mo	5/17/23	\$1120.00	4480.00
Week 5 March 1	100,000.00	4.62%	3 mo	5/24/23	\$1120.00	5600.00
Week 6 March 8	100,000.00	4.62%	3 mo	5/31/23	\$1120.00	6720.00
Week 7 March 15	100,000.00	4.62%	3 mo	6/7/23	\$1120.00	8960.00
Week 8 March 22	100,000.00	4.62%	3 mo	6/14/23	\$1120.00	10,080.00
Week 9 March 29	100,000.00	4.62%	3 mo	6/21/23	\$1120.00	11,200.00
Week 10 April 5	100,000.00	4.62%	3 mo	6/28/23	\$1120.00	12,320.00
Grand Total FY 22/23						12,320.00

This revenue will be added to the FY22/23 operating budget. The last earnings will be received 2 days before the end of the fiscal year.

Projected earnings from treasury bills in FY 23_24

Purchase	Investment	Rate	Term	Term ends	Earnings	Total \$ FY 23/24 YTD
FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24
Week 1 4/27/23	100,000.00	4.62%	3 mo.	7/20/23	\$1120.00	1120.00
Week 2 5/5/23	100,000.00	4.62%	3 mo	7/27/23	\$1120.00	2240.00
Week 2 5/11/23	100,000.00	4.62%	3 mo	8/3/23	\$1120.00	3360.00
Week 4 5/17/23	100,000.00	4.62%	3 mo	8/10/23	\$1120.00	4480.00
Week 5 5/24/23	100,000.00	4.62%	3 mo	8/17/23	\$1120.00	5600.00
Week 6 5/31/23	100,000.00	4.62%	3 mo	8/24/23	\$1120.00	6720.00
Week 7 6/7/23	100,000.00	4.62%	3 mo	8/31/23	\$1120.00	8960.00
Week 8 6/14/23	100,000.00	4.62%	3 mo	9/7/23	\$1120.00	10,080.00
Week 9 6/21/23	100,000.00	4.62%	3 mo	9/14/23	\$1120.00	11,200.00
Week 10 6/28/23	100,000.00	4.62%	3 mo	9/21/23	\$1120.00	12,320.00
FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 23/24

This 90-day cycle repeats 4 times in a fiscal year, earning CTV \$49,280.

Community Television of Santa Cruz County (the Corporation) adopts the following Certificate of Authority and Corporate Resolution.

The undersigned certifies that:

1. Each individual whose signature appears in Section 9 (each, an Authorized Individual) is authorized to (1) provide tax certifications; (2) establish, maintain, and operate an account(s) with Schwab on behalf of the Corporation and to bind the Corporation to the Application Agreement and all incorporated agreements and disclosures, including, but not limited to, the Schwab One Account Agreement and the Charles Schwab Pricing Guide for Individual Investors, each as amended from time to time (the "Agreement and Disclosures"); and (3) designate persons to operate such account(s).
2. Each Authorized Individual is authorized to act individually, independently, and without the consent of the board or any director, officer, or other person of the Corporation. Notice sent to any Authorized Individual will constitute notice to the Corporation. Nothing in the organizational documents, agreements, and laws governing the Corporation imposes any obligation upon Schwab for determining the purpose or propriety (1) of any instructions received from any Authorized Individual or (2) of payments or deliveries to or among Authorized Individuals.
3. The authority thereby conferred is not inconsistent or in conflict with the Certificate of Incorporation, charter, bylaws, resolution, or other applicable constituent documents of the Corporation and is within the Corporation's corporate power and authority and agreements and laws the Corporation.
4. The signatures that appear in Section 9 are true and genuine original signatures. The information set forth in this Certificate of Authority and Corporate Resolution is true and correct, and Schwab may conclusively rely upon this Certificate of Authority and Corporate Resolution until the Corporation delivers a written replacement Certificate of Authority and Corporate Resolution to Schwab at an address specified by Schwab.

Signature

Print Name

Date (mm/dd/yyyy)

Title:

President

Secretary

Education Committee Meeting

1/16/23

Attendees: [David Warren](#), [Keith Gudger](#)

Keith suggested that we take the ChatGPT list and remove redundancy and unlikely items and create a hierarchical list. (see below). David thinks that we can use this list as a starting point for talking to others, including educators.

David also suggested that we ask: What do we as an organization want to learn over the coming year? Let's take stock of what's been done and what we can accomplish.

Goals from the list:

- I. Increase **community engagement** and participation in local public access television programming through outreach and education initiatives, such as:
 - A. Digital media and video production training programs for community members of all ages and skill levels. (Note: we have these but they've gone dormant during the pandemic. We're considering making them all online.)
 - B. Create and distribute educational resources, such as fact sheets and guides, to help community members understand the role of public access television and how to use it effectively.
 - C. Develop and run workshops, classes and training sessions on topics such as video production, storytelling, and social media promotion.
 - D. Offer training and support for community members who want to start their own public access television shows or web series. (This has a checkered history but may be possible.)
 1. Provide resources and support for community members who want to use public access television to address social and political issues. Includes community organizing and civic engagement.
 2. Increase the representation of under-served and under-represented communities in public access programming.

3. Provide training and support for community members to use podcasting as a medium to share their stories, experiences, and perspectives.
 - E. Revitalize our volunteer program to help community members get involved in the operation of the organization.
 - F. Create a series of public events, such as film screenings, panel discussions, and workshops, to promote media literacy and community engagement.
 - G. Update website to make it easy for community members to access resources, information, and training on how to use public access television to create their own content.
- II. Foster **relationships and partnerships** with local schools, libraries, and community organizations to promote media literacy and digital skills.
 - III. **Expand access** to state-of-the-art equipment, software, and resources for community members to use in creating and broadcasting their own content.
 - IV. Develop a **mentorship program** to connect experienced media professionals with emerging talent in the community.