



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
September 25, 2023
5:30 p.m.

****PLEASE NOTE****: The meeting will be held at the offices of Community Television of Santa Cruz County. Members of the public may attend in person or at <https://us06web.zoom.us/j/84049770637>

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 July 24, 2023*
6. Accept July 2023 financial reports*

REGULAR AGENDA

7. Executive Director's report*

8. Adjourn to closed session (Personnel)
9. Consider executive director's annual compensation for 2023-2024 and retroactive increases.
10. Approve final invoice from Municipal Captioning Inc. for CTV's station rebuild in the amount of \$23,446.16
11. Education Committee's report
12. Discuss topics and areas of focus for board retreat Oct. 28.
13. Board Chair's report
14. Board member / staff requests for specific items to appear on next meeting agenda
15. Announcements
16. 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

September 25, 2023
5:30 p.m.

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
Regular Meeting
July 24, 2023
5:30 p.m.

MINUTES

1. Roll Call at 5:30 PM
Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Janis O'Driscoll, Mathilde Rand, Tom Manheim, David Warren
Elizabeth Shaw by Zoom
[quorum is five]
Absent: Joe Hall

Staff: Executive Director Becca Reed

2. Oral Communications Any person may address the Board during its oral communications period.
None.
3. Consideration of late additions to the agenda; additions and deletions to consent and regular agendas.
None.

CONSENT AGENDA

4. Approve meeting agenda
5. Approve Board meeting minutes of June 26, 2023
6. Accept June 2023 financial reports

Moved acceptance by Director Rand, seconded by Director Maziarz.
Approved unanimously.

REGULAR AGENDA

7. Executive Director's report

In June CTV exceeded the monthly and yearly revenue goals. There were 16 government meetings (usually there are 24). The building repairs are completed. The RCNV equipment lease is signed and delivery will happen by the end of the month. Chair Lasnier asked about government meetings hourly

rates.

8. Education Committee report

Director Warren reported on the AI & Society series at the Capitola Library on September 12, October 10, and November 14 at 6:30 PM. Director Manheim asked about PR? Chair Lasnier suggested a press release to local media. Director Manheim asked about putting the program in the Capitola Recreation Guide. Director Shaw said that the County Office of Education is training staff and creating seminars that are open to the public.

9. Board Chair's Report

Chair Lasnier is working on picking a date for the board retreat. He's also talked to a prospective board member. Several board members have started reviewing CTV's documents.

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

None.

11. Announcements

Director Gudger reported that a newsletter went out July 18. Director Maziarz asked about member concerns. As part of the strategic plan could we solicit input from the members? E.D. Reed suggested possibly a survey of the members? Chair Lasnier suggested a meeting at the facility for members to give feedback.

12. Adjournment

Director Rand moved adjournment. Adjourned at 6:12 PM.

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE						
4101 · County BOS Meetings	12,000.00	2,737.50	1,832.50	1,832.50	15%	10,167.50
4103 · City of Capitola Gov. Meetings	11,314.00	1,779.75	1,525.50	1,525.50	13%	9,788.50
4104 · SCMTD Meetings	4,059.00	339.00	505.25	505.25	12%	3,553.75
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	4,668.00	2,286.25	2,286.25	5%	47,713.75
4108 · SCCRTC Meetings	6,329.00	593.25	423.75	423.75	7%	5,905.25
4109 · SCWD Meetings	9,000.00	897.00	663.00	663.00	7%	8,337.00
4120 · Facility & Equipment Use	105,750.00	11,469.27	12,142.75	12,142.75	11%	93,607.25
4121 · SLVWD Meetings	7,000.00	678.00	819.25	819.25	12%	6,180.75
4122 - PVUSD	12,072.00	957.25	2,130.75	2,130.75	18%	9,941.25
4130 · Classes	0.00	0.00	0.00	0.00	0%	0.00
4165 · Donations	1,000.00	0.00	0.00	0.00	0%	1,000.00
4180 · Interest Earned	0.00	144.69	48.02	48.02	0%	-48.02
4185 · Misc. Income	45,000.00	25,521.30	-221.43	-221.43	0%	45,221.43
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 - Unrealized Gain/(Loss)	0.00	4,931.13	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	46,000.00	4,800.00	2,325.00	2,325.00	5%	43,675.00
4260 - Equipment Lease	8,600.00	567.42	567.42	567.42	7%	8,032.58
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
Total 4300 · OPERATING REVENUE	322,124.00	60,083.56	25,048.01	25,048.01	8%	297,075.99
TOTAL INCOME	322,124.00	60,083.56	25,048.01	25,048.01	8%	297,075.99
6000 · OPERATING EXPENSES						
6100 · Advertising	8,000.00	20.00	620.00	620.00	8%	7,380.00
6300 · Bank Charges	2,000.00	243.96	365.47	365.47	18%	1,634.53
6350 · Interest Expense	0.00	15.34	142.65	142.65	0%	-142.65
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	0.00	0%	1,000.00
7100 · Office Supplies	800.00	13.07	13.07	13.07	2%	786.93
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	418.65	38.60	38.60	8%	461.40
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	293.47	302.55	302.55	15%	1,697.45
7640 · Licenses/Fees/Misc. Taxes	100.00	100.00	0.00	0.00	0%	100.00
7700 · Telephone/Telecommunications/Internet	2,920.00	334.31	334.31	334.31	11%	2,585.69
Total 6000 - Operating Expenses	17,620.00	1,438.80	1,816.65	1,816.65	10%	15,803.35
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	2,000.00	600.00	0.00	0.00	0%	2,000.00
7110 · Contract Services-Legal	3,500.00	0.00	0.00	0.00	0%	3,500.00
7910 - Contract Services-Equipment Technicians	2,520.00	0.00	0.00	0.00	0%	2,520.00
7920 · Contract Services-Captioning	20,000.00	529.88	214.78	214.78	1%	19,785.22
Total 6800 · Contracted Services	29,520.00	1,129.88	214.78	214.78	1%	29,305.22

Community Television of Santa Cruz County
 Operating Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July Year to Date	% of Annual Budget	Amount Remaining
7000 · Staff Development & Fundraising						
7405 · Training/conferences	2,000.00	0.00	0.00	0.00	0%	2,000.00
7800 · Travel/Meals	500.00	0.00	0.00	0.00	0%	500.00
8600 · Special Events Expense	500.00	0.00	0.00	0.00	0%	500.00
Total 7000 · Staff Development & Fundraising	3,000.00	0.00	0.00	0.00	0%	3,000.00
7500 · Operating Salaries & Benefits						
7525 · Salaries - Executive Director	80,720.00	10,053.43	6,729.33	6,729.33	8%	73,990.67
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,806.14	2,326.82	2,326.82	8%	27,208.18
7535 · Salaries - Accountant	11,032.00	1,095.36	734.16	734.16	7%	10,297.84
7542 · Salaries - Media Services Coordinator	50,778.00	4,941.90	4,245.14	4,245.14	8%	46,532.86
7585 · Salaries - Government Technicians	20,000.00	1,993.52	1,199.14	1,199.14	6%	18,800.86
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	0.00	0.00	0%	28,174.00
7621 · Payroll Taxes	25,650.00	1,862.08	1,497.40	1,497.40	6%	24,152.60
7635 · Workers Comp	2,095.00	631.64	170.75	170.75	8%	1,924.25
7630 · Health/Dental/Vision	19,000.00	1,236.49	1,664.32	1,664.32	9%	17,335.68
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
Total 7500 · Operating Salaries & Benefits	271,984.00	24,620.56	18,567.06	18,567.06	7%	253,416.94
TOTAL EXPENSES	322,124.00	27,189.24	20,598.49	20,598.49	6%	301,525.51
NET INCOME/LOSS	0.00	32,894.32	4,449.52	4,449.52	17.8%	

Community Television of Santa Cruz County
 Capital Profit Loss Budget Performance
 July
 2023

	Approved Budget 2023-24	June 2023	July 2023	July 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	331,644.00	26,050.79	28,338.72	28,338.72	9%	303,305.28
6701 · Facility/Equip. Insurance	15,105.00	1,082.18	1,163.17	1,163.17	8%	13,941.83
7058 · Leasehold Improvements/Capital	12,196.00	0.00	2,350.00	2,350.00	19%	9,846.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
Total 5100 · Facility	359,945.00	27,132.97	31,851.89	31,851.89	9%	328,093.11
5200 · Equipment						
7215 · Copy Machine Lease	3,000.00	298.34	322.24	322.24	11%	2,677.76
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	-558.29	0.00	0.00	0%	44,564.00
7057 · Equipment - Non Depreciated	22,107.00	927.51	1,231.36	1,231.36	6%	20,875.64
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	13,250.00	1,344.55	1,853.02	1,853.02	14%	11,396.98
7700 · Telephone/Telecommunications/Internet	9,600.00	863.19	863.19	863.19	9%	8,736.81
Total 5200 · Equipment	193,521.00	2,875.30	4,269.81	4,269.81	2%	189,251.19
Capital Maintenance & Repair						
7063 - Building Maintenance	7063.00	1086.26	581.70	581.70	8%	6,481.30
7064 - Equipment Maintenance	13202.00	1061.28	1061.28	1,061.28	8%	12,140.72
7065 - Equipment Repair	25609.00	1899.47	1865.87	1,865.87	7%	23,743.13
Total Capital Maintenance & Repair	45874.00	4047.01	3508.85	3,508.85	8%	42,365.15
5300 · Media Licensing						
7059 · Music Library	660.00	0.00	55.00	55.00	8%	605.00
Total 5300 · Media Licensing	660.00	0.00	55.00	55.00	8%	605.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	34,055.28	39,685.55	39,685.55	7%	560,314.45
NET INCOME/LOSS	0.00	-34,055.28	-39,685.55	-39,685.55		

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	164.40
1075 Checking - Santa Cruz County Bank	190,828.79
1080 Savings - Santa Cruz County Bank	243,286.74
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	250,026.60
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,110,943.54
Total Bank Accounts	\$1,795,250.07
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	30,941.83
1116 Grants Receivable	0.00
Total Accounts Receivable	\$30,941.83
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	413.21
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	10,943.50
Total 1200 Prepaid Insurance	11,631.71
1260 Prepaid Expenses	27,642.54
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	\$44,205.25
Total Current Assets	\$1,870,397.15
Fixed Assets	
1600 Production Equipment	1,323,471.84
1700 Accum Depr-Production Equipment	-1,107,756.25
Total 1600 Production Equipment	215,715.59

Community Television of Santa Cruz County

Balance Sheet As of July 31, 2023

	TOTAL
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,741.54
Total 1620 Office Furniture/Equipment	1,440.26
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-162,208.48
Total 1625 Leasehold Improvement	45,488.67
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$291,578.41
TOTAL ASSETS	\$2,161,975.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,868.83
Total Accounts Payable	\$7,868.83
Credit Cards	
2120 American Express	12,266.27
Total Credit Cards	\$12,266.27
Other Current Liabilities	
2110 Sales Tax Payable	94.07
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	14,572.58
2150 PPP Loan	0.00
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	465.04
CA SUI / ETT	-867.81
Federal Taxes (941/944)	2,330.59
Total 24000 Payroll Liabilities	2,962.80
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$17,629.45
Total Current Liabilities	\$37,764.55
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$37,764.55

Community Television of Santa Cruz County

Balance Sheet

As of July 31, 2023

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	561,748.72
3905 Retained Earnings - Capital Reserves	1,597,698.33
Net Income	-35,236.04
Total Equity	\$2,124,211.01
TOTAL LIABILITIES AND EQUITY	\$2,161,975.56

Community Television of Santa Cruz County
Executive Director's Report to the Board
Covering July & August 2023

1. Administration

Revenue

- In July, the first month of our new fiscal year, the coworking center earned \$12,220.. Revenue has been steadily rising in that category since last March. The satellite has earned 11% of its annual budget in the first 8% of the year.
- In August the coworking center exceeded its monthly goal earning \$11, 671.
- We rented an office in the new area.

Paid Services

Completed

- *Government Meeting Services*
 - CTV covered 7 government meetings in July and 17 in August.

2. Facilities & Equipment

CTV Building.

- We have replaced the worn-out countertops in the bathrooms and kitchen, creating a cleaner and more inviting, professional space for our customers.
- We have touched up the faded gray paint on the building, and painted the storage container to match the building.

Mathilde and I continued our equipment assessment / organization project. All the microphones and cameras have been reviewed and are back in the original equipment room after having been moved due to storm damage.

Studio

- Members held productions in the studio 8 times.
- Professionals rented the studio twice.

3. Outreach

Equipment Grant

- The Resource Center for Non-violence picked up their equipment

and have already used it to record an event.

- The COE returned 50 granted Padcasters. They were each inspected. A few replacements and repairs were made.
- The Padcasters have been granted to the COE for another year.

Content Partnerships

- I worked with Congressman's Pannetta's Washington office to get permission to cover his round-table event addressing storm recovery in Santa Cruz County. It will appear on CTV in September.
- I worked with the city of Santa Cruz to get permission to air the Zoom recording of the Homelessness Response Action Plan Update. It will also appear on CTV this month.



INVOICE

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

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

BILL TO
CTV Santa Cruz
Becca King Reed

Becca@communitytv.org

Invoice Number: 101712

Invoice Date: August 18, 2023

Payment Due: September 17, 2023

Amount Due (USD): \$23,446.16

Items	Quantity	Price	Amount
Fiber transmission hardware package New Fiber Equipment upgrade package to work with the single strand fiber at the Soquel location. This was established via email thread with Eric Price and Stuart Kidd on Feb 8, 2023. This required the return of the previously purchased fiber cards (6 of the MX/HD-SDI-3G/T 40km CWDM and 6 of the MX/HD-SDI-3G/R 40km CWDM) and purchase of new cards which would be compatible with the changed fiber plans. This line includes the Hardware cost of the new cards and the return credit of the old cards is noted below. --- Some of this work occurred in October/November/December 2022 when Nick Brandt and Justin were onsite, and the completion of the work on the implementation of this fiber package occurred in 2023.	1	\$31,467.00	\$31,467.00
Credit CREDIT FOR THE HARDWARE RETURN OF CARDS FROM PREVIOUS PURCHASE. THESE CARDS WERE RETURNED WITHOUT RESTOCKING FEE AS NICK HAD KEPT THEM IN NEW CONDITION.	1	(\$11,904.00)	(\$11,904.00)
Black Magic Bidirectional HDMI-SDI with PSU Blackmagic Design Micro Converter BiDirectional SDI/HDMI 3G (with Power Supply)	2	\$89.00	\$178.00
ANQUADMINI A-Neuvideo 4x1 HDMI Quad Screen Multi-Viewer & Seamless Switcher ANQUADMINI	1	\$595.00	\$595.00
1000 foot roll of Belden Cable 1000 foot roll of Belden Cable - purchased for custom built cables for install.	1	\$750.00	\$750.00



INVOICE

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

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

Items	Quantity	Price	Amount
BNC Connector BNC Connectors used making custom cables for install.	150	\$2.50	\$375.00
Shipping Shipping	1	\$0.00	\$0.00

Subtotal:	\$21,461.00
Santa Cruz 9.25%:	\$1,985.16
Total:	\$23,446.16
Amount Due (USD):	\$23,446.16