



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**February 26, 2024**  
**5:30 p.m.**  
Zoom online meeting

**\*\*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, 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 Jan. 27, 2024\*
6. Accept January 2024 financial reports\*

### **REGULAR AGENDA**

7. Executive Director's report\*
8. ACTION: Approve request to augment security budget by \$1,000 a month to provide for 24-hour coverage.\*

9. ACTION: Approve executive director's recommendation and Finance Committee's concurrence to transfer CTV's operating funds bank accounts to the Bank of America.
10. ACTION: Approve Board of Directors resolution 002-2024 stating all accounts with Bank of America will have as signers Becca King Reed, Guy Lasnier and Joe Hall.\*
11. Education Committee report
12. Board Chair's report
13. Board member / staff requests for specific items to appear on next meeting agenda
14. Announcements
15. Adjournment

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

**\* Material Included in Board Packet**



325 Soquel Avenue  
Santa Cruz, CA 95062

**EXECUTIVE COMMITTEE  
Regular Meeting**

**February 26, 2024  
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, 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**  
**January 27, 2024**  
**11:00 A.M.**

## **MINUTES**

1. Roll Call at 11:04 AM  
Present: Guy Lasnier (Chair), Maitreya Maziarz, Keith Gudger, Tom Manheim, David Warren, Joe Hall, Janis O'Driscoll, Mathilde Rand  
[quorum is five]  
Absent: Elizabeth Shaw  
Staff: 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 November 27, 2023
6. Accept October, September, and December 2023 financial reports
7. Approve updates to CTV's Financial Policies and Procedures document

Director Maziarz asked about SAS expenses. Director Hall answered that some annual fees were included.

Moved acceptance by Director O'Driscoll, seconded by Director Hall.  
Approved unanimously.

### **REGULAR AGENDA**

8. Executive Director's report  
  
Written report provided.

9. Education Committee's report.

Director Warren reported about AI & Health.

10. Board Chair's Report

Chair Lasnier had no report.

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

None.

12. Announcements

None

13. Adjournment

Director Rand moved adjournment. Adjourned at 11:28 AM.

# Community Television of Santa Cruz County

## Balance Sheet

As of January 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	146.73
1075 Checking - Santa Cruz County Bank	195,181.95
1080 Savings - Santa Cruz County Bank	243,407.49
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	254,476.82
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,133,093.11
PayPal Bank	183.91
<b>Total Bank Accounts</b>	<b>\$1,826,490.01</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	30,973.63
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$30,973.63</b>
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	125.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	514.46
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	5,735.93
<b>Total 1200 Prepaid Insurance</b>	<b>6,375.39</b>
1260 Prepaid Expenses	26,325.91
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Repayment	
Health Insurance	0.00
<b>Total Repayment</b>	<b>0.00</b>
<b>Total Other Current Assets</b>	<b>\$37,632.30</b>
<b>Total Current Assets</b>	<b>\$1,895,095.94</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of January 31, 2024

	TOTAL
Fixed Assets	
1600 Production Equipment	1,323,471.84
1700 Accum Depr-Production Equipment	-1,107,756.25
<b>Total 1600 Production Equipment</b>	<b>215,715.59</b>
1602 Board of Supervisors Equipment	0.00
1620 Office Furniture/Equipment	122,181.80
1720 Accum Depr-Furniture/Equipment	-120,741.54
<b>Total 1620 Office Furniture/Equipment</b>	<b>1,440.26</b>
1625 Leasehold Improvement	207,697.15
1725 Accum Depr-Leasehold Improv.	-162,208.48
<b>Total 1625 Leasehold Improvement</b>	<b>45,488.67</b>
1670 Broadcasting Equipment	28,933.89
<b>Total Fixed Assets</b>	<b>\$291,578.41</b>
<b>TOTAL ASSETS</b>	<b>\$2,186,674.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	9,381.29
<b>Total Accounts Payable</b>	<b>\$9,381.29</b>
Credit Cards	
2120 American Express	-4,013.37
<b>Total Credit Cards</b>	<b>\$ -4,013.37</b>
Other Current Liabilities	
2110 Sales Tax Payable	0.07
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	579.65
CA SUI / ETT	-64.73
Federal Taxes (941/944)	2,724.46
<b>Total 24000 Payroll Liabilities</b>	<b>4,274.36</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$18,847.01</b>
<b>Total Current Liabilities</b>	<b>\$24,214.93</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of January 31, 2024

	TOTAL
Long-Term Liabilities	
2400 Business Equipment Loan 33736	0.00
2410 EIDL Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$24,214.93</b>
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	3,012.37
<b>Total Equity</b>	<b>\$2,162,459.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,186,674.35</b>



Community Television of Santa Cruz County  
 Capital Profit Loss Budget Performance  
 January  
 2024

	Approved Budget 2023-24	December 2024	January 2024	January Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	125,000.00	0.00	250,000.00	50%	250,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	25,000.00	0.00	50,000.00	50%	50,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>50%</b>	<b>300,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	331,644.00	27,733.72	31,683.14	202,743.41	61%	128,900.59
6701 · Facility/Equip. Insurance	15,105.00	1,163.18	1,163.18	8,142.24	54%	6,962.76
7058 · Leasehold Improvements/Capital	12,196.00	1,348.87	0.00	8,322.87	68%	3,873.13
7300 · Facilities & Equipment Rental	1,000.00	0.00	0.00	0.00	0%	1,000.00
<b>Total 5100 · Facility</b>	<b>359,945.00</b>	<b>30,245.77</b>	<b>32,846.32</b>	<b>219,208.52</b>	<b>61%</b>	<b>140,736.48</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	3,000.00	327.52	303.17	2,175.02	73%	824.98
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	0.00	0.00	23,446.16	53%	21,117.84
7057 · Equipment - Non Depreciated	22,107.00	681.81	127.24	5,174.74	23%	16,932.26
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	1,293.79	2,558.18	12,350.09	93%	899.91
7700 · Telephone/Telecommunications/Internet	9,600.00	1,953.19	1,963.19	11,380.47	119%	-1,780.47
<b>Total 5200 · Equipment</b>	<b>193,521.00</b>	<b>4,256.31</b>	<b>4,951.78</b>	<b>54,526.48</b>	<b>28%</b>	<b>138,994.52</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7063.00	595.50	667.32	4,335.78	61%	2,727.22
7064 - Equipment Maintenance	13202.00	1144.62	1144.62	7,887.34	60%	5,314.66
7065 - Equipment Repair	25609.00	2039.08	2170.54	15,843.94	62%	9,765.06
<b>Total Capital Maintenance &amp; Repair</b>	<b>45874.00</b>	<b>3779.20</b>	<b>3982.48</b>	<b>28,067.06</b>	<b>61%</b>	<b>17,806.94</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	385.00	58%	275.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>385.00</b>	<b>58%</b>	<b>275.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>38,336.28</b>	<b>41,835.58</b>	<b>302,187.06</b>	<b>50%</b>	<b>297,812.94</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>111,663.72</b>	<b>-41,835.58</b>	<b>-2,187.06</b>		

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 January  
 2024

	Approved Budget 2023-24	December 2023	January 2024	January Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	12,000.00	1,303.75	1,677.50	8,221.25	69%	3,778.75
4103 · City of Capitola Gov. Meetings	11,314.00	1,243.00	649.75	6,271.50	55%	5,042.50
4104 · SCMTD Meetings	4,059.00	452.00	254.25	2,002.50	49%	2,056.50
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	1,743.75	1,007.50	14,376.25	29%	35,623.75
4108 · SCCRTC Meetings	6,329.00	339.00	0.00	2,285.00	36%	4,044.00
4109 · SCWD Meetings	9,000.00	897.00	1,014.00	4,563.00	51%	4,437.00
4120 · Facility & Equipment Use	105,750.00	7,751.57	10,090.24	75,968.21	72%	29,781.79
4121 - SLVWD Meetings	7,000.00	1,042.00	395.50	5,382.75	77%	1,617.25
4122 - PVUSD	12,072.00	1,268.00	1,013.75	8,216.50	68%	3,855.50
4130 · Classes	0.00	0.00	0.00	32.00	0%	-32.00
4165 · Donations	1,000.00	0.00	0.00	175.00	18%	825.00
4180 · Interest Earned	0.00	915.47	1,158.16	7,535.03	0%	-7,535.03
4185 · Misc. Income	45,000.00	3,332.28	5,624.16	19,366.17	43%	25,633.83
4190 · Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0%	0.00
4196 - Unrealized Gain/(Loss)	0.00	0.00	0.00	0.00	0%	0.00
4200 · Production Services	4,000.00	0.00	562.50	1,087.50	27%	2,912.50
4250 - Closed Captioning	46,000.00	1,762.50	2,130.00	12,480.00	27%	33,520.00
4260 - Equipment Lease	8,600.00	824.33	824.33	5,513.40	64%	3,086.60
CTV Reserves	0.00	0.00	0.00	0.00	0%	0.00
<b>Total 4300 · OPERATING REVENUE</b>	<b>322,124.00</b>	<b>22,874.65</b>	<b>26,401.64</b>	<b>173,476.06</b>	<b>54%</b>	<b>148,647.94</b>
<b>TOTAL INCOME</b>	<b>322,124.00</b>	<b>22,874.65</b>	<b>26,401.64</b>	<b>173,476.06</b>	<b>54%</b>	<b>148,647.94</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	8,000.00	790.76	20.00	3,347.48	42%	4,652.52
6300 · Bank Charges	2,000.00	240.67	230.96	1,906.75	95%	93.25
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	-286.98
6600 · Dues & Subscriptions	1,000.00	200.00	376.86	684.26	68%	315.74
7100 · Office Supplies	800.00	37.39	189.77	814.64	102%	-14.64
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	48.25	78.30	571.02	114%	-71.02
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	125.88	400.55	2,231.57	112%	-231.57
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	14.00	76.50	77%	23.50
7700 · Telephone/Telecommunications/Internet	2,920.00	636.43	346.57	2,376.00	81%	544.00
<b>Total 6000 - Operating Expenses</b>	<b>17,620.00</b>	<b>2,079.38</b>	<b>1,657.01</b>	<b>12,295.20</b>	<b>70%</b>	<b>5,324.80</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	1,500.00	0.00	0.00	265.45	18%	1,234.55
7001 · Contract Services-Production Support	0.00	0.00	0.00	0.00	0%	0.00
7007 · Contract Services-CMAP	0.00	0.00	0.00	0.00	0%	0.00
7010 · Contract Services-Consulting	2,000.00	0.00	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	361.76	1,090.75	5,383.74	27%	14,616.26
<b>Total 6800 · Contracted Services</b>	<b>29,520.00</b>	<b>361.76</b>	<b>1,090.75</b>	<b>5,649.19</b>	<b>19%</b>	<b>23,870.81</b>

Community Television of Santa Cruz County  
 Operating Profit Loss Budget Performance  
 January  
 2024

	Approved Budget 2023-24	December 2023	January 2024	January Year to Date	% of Annual Budget	Amount Remaining
<b>7000 · Staff Development &amp; Fundraising</b>						
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	285.66	57%	214.34
8600 · Special Events Expense	500.00	0.00	382.52	382.52	77%	117.48
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>3,000.00</b>	<b>0.00</b>	<b>382.52</b>	<b>668.18</b>	<b>22%</b>	<b>2,331.82</b>
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	7,573.94	7,573.94	58,009.67	72%	22,710.33
7530 · Salaries - Coworking Community Coordinator	29,535.00	2,423.64	2,669.28	17,343.14	59%	12,191.86
7535 · Salaries - Accountant	11,032.00	461.72	1,108.24	5,366.20	49%	5,665.80
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.46	4,578.46	31,549.35	62%	19,228.65
7585 · Salaries - Government Technicians	20,000.00	1,574.01	2,251.41	11,333.45	57%	8,666.55
7589 · Salaries - Extra Help Trainers, Technicians	28,174.00	0.00	0.00	13.88	0%	28,160.12
7621 · Payroll Taxes	25,650.00	1,641.79	2,562.17	12,950.67	50%	12,699.33
7635 · Workers Comp	2,095.00	170.75	170.75	1,248.25	60%	846.75
7630 · Health/Dental/Vision	19,000.00	1,487.92	1,833.57	11,849.46	62%	7,150.54
7632 · Severance/Vacation Payouts	5,000.00	0.00	0.00	0.00	0%	5,000.00
<b>Total 7500 · Operating Salaries &amp; Benefits</b>	<b>271,984.00</b>	<b>19,912.23</b>	<b>22,747.82</b>	<b>149,664.07</b>	<b>55%</b>	<b>122,319.93</b>
<b>TOTAL EXPENSES</b>	<b>322,124.00</b>	<b>22,353.37</b>	<b>25,878.10</b>	<b>168,276.64</b>	<b>52%</b>	<b>153,847.36</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>521.28</b>	<b>523.54</b>	<b>5,199.42</b>	<b>3.0%</b>	

2/27/24

**Community Television of Santa Cruz County  
Executive Director's Report to the Board  
Covering January 2024**

1. Administration

Revenue

- In January, the coworking center earned \$9,874.
- The Satellite remains ahead of its projected goal for FY 23\_24. As of January, we are ahead by 23.15%.

Staff

- We hired and are training two new Government Technicians

Paid Services

Completed

- *Government Meeting Services*
  - CTV covered 14 government meetings in January.
- *Event coverage*
  - CTV covered 1 event for the Resource Center for Nonviolence in January.

2. Facilities & Equipment

Kitchen

- The flooring will arrive next week.
- The Installer is preparing for delivery.

Studio

Productions

*Members*

- Two member shows were produced in the studio.

Upcoming

- *Food Revolution studio production February.*
- *Food Revolution April.*

3. Outreach

Content Partnerships

Resource Center for Nonviolence – 1 show

Events

*Upcoming*

- *Open Studios February*
- *Open Studio March*
- *Open Studios April*

To: CTV Board of Directors  
From: Becca Reed  
Date: 2/27/24  
Re: Security concerns

CTV has had security problems at its building from the beginning. The landlord installed a \$20,000 system run by First Alarm to protect the property. Even so, we experienced several robberies and lots of vandalism.

First Alarm was unable to stop crimes in progress even when they noticed them taking place. Two years ago, we replaced First Alarm with a proactive and more effective security system provided by Bandit Security.

Bandit has cameras on the building that are monitored from 6 pm - 6am in real time by technicians who take steps to prevent criminal activity when trespassers enter our property. This has worked perfectly at night.

Unfortunately, we are experiencing a lot of vandalism and trespassing during the day, now. Recently, two of our customers, on separate occasions, were unable to enter the building on weekend mornings as sleeping or unconscious people were blocking the door.

Our coworking manager had a threatening encounter with a partially clad man in our parking lot when she returned from lunch. I have found people passed out in our parking lot and sleeping at the front door. Last week staff had to call the police when they noticed a man yelling in the parking lot and carrying a knife.

Until recently, our security company didn't offer daytime service. But having received so many requests from businesses on Soquel Avenue, they have launched a 24-hour plan.

For the safety of our staff, members, and customers, I would like to extend the hours of our security service from 12 to 24 hours a day.

Expanding our security service would cost an additional \$1,000 per month. This expense would be included in our Capital budget.

I ask that the board approve an increase in the security budget.



RESOLUTION OF THE BOARD OF DIRECTORS OF  
COMMUNITY TELEVISION OF SANTA CRUZ COUNTY

RESOLUTION NO.: 002-2024

On 2/26/24, at a noticed and convened meeting of the Board of Directors of Community Television of Santa Cruz County, also known as "CTV", the Board adopted the following Resolution of the Board:

*Pursuant to Board Resolution dated: 02/24/2024, the Board resolves the following:*

- 1. The Board resolves all accounts with Bank of America will have signers Becca King Reed, Guy Lasnier and Joe Hall.*

I, Keith Gudger, Secretary of the Board of Community Television of Santa Cruz County, hereby certify that the foregoing Resolution of the Board was duly adopted and inserted into the Minutes of the Corporation.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Keith Gudger – Secretary of the Board