



325 Soquel Avenue  
Santa Cruz, CA 95062

**BOARD OF DIRECTORS**  
**Regular Meeting**  
**April 22, 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, Tom Manheim, 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 March 25, 2024\*
6. Accept March 2024 financial reports\*

### **REGULAR AGENDA**

7. Executive Director's report\*

8. Education Committee report
9. Board Chair's report
10. Board member / staff requests for specific items to appear on next meeting agenda
11. Announcements
12. 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

April 22, 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, Tom Manheim, 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**  
**March 25, 2024**  
**5:30 P.M.**

## **MINUTES**

1. Roll Call at 5:37 PM  
Present: Guy Lasnier (Chair), Keith Gudger, Janis O'Driscoll, Mathilde Rand, Tom Manheim, Joe Hall  
By Zoom: Elizabeth Shaw  
[quorum is five]  
Absent: David Warren, Maitreya Maziarz  
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 February 26, 2024
6. Accept February 2024 financial reports  
  
M/S/A O'Driscoll / Hall, Director Manheim abstained. Motion passed.

### **REGULAR AGENDA**

7. Executive Director's report  
  
Written report provided.
8. ACTION: Review and approve Community Television FY 2024-2025 budget.  
  
Director Hall explained why the Finance Committee has not voted on the budget. He noted the broker investment in T Bills has provided a good amount

of interest income. Director Manheim mentioned that the budget in the column "year to date" is actually a projection for the entire year. Executive Director Reed mentioned that the Board of Supervisors and the City of Santa Cruz often come in as more or less that projected based on what happens in the year. Some of the income is less than projected to be conservative. The interest earned category is from CDs and the miscellaneous income is from the T Bills. Bank charges are related to how much coworking income CTV gets, so the projection is up to match the income. Director Rand asked about the telephone charges. E.D. Reed mentioned how the salaries are split between the capital and operating budgets. Director Hall discussed the use of a compilation instead of an audit. The bookkeeper is catching up on compilations this year.

E.D. Reed discussed the capital budget. The facility lease is higher because of increased security expenses. Chair Lasnier mentioned that we approve the budget now so that we can get it in for County approval in May.

M/S Manheim / Hall , passed unanimously on roll call vote.

9. Education Committee's report.

Director Hall mentioned the AI & Health event was quite interesting.

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 6:17 PM.

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

	Approved Budget 2023-24	February 2024	March 2024	March Year to Date	% of Annual Budget	Amount Remaining
<b>4300 · OPERATING REVENUE</b>						
4101 · County BOS Meetings	12,000.00	1,367.50	1,677.50	11,266.25	94%	733.75
4103 · City of Capitola Gov. Meetings	11,314.00	1,214.75	2,005.75	9,492.00	84%	1,822.00
4104 · SCMTD Meetings	4,059.00	0.00	593.25	2,595.75	64%	1,463.25
4106 · City of Santa Cruz Gov. Mtg.	50,000.00	6,526.00	2,441.25	23,343.50	47%	26,656.50
4108 · SCCRTC Meetings	6,329.00	703.00	759.50	3,747.50	59%	2,581.50
4109 · SCWD Meetings	9,000.00	546.00	702.00	5,811.00	65%	3,189.00
4120 · Facility & Equipment Use	105,750.00	12,319.21	10,947.76	99,235.18	94%	6,514.82
4121 · SLVWD Meetings	7,000.00	734.50	759.50	6,876.75	98%	123.25
4122 · PVUSD	12,072.00	452.00	1,550.50	10,219.00	85%	1,853.00
4130 · Classes	0.00	0.00	0.00	32.00	0%	(32.00)
4165 · Donations	1,000.00	0.00	500.00	675.00	68%	325.00
4180 · Interest Earned	0.00	1,212.41	1,262.65	10,010.09	0%	(10,010.09)
4185 · Misc. Income	45,000.00	1,817.65	0.00	21,183.84	47%	23,816.16
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	887.50	780.00	2,755.00	69%	1,245.00
4250 - Closed Captioning	46,000.00	4,275.00	2,175.00	18,930.00	41%	27,070.00
4260 - Equipment Lease	8,600.00	824.33	824.33	7,162.06	83%	1,437.94
<b>Total 4300 · OPERATING REVENUE</b>	<b>322,124.00</b>	<b>32,879.85</b>	<b>26,978.99</b>	<b>233,334.92</b>	<b>72%</b>	<b>88,789.08</b>
<b>TOTAL INCOME</b>	<b>322,124.00</b>	<b>32,879.85</b>	<b>26,978.99</b>	<b>233,334.92</b>	<b>72%</b>	<b>88,789.08</b>
<b>6000 · OPERATING EXPENSES</b>						
6100 · Advertising	8,000.00	294.96	20.00	3,662.44	46%	4,337.56
6300 · Bank Charges	2,000.00	258.26	336.45	2,501.46	125%	(501.46)
6350 · Interest Expense	0.00	0.00	0.00	286.98	0%	(286.98)
6600 · Dues & Subscriptions	1,000.00	0.00	0.00	684.26	68%	315.74
7100 · Office Supplies	800.00	71.96	0.00	886.60	111%	(86.60)
7105 - Production Expenses	200.00	0.00	0.00	0.00	0%	200.00
7200 · Postage/Freight	500.00	53.00	100.90	724.92	145%	(224.92)
7205 · Printing	100.00	0.00	0.00	0.00	0%	100.00
7401 · Facility Supplies	2,000.00	378.09	532.36	3,142.02	157%	(1,142.02)
7640 · Licenses/Fees/Misc. Taxes	100.00	0.00	0.00	76.50	77%	23.50
7700 · Telephone/Telecommunications/Internet	2,920.00	346.57	238.00	2,960.57	101%	(40.57)
<b>Total 6000 - Operating Expenses</b>	<b>17,620.00</b>	<b>1,402.84</b>	<b>1,227.71</b>	<b>14,925.75</b>	<b>85%</b>	<b>2,694.25</b>
<b>6800 · Contracted Services</b>						
6900 · Contract Services-Audit Services	1,500.00	0.00	87.50	352.95	24%	1,147.05
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	1,351.84	389.75	7,125.33	36%	12,874.67
<b>Total 6800 · Contracted Services</b>	<b>29,520.00</b>	<b>1,351.84</b>	<b>477.25</b>	<b>7,478.28</b>	<b>25%</b>	<b>22,041.72</b>

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

	Approved Budget 2023-24	February 2024	March 2024	March 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	40.88	423.40	85%	76.60
<b>Total 7000 · Staff Development &amp; Fundraising</b>	<b>3,000.00</b>	<b>0.00</b>	<b>40.88</b>	<b>709.06</b>	<b>24%</b>	<b>2,290.94</b>
<b>7500 · Operating Salaries &amp; Benefits</b>						
7525 · Salaries - Executive Director	80,720.00	7,574.12	7,573.94	73,157.69	91%	7,562.31
7530 · Salaries - Coworking Community Coordinator	29,535.00	1,950.16	2,444.70	21,738.00	74%	7,797.00
7535 · Salaries - Accountant	11,032.00	1,139.60	1,120.84	7,626.64	69%	3,405.36
7542 · Salaries - Media Services Coordinator	50,778.00	4,578.55	4,578.46	40,706.36	80%	10,071.64
7585 · Salaries - Government Technicians	20,000.00	2,433.58	2,198.23	15,965.26	80%	4,034.74
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	1,972.68	1,882.11	16,805.46	66%	8,844.54
7635 · Workers Comp	2,095.00	170.75	170.75	1,589.75	76%	505.25
7630 · Health/Dental/Vision	19,000.00	1,677.99	1,677.99	15,205.44	80%	3,794.57
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>21,497.43</b>	<b>21,647.02</b>	<b>192,808.48</b>	<b>71%</b>	<b>79,175.53</b>
<b>TOTAL EXPENSES</b>	<b>322,124.00</b>	<b>24,252.11</b>	<b>23,392.86</b>	<b>215,921.57</b>	<b>67%</b>	<b>106,202.44</b>
<b>NET INCOME/LOSS</b>	<b>0.00</b>	<b>8,627.74</b>	<b>3,586.13</b>	<b>17,413.36</b>	<b>7.5%</b>	

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

	Approved Budget 2023-24	February 2024	March 2024	February Year to Date	% of Annual Budget	Amount Remaining
<b>4000 · CAPITAL REVENUE</b>						
4100 · County PEG Fees	500,000.00	0.00	125,000.00	375,000.00	75%	125,000.00
4105 · County PEG Fees - Youth Grant	100,000.00	0.00	25,000.00	75,000.00	75%	25,000.00
<b>TOTAL INCOME</b>	<b>600,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>450,000.00</b>	<b>75%</b>	<b>150,000.00</b>
<b>5000 · CAPITAL EXPENDITURES</b>						
<b>5100 · Facility</b>						
7400 · Facility Lease	331,644.00	29,537.36	34,283.16	266,563.93	80%	65,080.07
6701 · Facility / Equip. Insurance	15,105.00	1,163.18	1,163.18	10,468.60	69%	4,636.40
7058 · Leasehold Improvements / Capital	12,196.00	0.00	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>30,700.54</b>	<b>35,446.34</b>	<b>285,355.40</b>	<b>79%</b>	<b>74,589.60</b>
<b>5200 · Equipment</b>						
7215 · Copy Machine Lease	3,000.00	327.52	303.17	2,805.71	94%	194.29
7051 · Equipment Repair	1,000.00	0.00	0.00	0.00	0%	1,000.00
7056 · Equipment - Depreciated	44,564.00	5,550.00	0.00	28,996.16	65%	15,567.84
7057 · Equipment - Non Depreciated	22,107.00	2,516.17	168.93	7,859.84	36%	14,247.16
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	1,779.67	1,793.79	15,923.55	120%	(2,673.55)
7700 · Telephone / Telecommunications / Internet	9,600.00	1,963.19	1,963.19	15,306.85	159%	(5,706.85)
<b>Total 5200 · Equipment</b>	<b>193,521.00</b>	<b>12,136.55</b>	<b>4,229.08</b>	<b>70,892.11</b>	<b>37%</b>	<b>122,628.89</b>
<b>Capital Maintenance &amp; Repair</b>						
7063 - Building Maintenance	7063.00	487.54	611.17	5,434.49	77%	1,628.51
7064 - Equipment Maintenance	13202.00	1144.64	1144.62	10,176.60	77%	3,025.40
7065 - Equipment Repair	25609.00	2178.38	2173.69	20,196.05	79%	5,412.95
<b>Total Capital Maintenance &amp; Repair</b>	<b>45874.00</b>	<b>3810.56</b>	<b>3929.48</b>	<b>35,807.14</b>	<b>78%</b>	<b>10,066.86</b>
<b>5300 · Media Licensing</b>						
7059 · Music Library	660.00	55.00	55.00	495.00	75%	165.00
<b>Total 5300 · Media Licensing</b>	<b>660.00</b>	<b>55.00</b>	<b>55.00</b>	<b>495.00</b>	<b>75%</b>	<b>165.00</b>
<b>Total 5000 · CAPITAL EXPENDITURES</b>	<b>600,000.00</b>	<b>46,702.65</b>	<b>43,659.90</b>	<b>392,549.65</b>	<b>65%</b>	<b>207,450.35</b>
	<b>0.00</b>	<b>(46,702.65)</b>	<b>106,340.10</b>	<b>57,450.35</b>		



# Community Television of Santa Cruz County

## Balance Sheet

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1021 Petty Cash Fund	140.63
1075 Checking - Santa Cruz County Bank	253,596.71
1080 Savings - Santa Cruz County Bank	243,447.51
1081 CDAR 1025929272	0.00
1082 CDAR 1025929809	0.00
1083 ICS Santa Cruz County Bank	256,155.49
1084 CDAR 1026064054	0.00
1085 CDAR 1026064062	0.00
1086 Schwab	1,135,622.97
PayPal Bank	183.91
<b>Total Bank Accounts</b>	<b>\$1,889,147.22</b>
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	42,574.05
1116 Grants Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$42,574.05</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	75.00
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	712.21
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	3,459.57
<b>Total 1200 Prepaid Insurance</b>	<b>4,246.78</b>
1260 Prepaid Expenses	24,069.80
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>\$33,247.58</b>
<b>Total Current Assets</b>	<b>\$1,964,968.85</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of March 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>\$2,256,547.26</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	7,228.73
<b>Total Accounts Payable</b>	<b>\$7,228.73</b>
Credit Cards	
2120 American Express	-4,169.59
<b>Total Credit Cards</b>	<b>\$ -4,169.59</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	550.49
CA SUI / ETT	479.25
Federal Taxes (941/944)	2,540.01
<b>Total 24000 Payroll Liabilities</b>	<b>4,604.73</b>
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$19,177.38</b>
<b>Total Current Liabilities</b>	<b>\$22,236.52</b>

# Community Television of Santa Cruz County

## Balance Sheet

As of March 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>\$22,236.52</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	74,863.69
<b>Total Equity</b>	<b>\$2,234,310.74</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,256,547.26</b>

4/22/24

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

1. Administration

Revenue

- In February, the coworking center earned \$10,832.
- The satellite remains ahead 25.12% ahead of its projected goal for FY 23\_24.

Paid Services

Completed

- *Government Meeting Services*
  - CTV covered 18 government meetings in March.

Upcoming

- *Event coverage*
  - CTV will cover the Santa Cruz County Arts Commission's Artist of the Year event.

2. Facilities & Equipment

Kitchen

- New flooring has been installed.

Studio

Productions

*Members*

- CTV members produced 6 shows in the studio in March.

Upcoming

- *Food Revolution April.*

3. Outreach

*Santa Cruz County.*

One idea from the board retreat was to follow Vermont's lead, convene the other California stations, and approach the state legislature for funding. Tom and I met with

Tammie Weigel, our point of contact at County. Director Weigel contacted Assemblywoman Gail Pellerin, explained our idea, and requested she meet with us. We are in the scheduling process.

#### Content Partnerships

UCSC is sharing content with CTV.

#### Events

First Friday – we held our second *First Friday* event in March. We have events scheduled through June.