



**Board of Directors
Thursday, July 26, 2018
Regular Board Meeting
5:30 p.m.**

**Coloma Community Center – Gold Run Room
4623 T Street, Sacramento, CA
(916) 456-8600 (phone)**

www.AccessSacramento.org

**COMMUNITY PROGRAMMING ODOMETER
56489 (+198 in 28 days)
AVERAGE OF 7.1 NEW PROGRAMS PER DAY**

Details of the agenda and minutes are available to the public during office hours. Board meetings are open meetings and time is permitted for public comment at the end of each board meeting.

“Giving voice to the thoughts, dreams, opinions and community, cultural and arts events that make Sacramento County such a wonderful place to live”

ACCESS SACRAMENTO BOARD OF DIRECTORS

REGULAR BOARD MEETING

THURSDAY, JULY 26, 2018 5:30 PM

Coloma Community Center – Gold Run Room

Time	Item of Business	Presenter	Action	Info
5:30	I CALL TO ORDER REGULAR BOARD MEETING	Henkle		
	II DISCUSSION / ACTION ITEMS			
	A. ACTION: July 26, 2018 Agenda Approval (New Items?)	Henkle	X	
	B. ACTION: Minutes for June 28, 2018	Henkle	X	
	III DISCUSSION ITEMS			
	A. Power of Voice Gala Dinner Follow up a. Strengths b. Weaknesses c. Opportunities d. Threats	Smith/Mims		X
	IV STANDING COMMITTEE REPORTS (Discussion Items)			
	A. Membership & Outreach a. Membership Campaign b. Membership Chart	Smith		X
	B. Operations & Finance a. June. 2018 Ledger b. Income Tracking Bar Chart	Morin		X
	C. Programming – No Meeting	Fletcher		X
	V EXECUTIVE DIRECTOR REPORT (Handout)			
	A. A Place Called Sacramento Update B. For-Profit Note to SMCTC C. SMCTC Contract D. Hiring Update E. Sick Leave Accrual F. Banking Change Over G. Game of the Week Draft H. KUBU App/Streaming performance I. Lighting / Control Room / HD Truck purchasing J. Mariposa Room Remodel K. Security Camera Expansion L. Upcoming Remotes M. Miscellaneous Updates	Martin		X

	VI	Public Comment (2 min. per person): Fill out request form	Henkle		X
	VII	New Business Possible Agenda Items for Aug. 23, 2018 Marketing Director Job Description (August) Membership Data Review (Morin) Conflict of Interest Policy (Martin Edits) 2018-21 Strategic Plan Handbook Revisions / Sick Leave Accrual	Henkle		X
6:50 pm	IX	ADJOURNMENT Schedule Orientation – Tues. Aug. 8, 6 pm Radio Producers Meeting – Wed. Aug. 8, 7pm Programming Committee – Thurs. Aug. 9, 5pm Executive Committee – Thurs. Aug. 9, 6pm THE Membership & Outreach Committee – Wed. Aug. 15 5:30pm Orientation – Wed. Aug. 22, 6pm Regular Board Meeting – Thurs. Aug. 23, 5:30 pm	Henkle	X	

Note: Items in BOLD face are action items (ACTION). Details of agenda and Board minutes are available to public during office hours. Board meetings are open to public.

June Monthly Business Meeting Minutes

Thursday, June 28, 2018

6:00 p.m.

Coloma Community Center- TV Studio

Board Present: Don Henkle, Bob Smith, Van Gordon, Ed Fletcher, Mark Freeman, Kim Mims, Robert Morin, Alex Vasquez, Simone Vianna

Staff: Gary Martin, Executive Director, Laureen Fallahay, Office Manager

Guests: Various

I. Call to Order Regular Board Meeting 6:00 pm

II. Discussion/Action Items

A. ACTION: June 28, 2018 Agenda Approval – Moved by Gordon, Seconded by Smith for Approval. Approved

B. ACTION: Minutes for May 24, 2018 – Moved by Gordon, Seconded by Freeman for approval. Approved.

C. Board of Directors Chair & Officers 2018-19 Selection – Each year, the board selects its leadership at the June Meeting.

Secretary: Moved by Fletcher, seconded by Morin to retain Van Gordon as Secretary of the board. Approved.

Chief Financial Officer: Currently, Robert Morin has been the acting Chief Financial Officer (CFO) for the last month. Morin indicated he was willing to remain interim CFO until such time as another member of the board or a new board member was selected. Moved by Smith, Seconded by Gordon to retain Morin as Chief Financial Officer. Approved.

Chair & Vice-Chair: Moved by Gordon, Seconded by Vianna to retain Don Henkle as Board of Director's chair and Bob Smith as Board of Director's Vice Chair. Approved.

D. Adoption of 2018-19 Preliminary Budget --

a. SMCTC Budget Hearing – Executive Director Gary Martin reported that earlier in the afternoon, the Access Sacramento proposed budget proposal to the Sacramento Metropolitan Cable Commission for 2018-19 had been approved as submitted.

b. The unrestricted grant request for \$626,297 includes a 3% Cost of Living Increase, a 1.59% minimum wage and tax/fee coverage amount which apply to both the operations base and funding for Hometown TV and Game of the Week. The Facility and Equipment request of \$100,431 also received the COLA, plus one-time funding for approximately \$650,000 for other Capital Outlay Projects and rent for a grant total of \$751,345 in PEG Fee funding. Total funding from SMCTC equals \$1,377,642.

Martin presented three budget examples. Option X provided a look at likely guarantees for funding and expenses. This first draft budget reflected a \$17,000 deficit. Option Y provides an example where aggressive growth in earned and unearned revenue expands to balance the budget. Option Z provided an example of balancing the budget with controlled expenses with elimination of a variety of board requested elements in the unrestricted expense side, including a new staff position. Martin recommended the Option Z (cuts) budget where expenses are held to the budget, with the board working to provide revenue at the Option Y (Growth) budget, leaving an opportunity to provide board desired additional expenses only after the funding had been attained.

Board discussion reiterated the desire and need for a marketing manager to provide additional funding and income to support desired growth. The need for a duty statement for this position, and how it might support grant applications and community outreach was discussed. The definition of the core scope of work in a job description was discussed.

Vianna noted that marketing for both small and large businesses is critical. Marketing is the driver to get more people in the door. An evaluation of a position could be done in the first 90 days to see if the marketing position is paying for itself.

Smith commented that marketing as a task is currently supervised by THE Membership and Outreach committee, but that there is a limited impact volunteers board members can achieve. He noted a fulltime person would be idea. He felt it was important to be fiscally responsible in the budget, and hoped funding might support a hiring later in the years.

Fletcher commented that a marketing person could be a trigger, especially if someone with sales experience could be selling Game of the Week.

Freeman suggested examining whether an executive loan to have funds as a foundation for a marketing budget. Discussion included a request for a review by SMCTC on how it might respond to a For-Profit arm of Access Sacramento's 501c3 foundation. Martin added that his recollection is that non-profits can have up to 25% of its earned income be generated by for-profit activities without jeopardizing the tax-exempt status with the IRS.

Smith hoped a reasonable base salary could generate someone with a pattern of success and existing contacts. A base of \$40,000 likely would be a minimum with an incentive program including commission and bonuses. A job description would be needed to list those competencies.

Move by Fletcher, seconded by Smith to adopt Budget Option X with the intention to review income and expenses in three months (September 27) to consider a budget modification. Approved.

Crone submitted a letter of resignation as board member and Chief Financial Officer to Board Chair Don Henkle effective June 15. Crone announced a plan move out of state related to a job reassignment. Henkle thanked Crone for his help and wished him the best on his road to the future.

E. Approval of 2018-19 Calendar – At the June meeting each year, the board approves its calendar for the next fiscal year. Discussion included whether the board desired to cancel its August meeting for a board retreat. A typical calendar with meetings on the fourth Thursday of every month was presented by staff, with exceptions in November and December because of holidays. The following schedule was presented:

2018

Thursday, July 26, 2018

Thursday, Aug 23, 2018

Thursday, Sept. 27, 2018

Thursday, October 25, 2018

Thursday, Nov. 15, 2018 (3rd Thursday)

Thursday, Thursday, Dec. 20, 2018 (3rd Thursday)

2019

Thursday, Jan. 24, 2019

Thursday, Feb. 28, 2019

Thursday, Mar. 28, 2019

Thursday, April 25, 2019

Thursday, May 23, 2019

Thursday, June 27, 2019 (6pm Business / 7 pm Annual Membership Meeting)

Moved by Fletcher, seconded by Morin, to adopt the proposed schedule without a retreat

III. Discussion Items

A. (Embedded with IV. A Membership and Outreach) Power of Voice

Gala dinner –

- a. Promotion – Details on the July 18 event are all coming together. Additional promotion and outreach will be done on social media and by direct outreach to sponsors. The cut off is July 10.
- b. Volunteer help will be needed by board members to handle the reception and check in desk while staff are managing the Live Wire broadcast at 5pm. Smith offered to find a team of 3 to help with this need.

B. Membership Data Review -- Postponed to a future meeting.

IV. Standing Committee Reports (Discussion Items)

A. Membership & Outreach –

- a. Covered as III a.
- b. Membership Campaign. Smith reports that 166 of the respondents to this quarter's membership survey indicated a willingness to be contacted again. Committee members are reaching out to the respondents and will report back to committee in the months ahead.

B. Operations & Finance – The currently membership report shows continued growth in overall membership. Freeman asked what is the membership capacity at Access Sacramento? Assigned for further discussion at the Executive Committee.

C. Programming – The programming committee held a broad discussion about grants and grant applications which member found valuable.

V. Executive Director Report – No written report. Verbal report cancelled for time. Board chair indicated any urgent updates should be emailed to the board.

VI. Public Comment – None.

VII. New Business – None added.

VIII. Adjournment – 6:50 pm with the invitation for all members to remain for the television general membership meeting at 7pm live on Access Sacramento's channel 17.



2018 ANNUAL MEMBERSHIP MEETING

Thursday June 28, 2018 7:00 PM to 8:00 PM

Coloma Community Center TV Studio and "LIVE" on Channel 17

<u>Time</u>	<u>Item of Business</u>	<u>Presenter</u>
7:00	Welcome to Live TV Program 2018 Membership Meeting	Gary Martin Don Henkle
	A. Board of Directors Overview of 2018	
	B. Brief Comments from each board member	
	C. Overview of Past Year	
	D. Plans of Year Ahead	Gary Martin
	ANNUAL REPORT TO THE MEMBERSHIP	
7:15	Review of 2017-18 Operations -- Overview	Gary Martin
7:20	A. <u>Programming Committee</u> Annual Programming Report	Ed Fletcher
7:25	B. <u>Operations and Finance Committee</u> Annual Financial Report	Robert Morin
7:30	C. <u>Membership and Outreach Committee</u> Power of Voice / Ambassador Program	Bob Smith
	HONORS FOR 2017-18 MEMBER VOLUNTEERS	
7:35	Honoring Our Members	Henkle & Martin
	<ul style="list-style-type: none"> • Channel 18 Series Producer – Pastor Jessie Hopkins, "Victorious Living," and Jim Spears, "Antelope Christian SDA Church" • Channel 17 Series Producer – Randy Van Dalsen, "Media Edge" • Channel 17 Program Producer – Katelyn Ellis, "Sactown Underground," and Vee Ellis for "Sactown Insider" • Channel 18 Best New Series – Sue Ellen Williams, "God's Way" • Radio Producer of the Year – Bill Fuller, "The League of Musical Detectorists" • Radio "Rookie" of the Year – Michael Gorman, "New Tribal Mind" • TV "Rookie" of the Year – Elitas Chirwa, "The Mazzy TV Show" • TV "Volunteer Helper" of the Year – Van Gordon • Radio & TV Interns of the Year – Shavena Lewis, John Painter • Stellar Achievement – Tu Tamapua, "O Lau Afioga O Le Upu Moni" 	
7:55	Concluding Comments from Members & the Executive Director	Martin
8:00	End of Membership Meeting	
8:00-8:30	Refreshments & Distribution of Series Certificate (Gold Run Room)	



Access Sacramento Board of Director's Open Management Principles

The Board of Directors values our relationships with our member volunteers and the general public. Therefore, we adhere to the following principles in our policy decisions, business dealings, and public reporting.

Purpose of Openness Principles - The Board of Directors of Access Sacramento, a 501(c)3 membership organization, strives to be open and transparent to our members and the general public. Access Sacramento believes in transparency and accountability to its constituents and the public by providing information on governance structure, governance policies and our financial condition as reflected in audited financial statements and regular reports documenting our major programs and initiatives.

Policy Decision Making Process – The fifteen member Board of Directors serves as unpaid volunteers elected by a vote of our membership. The Board meets monthly at the Access Sacramento offices. The meeting date, time, and agenda are announced to the public at least 72 hours in advance on the web site - www.AccessSacramento.org. The public is invited to attend board meetings and time is identified on the agenda inviting public comments. The proceedings of these meetings are maintained and available in the business office during business hours. The published agenda identifies action items for board discussion and decision as permitted in the by-laws of Access Sacramento as a non-profit corporation.

Budget Approval and Review Process - The Access Sacramento annual budget and programming plan is drafted, reviewed, and approved by the Board. The documents are then reviewed and approved by the Sacramento Metropolitan Cable Television Commission. The Cable Commission is a joint powers authority of local incorporated cities and the County of Sacramento. Annual fiscal reviews are conducted by a certified public account and regular financial and programming reports are submitted to the Cable Commission. Access Sacramento posts an annual report on its website.

The Board and the Executive Director - Access Sacramento Board of Directors delegates to the Executive Director the authority to manage the staff, maintain the website and supervise day-to-day activities in accordance with these principles. The Board also expects the Executive Director to inform our membership and the general public of Access Sacramento's major activities and programs.

Questions or comments may be directed to the Board Chair and/or Executive Director at: 4623 T. Street, Suite A, Sacramento, 95819-4700 (916) 456-8600 at extension 100 or postmaster@AccessSacramento.org

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, July 26, 2018

Action Item IIIA Power of Voice Dinner Follow Up

Background: Access Sacramento's 6th annual "Power of Voice" award celebration was July 18, 2018 at the Clunie Community Center.

The board of director's Membership and Marketing Committee appointed a subgroup of planners including Kim Mims and Bob Smith as event co-chairs, to work with other board membes and staff to honor Front Street Animal Shelter manager Gina Knepp.

The board of directors may take any process for discussing the fundraising event, but one way would be to do a SWOT analysis and to focus on the event's structure in the following way:

Strengths:

Weaknesses:

Opportunities:

Threats:

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, July 26, 2018

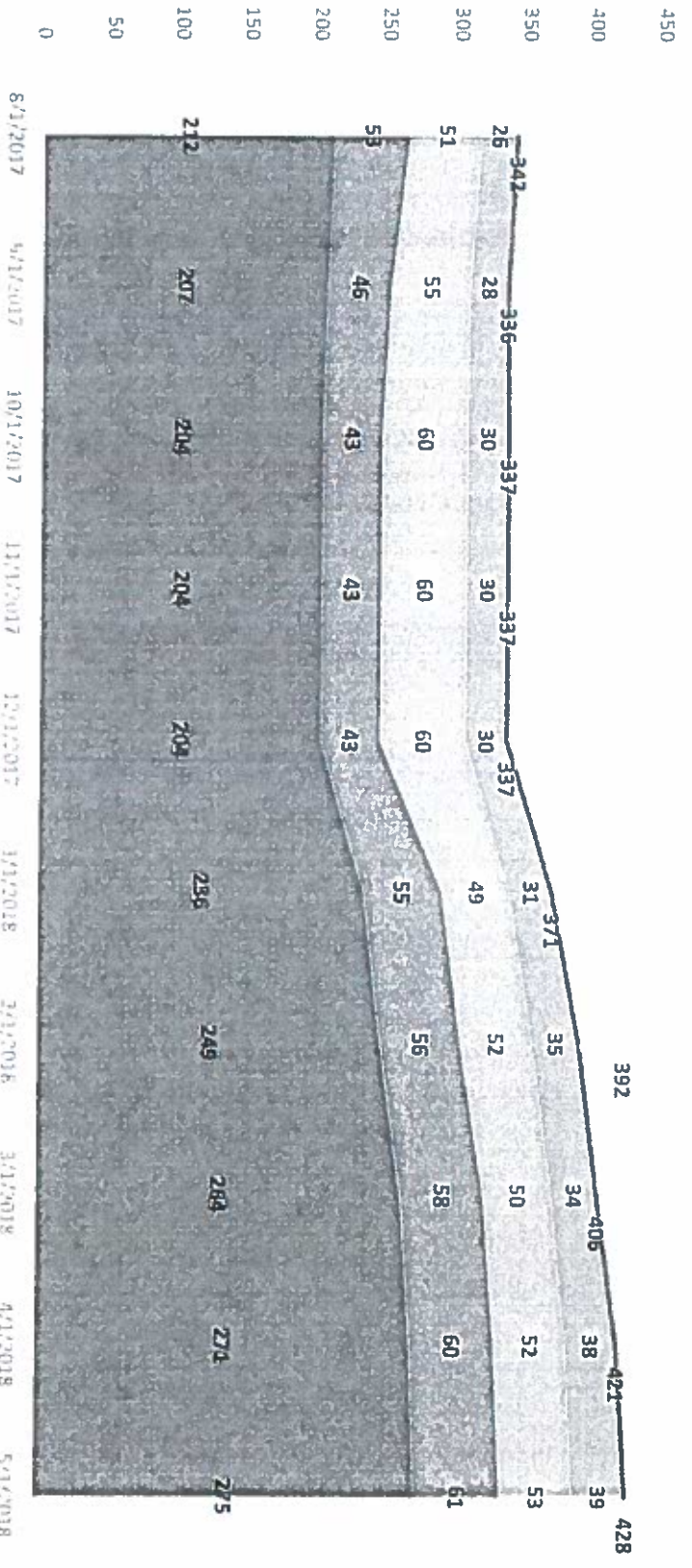
Discussion Item IV – Standing Committee Reports

Recommendation: It is recommended the Board of Directors receive verbal reports from the chairs of its three standing Committees

- | | | |
|----|-----------------------|----------|
| A. | Membership & Outreach | Smith |
| B. | Operations & Finance | Morin |
| C. | Programming | Fletcher |

	8/1/2017	9/1/2017	10/1/2017	11/1/17	12/1/17	1/1/18	2/1/18	3/1/18	4/1/18	5/1/18	6/1/18	7/1/18
Adult	212	207	204	204	204	236	249	264	271	275	283	295
Radio	53	46	43	43	43	55	56	58	60	61	48	49
Series Provide	51	55	60	60	60	49	52	50	52	53	53	55
Student	26	28	30	30	30	31	35	34	38	39	39	37
Total	342	336	337	337	337	371	392	406	421	428	423	436
All Catagor.												

ACTIVE MEMBERSHIPS



**NOTE: Radio 13 went to inactive status after given extra grace time to renew but have not paid to renew

Access Sacramento
 Access Sacramento
 Balance Sheet
 As of June 30, 2018

ASSETS

CURRENT ASSETS

Petty Cash	\$	450.00
Umpqua Checking		3,878.00
Union Bank Money Market		57,234.57
Union Bank		68,736.50
Citibank 4613		42,545.51
Umpqua Money Market		346,053.52
Bank of America - Operating		200.00
Bank of America - Payroll		6,918.63
Bank of America - Money Market		200.00
Citibank 1439		7,500.00
Union Bank Payroll		14,248.71
Sacramento VIP		<u>(45.00)</u>
 Total Current Assets		 <u>547,920.44</u>

PROPERTY AND EQUIPMENT

Office Furniture & Equipment		91,500.51
Assets Over \$1,000.00		1,465,798.46
Less: Accumulated Depreciation		<u>(695,809.00)</u>
 Net Property and Equipment		 <u>861,489.97</u>

TOTAL ASSETS \$ 1,409,410.41

LIABILITIES AND FUND BALANCE

LIABILITIES

Payroll Liabilities	\$	(7,801.61)
Accounts Payable		1,580.50
Special Project - SAC VIP		(730.42)
Accrued Vacation		17,242.79
Production Grant		<u>12,500.00</u>
 Total Liabilities		 <u>22,791.26</u>

FUND BALANCE

Fund Balance		1,196,370.97
YTD Increase(Decrease) to Fund Balance		<u>190,248.18</u>
 Current Fund Balance		 <u>1,386,619.15</u>

TOTAL LIABILITIES AND FUND BALANCE \$ 1,409,410.41

See Accountants' Compilation Report

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Access Sacramento
 Access Sacramento
 Statement of Income/Expense-Actual Versus Budget
 For One Month and Twelve Months Ended June 30, 2018

Combined Operations

	Current Month		Year to Date		Annual Budget
	Actual	Budget	Actual	Budget	
Revenue					
Grants	\$ 0.00	\$ 2,270.87	\$ 26,500.00	\$ 27,250.00	27,250.00
SMCTC Grant	0.00	39,782.25	477,387.00	477,387.00	477,387.00
SMCTC HTTP op Base	0.00	5,175.12	62,101.00	62,101.00	62,101.00
SMCTC GOTW Op Base	0.00	4,502.37	54,028.00	54,028.00	54,028.00
SMCTC 2018 Sq Reg	0.00	1,891.12	18,827.00	22,693.00	22,693.00
Peg Equipment Grant	0.00	7,907.75	94,893.00	94,893.00	94,893.00
PEG Coloma Rent	0.00	562.50	6,750.00	6,750.00	6,750.00
PEG Facilities Grant	0.00	54,935.62	659,227.00	659,227.00	659,227.00
Fundraising(POV)	0.00	791.63	12,741.03	9,500.00	9,500.00
KUBU	259.60	208.37	1,289.00	2,500.00	2,500.00
Interest Income	4.23	20.87	362.32	250.00	250.00
Membership Fees	2,238.25	1,750.00	22,922.20	21,000.00	21,000.00
User/Rental Fees	430.50	875.00	12,036.31	10,500.00	10,500.00
Training Fees	305.00	750.00	9,760.35	9,000.00	9,000.00
Contracted Production	1,030.00	1,266.63	-190.39	15,200.00	15,200.00
Donations	82.78	208.37	1,162.13	2,500.00	2,500.00
Film Festival	0.00	750.00	12,145.54	9,000.00	9,000.00
Fundraising	1,625.69	125.00	1,805.69	1,500.00	1,500.00
Underwriting	-179.05	333.37	2,151.48	4,000.00	4,000.00
Total Revenue	<u>5,797.00</u>	<u>124,106.84</u>	<u>1,475,898.66</u>	<u>1,489,279.00</u>	<u>1,489,279.00</u>

Access Sacramento
 Access Sacramento
 Statement of Income/Expense-Actual Versus Budget
 For One Month and Twelve Months Ended June 30, 2018

Combined Operations

	Current Month		Year to Date		Annual Budget
	Actual	Budget	Actual	Budget	
Personnel					
Executive Director	7,556.34	7,556.37	90,676.08	90,676.00	90,676.00
Office Coordinator	895.38	2,513.75	26,841.35	30,165.00	30,165.00
Chief Technician	952.64	1,369.87	11,967.54	16,438.00	16,438.00
Programming Director	3,563.06	3,376.12	43,681.22	40,513.00	40,513.00
On Call Production/Office	(183.96)	2,625.00	23,699.29	31,500.00	31,500.00
NNB Project	2,205.80	1,833.37	21,432.41	22,000.00	22,000.00
Director/Trainer	1,291.15	1,804.13	23,403.48	21,650.00	21,650.00
Producer/Editor	1,009.25	967.88	9,899.48	11,615.00	11,615.00
Hometown/Game of the Week	2,122.68	3,850.00	46,252.09	46,200.00	46,200.00
Radio Production Coordinator	2,871.12	2,960.62	33,628.57	35,527.00	35,527.00
Digital Media Coordinator	2,196.21	2,525.12	30,951.66	30,301.00	30,301.00
Playback Operator	2,308.90	2,073.38	26,810.76	24,881.00	24,881.00
Production Director-#1	3,952.14	3,952.13	47,425.68	47,426.00	47,426.00
Multi-Media Projects Coordinator	2,442.23	2,314.87	30,150.13	27,778.00	27,778.00
Office Help - Temporary	1,825.89	395.87	13,256.01	4,750.00	4,750.00
Radio Assistant Temporary	1,105.95	150.00	8,699.19	1,800.00	1,800.00
Fundraising/Underwriting Comm	0.00	20.87	0.00	250.00	250.00
Gross Wages	<u>36,114.58</u>	<u>40,289.35</u>	<u>488,774.94</u>	<u>483,470.00</u>	<u>483,470.00</u>
Payroll Taxes	2,612.86	2,916.63	35,809.59	35,000.00	35,000.00
Hometown/GOTW P/R Tax Exp	59.66	64.62	775.58	775.00	775.00
Medical Insurance	4,137.58	3,658.37	44,911.55	43,900.00	43,900.00
Retirement Plan	1,026.22	1,070.87	14,019.34	12,850.00	12,850.00
Workers Compensation	<u>627.70</u>	<u>366.63</u>	<u>4,933.10</u>	<u>4,400.00</u>	<u>4,400.00</u>
Benefits	<u>8,464.02</u>	<u>8,077.12</u>	<u>100,449.16</u>	<u>96,925.00</u>	<u>96,925.00</u>
Total Personnel	<u>44,578.60</u>	<u>48,366.47</u>	<u>589,224.10</u>	<u>580,395.00</u>	<u>580,395.00</u>
Occupancy					
Building - Rent Expense	4,976.40	4,562.50	55,155.10	54,750.00	54,750.00
Utilities	1,269.29	1,125.00	16,023.41	13,500.00	13,500.00
Insurance	(22,311.82)	2,853.12	7,464.72	34,237.00	34,237.00
Security	<u>441.00</u>	<u>425.00</u>	<u>7,345.02</u>	<u>5,100.00</u>	<u>5,100.00</u>
Total Occupancy	<u>(15,625.13)</u>	<u>8,965.62</u>	<u>85,988.25</u>	<u>107,587.00</u>	<u>107,587.00</u>

See Accountants' Compilation Report

Access Sacramento
 Access Sacramento
 Statement of Income/Expense-Actual Versus Budget
 For One Month and Twelve Months Ended June 30, 2018

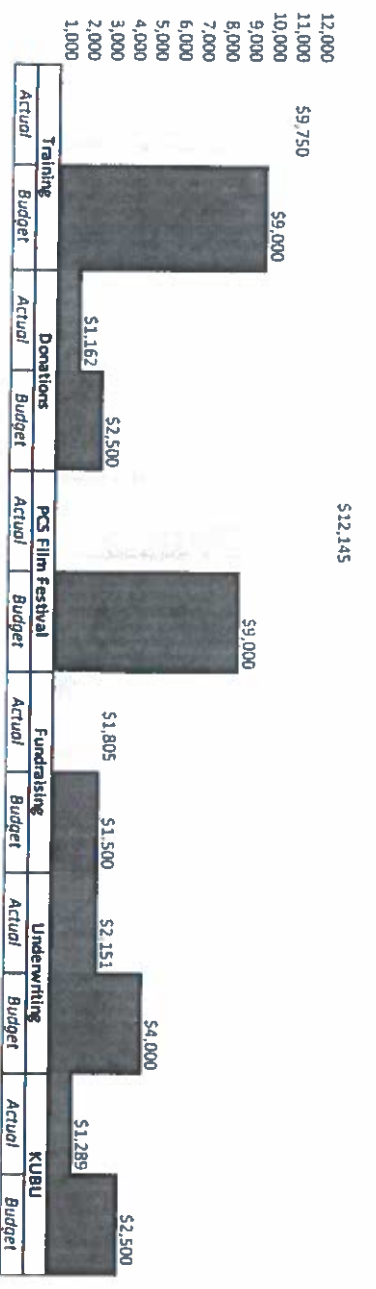
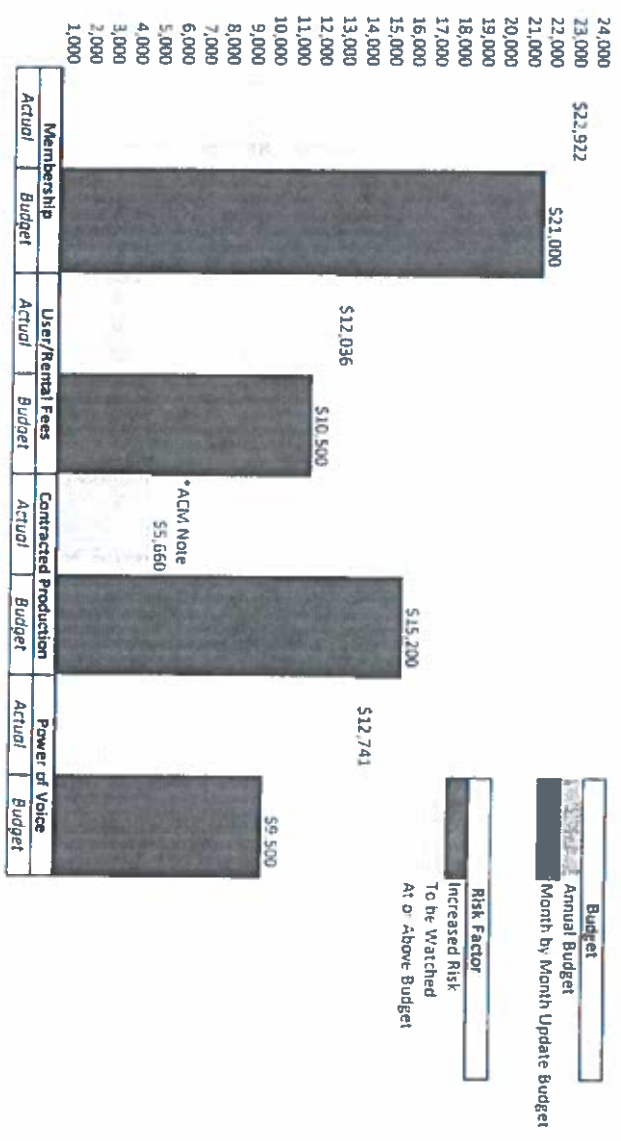
Combined Operations

	Current Month		Year to Date		Annual Budget
	Actual	Budget	Actual	Budget	
General & Administrative					
Office Expense	280.56	258.37	2,674.75	3,100.00	3,100.00
Telephone	1,223.06	916.63	11,172.31	11,000.00	11,000.00
Postage	210.29	183.37	1,108.82	2,200.00	2,200.00
Printing	0.00	64.13	725.83	770.00	770.00
Subscriptions & Publications	67.20	141.63	882.06	1,700.00	1,700.00
Accounting & Audit	1,924.00	2,450.00	28,038.00	29,400.00	29,400.00
Legal	0.00	41.63	40.00	500.00	500.00
Community Relations	828.40	691.63	8,805.29	8,300.00	8,300.00
Banking Expense	82.35	316.63	3,933.54	3,800.00	3,800.00
Bigday of Giving	0.00	62.50	0.00	750.00	750.00
Mileage, Parking & Travel	1,185.53	400.00	3,523.63	4,800.00	4,800.00
Promo & Advertising	0.00	416.63	3,176.31	5,000.00	5,000.00
Interest Expense	0.00	12.50	0.00	150.00	150.00
Training/Consultants	5,758.00	308.37	9,318.00	3,700.00	3,700.00
Total Gen & Administrative	11,559.39	6,264.02	73,398.54	75,170.00	75,170.00
Production					
Maintenance, Parts, etc.	790.60	750.00	6,658.84	9,000.00	9,000.00
Tape Stock	0.00	291.63	733.61	3,500.00	3,500.00
Truck Expense	214.00	308.37	3,757.77	3,700.00	3,700.00
Power of Voice	1,447.00	625.00	8,896.15	7,500.00	7,500.00
Grey Period Coverage	0.00	125.00	0.00	1,500.00	1,500.00
Program Guide/Viewfinder	80.00	67.50	803.93	810.00	810.00
Festival of Cinema	0.00	395.87	5,322.12	4,750.00	4,750.00
Total Production	2,531.60	2,563.37	26,172.42	30,760.00	30,760.00
Grants to Community					
Scholarships	0.00	25.00	275.00	300.00	300.00
KUBU Costs	521.93	520.87	10,334.11	6,250.00	6,250.00
Total Grants to Community	521.93	545.87	10,609.11	6,550.00	6,550.00
Contingency (Miscellaneous)	0.00	24.88	0.00	299.00	299.00
Total Contingency	0.00	24.88	0.00	299.00	299.00
Fixed Asset Aquisitions					
Media Lab	0.00	2,024.50	3,631.63	24,294.00	24,294.00
Trcaster Upgrades	0.00	2,924.13	0.00	35,090.00	35,090.00
Production Equipment	207.34	2,441.12	11,480.73	29,293.00	29,293.00
Radio The Voice	42.52	2,772.75	24,580.08	33,273.00	33,273.00
iT Network	2,000.00	4,338.75	22,659.90	52,065.00	52,065.00
Studio Lighting Conversion	92,121.71	13,491.50	131,581.01	161,898.00	161,898.00
Coloma TV Studio	22,308.83	2,241.12	22,308.83	26,893.00	26,893.00
Coloma Office	441.30	356.00	7,566.85	4,272.00	4,272.00
HT NNB Broadcasters Servers	4,063.33	4,063.37	48,222.88	48,760.00	48,760.00
Office Equipment	539.89	524.63	5,345.72	6,296.00	6,296.00
Office Software	360.00	177.25	4,354.86	2,127.00	2,127.00
HT HUB & Spoke	1,790.25	1,790.25	21,917.00	21,483.00	21,483.00
Live Truck Connectivity	0.00	1,623.75	19,530.00	19,485.00	19,485.00
Community Memory Archive	2,417.25	2,417.25	28,541.67	29,007.00	29,007.00
HD Truck Integration Plan	19,423.30	7,607.25	76,615.42	91,287.00	91,287.00
Coloma Checkout Equipment	458.20	2,692.50	8,935.10	32,310.00	32,310.00
Cloud Storage Migration Pilot	1,799.08	1,799.12	20,652.45	21,589.00	21,589.00
Master Control Automation/Comp	3,800.00	849.87	14,272.48	10,198.00	10,198.00

Access Sacramento
 Access Sacramento
 Statement of Income/Expense-Actual Versus Budget
 For One Month and Twelve Months Ended June 30, 2018

	Current Month		Year to Date		Annual
	Actual	Budget	Actual	Budget	Budget
Sets & Green Hard Cyc	0.00	3,241.50	28,061.45	38,898.00	38,898.00
Total Asset Aquisitions	151,773.00	57,376.61	500,258.06	688,518.00	688,518.00
Total Expenditures	195,339.39	124,106.84	1,285,650.48	1,489,279.00	1,489,279.00
Net Increase(Decrease) to Fund Bal	\$ (189,542.39)	\$ 0.00	\$ 190,248.18	\$ 0.00	\$ 0.00

2017-2018 Income Summary
At-Risk Income
 (Excludes Non-Cable Commission Funding & Grant Funding)
 FIRST DRAFT - For 12 Months / June, 2018



* Unreimbursed ACM: West are pending

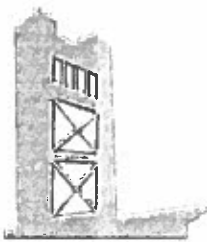
Item V

Executive Director's Report to the Board of Directors
July 26, 2018

- A. A Place Called Sacramento Update – Movie production continues for the 10 selected films. All winning writers report being on task for shooting and delivery. The contract from the Oct. 6 use and deposit for the Crest Theatre has been sent in.
- B. For Profit note to SMCTC – an e-mail inquiry probing this issue was sent to Karen Liu on process. She replied and asked that I send a letter with the specific questions for response. This will be done early next month.
- C. SMCTC Contract – The contract for funding and operations from SMCTC was received this week, signed and sent back. A fully executed copy will be returned after getting an original signature. *(Copy attached.)*
- D. Hiring Update – applications for producer-director, production assistant and video instructor have been coming in. The Director of Production and Training position is now vacant as well and a job description will be posted after review by HR To Go.
- E. Sick Leave Accrual – Part time staff have been granted a sick leave accrual of 24 hours per recommendation of HR to Go to account for current state law. On-call staff accrual one hour of sick leave per 30 hours worked, per state process and our handbook for the last several years but a portion of the process should yield a minimum number of available sick leave hours after 90 days.
- F. Banking Change Over – Payroll has been process out of Bank of America and checks for the new operating account have been ordered. Meanwhile, operations and payroll accounts at Union Bank continue until all aspects of Bank of America are confirmed to be working properly. No change in the Capitol Outlay accounts at Umpqua bank are planned.
- G. A initial draft schedule for the Fall Game of the Week Schedule is under review. First Football game would be Friday, Aug. 17. A girls volleyball match is set for Aug. 24. High School football in the regular season would continue for six weeked, with a community college football game Sat. Sept. 29, before wrapping up regular HS football and 3 playoff games in partnership with the NFHS Network. The renewed contract with NFHS was signed and submitted this week.
- H. KUBU App numbers and streaming performance continues at the normal pace. *Copy Attached.)*
- I. 2017-18 Purchasing:
 - a. Installation of lighting for the TV Studio was handled by the integrator over the weekend of July 13-16. Training was done for staff July 16. One of the dimmer control modules was failing and a part was installed July 19 to complete this project. Staff are exciting about the potential.

- b. TV Studio HD control room – New BlackMagic hyperdeck recorders were installed to provide added audio flexibility, the NewTek Talk show module was stalled and IT network conformed for its need, the DVD burner for SD and HD was checked and is now working, Staff training on routing and control of this space is in the hands of regular users of the control room now and we are pleased with both potential and opportunity that is expanding for members.
 - c. HD Truck improvements – A variety of improvements in routing and network management have been completed. A 2nd generator has arrived so the truck can be operational fully without shore power. [The RV is likely to get reset as a grip truck to transport the other generator and a variety of elements currently moved by the Van.]
- J. Mariposa Room (Digital Media Lab) Remodel: Liz Harrison and I have met with the City of Sacramento’s senior architect, senior mechanical engineer, HVAC specialist, our lease agent and Community Center Coordinator about the remodel of the digital media lab. We discussed the needs for power, drop ceiling, HVAC reset, projection, computer furniture pods and other design aspects. An updated scope of work document and project timeline is expected in about two weeks. The mechanics of handling the finances is being considered since we are a leasee/tenant and the project will exceed \$100,000 which triggers other oversight/review for the City.
- K. Security Camera Expansion: Additional security camera placements for the Coloma Community Center’s hallway approaches to our rooms are being designed. Inside door monitors that view those camera views will allow staff to know what’s happening outside before opening a door. The video recorder for those HD cameras views is being expanded to manage all of the cameras and to provide for between 3-4 weeks storage of all angles. The new recorder can be set to auto-back up to safe on site storage as well without the need for human back ups.
- L. A variety of hometown TV projects are being edited or shot: Horse polo, Rotary Human Trafficking, Power of Voice, Skips Stairway to Stardom, APAPA Voter Forum, A Place Called Sacramento Film Festival.
- M. Miscellaneous Updates:
 - a. I attended the board of director’s meeting for the Alliance for Community Media during its national conference in Baltimore. Several impressive sessions about fund raising, including about expanding annual giving and closed captioning were particularly beneficial.
 - b. Radio Programming Director Shane Carpenter, engineer Tim Parish and I are working with the National Federation of Community Broadcaster and Sound Exchange to set in motion the necessary steps for reporting out music use on KUBU-LP. Within 30 days a solution must be found, I so we will have a plan for implementation before that, with the intention to roll a process out to all of our radio members. Over the air copyright fees are paid annually, but the fact our radio station is streamed triggers additional oversight under current law.

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SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION

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A Joint Powers Agency Representing Sacramento County and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Rancho Cordova and Sacramento

ANNUAL FUNDING AND PERFORMANCE AGREEMENT FOR CHANNEL LICENSEE FISCAL YEAR 2018-19

THIS AGREEMENT is between the SACRAMENTO METROPOLITAN CABLE TELEVISION COMMISSION ("SMCTC") and SACRAMENTO COMMUNITY CABLE FOUNDATION, DBA ACCESS SACRAMENTO ("Licensee"). It is supplemental to that certain agreement between the same parties entitled LICENSE AND OPERATIONS AGREEMENT PERTAINING TO USE OF COMMUNITY PROGRAMMING CHANNEL(S) (the "Licensing Agreement") which was effective as of November 6, 2003, and which was subsequently amended to extend the Agreement through and including June 30, 2019.

This Agreement (the "Funding Agreement") is made with reference to the following facts, among others:

A. SMCTC and Licensee have entered into the Licensing Agreement. The Licensing Agreement provides Licensee the right to use one (or more) cable television channels which SMCTC controls for television programming which is beneficial to the public, subject to certain terms and conditions.

B. The purpose of this Funding Agreement is to provide certain funds to Licensee for the purpose of operating the cable television channel(s) licensed to it under the Licensing Agreement, except to the extent that those funds originate from public, educational, and governmental (PEG) access channel fees, since the use of those PEG funds is restricted as set forth in Section 4 of this Funding Agreement.

C. SMCTC has received a proposal from Licensee for funding. SMCTC hereby approves the proposal as modified based on review by Legal Counsel of eligible PEG equipment/facilities, and as approved by the Board. A copy of the Licensee proposal which is in the possession of SMCTC is hereby incorporated by this reference.

WHEREFORE, THE PARTIES AGREE:

1. Payment to Licensee.

(a) For and in consideration of Licensee operating the cable channel(s) for which it is licensed according to the approved proposal, SMCTC hereby agrees to pay Licensee in two semi-annual installments the total sum of **ONE MILLION THREE HUNDRED SEVENTY-SEVEN THOUSAND SIX HUNDRED FORTY TWO DOLLARS (\$1,377,642)** as follows:

FISCAL YEAR 2018-19 (WITH 4.59% COLA FOR BASES)	
Access Sacramento – Operations Base (General Fund)	\$503,755
HT-TV – Operations Base (General Fund)	\$65,530
GOTW – Operations Base (General Fund)	\$57,012
GENERAL FUND TOTAL	\$626,297
Facility/Equipment Base (PEG Fee Fund)	\$100,431
PEG Equipment (PEG Fee Fund)	\$602,211
HD Truck Upgrades (PEG Fee Fund)	\$36,987
Coloma Center Rent (PEG Fee Fund)	\$11,716
PEG FEE FUND TOTAL	\$751,345
TOTAL FISCAL YEAR 2018-19 FUNDING	\$1,377,642

The above payments will be made on or about August 31, 2018 and February 28, 2019.

2. **Licensing Agreement.** In addition to operating in accordance with the approved proposal, Licensee agrees to be bound by all terms and conditions of the Licensing Agreement, which are incorporated by this reference, as though they were fully set forth herein. A breach of the Licensing Agreement shall automatically be considered a breach of this Funding Agreement and *vice versa*.

3. **Payment Contingent on Receipt of Fees.** Licensee understands that the amount specified in Section 1 will be paid to Licensee out of the franchise and/or licensing fees and/or PEG fees collected by SMCTC from cable television operators. SMCTC shall be under no obligation to pay to Licensee the amount stated in Section 1, or any other amount, unless SMCTC receives sufficient fees to make such payment. Licensee further understands that other licensees may, or have, submitted proposals for operation of the channel(s) licensed to them and that SMCTC may, or has, approved such proposals, and that SMCTC may sign, or has signed, funding agreements with them.

In the event SMCTC receives some, but not all, of the fees necessary to fund all funding agreements, each licensee shall receive its *pro rata* share of the available funds based on the percentage each individual licensee's approved dollar amount under its funding agreement bears to the total dollar amount of all funding agreements.

4. **Use of PEG Fee Funding.** Licensee understands that a portion of the amount specified in Section 1 may be paid to Licensee from money that originated from public, educational, and governmental (PEG) access channel fees, which portion, if any, is reflected in the table in Section 1(a). As a condition of accepting PEG fee funds, Licensee agrees to use those funds only for capital expenditures and facilities and for no other purpose. Licensee shall provide for such fiscal control and funding accounting procedures as reasonably necessary to assure proper disbursement, accounting, and expenditure of PEG fee funds. Notwithstanding Licensee's acceptance of PEG fee funds, Licensee shall be subject to all of the provisions of the Licensing Agreement, including reporting requirements, except those provisions that conflict with this Section 4 with respect to the use of PEG fee funds. At SMCTC's discretion, PEG fee funds may be disbursed to Licensee upon SMCTC's receipt of invoices from Licensee for qualifying expenditures.

Since applicable law does not specifically define those expenses that qualify as capital costs, SMCTC has developed a working definition of the types of expenses that it believes qualify for the use of PEG Fee Funding. SMCTC reserves the right to modify its working definition as the law on this topic

develops. In accordance with SMCTC's working definition, PEG Fee funding may be used for the following expenditures: purchase of equipment, rental of facilities, purchase of software, and tangible goods provided that a CPA certifies that the tangible goods qualify as capital expenditures pursuant to standard accounting practices. PEG Fee funding may not be used for the following expenditures: operations, training, maintenance, employment of staff, and hiring of persons to perform services.

Licensee further understands and agrees that certain of the PEG Fee funding provided by SMCTC was awarded based on a request from Licensee and that the use of the PEG funds are limited to the expenditures outlined in that request as approved by SMCTC. If Licensee determines that it will not proceed with the expenditures as set forth in the request approved by SMCTC during the current fiscal year, then Licensee shall notify SMCTC if the Licensee would like to re-submit the PEG Fee Funding in the next fiscal year.

The Executive Director shall consider and may approve any request for an extension to the next fiscal year pursuant to this section. Any request beyond the next fiscal year shall be submitted to the Commission for its consideration. Further, Licensee may determine that it has critical or pressing needs that it would prefer to direct the funding towards than the approved request. Should such occur, Licensee may submit such a request, in writing, to the Executive Director with the rationale for this request. The Executive Director may consider and approve the request provided that he/she determines that (1) it is the type of expenditure that would have been eligible for PEG Funding, (2) the need expressed is critical or pressing and (3) the amount does not exceed \$50,000 dollars. Any request above this amount must be approved by the Commission Board.

The Executive Director may also elect to seek direction or action by the Commission Board on any requests made pursuant to this section. Neither the Executive Director nor the Commission Board is required to approve any request for modification made pursuant to this section. If the request is not approved and the Licensee does not use the funds for the purpose and within the time frames, as approved by the Commission, such funding approval shall be cancelled and may be reallocated as the Commission deems appropriate.

If Licensee is able to complete an approved PEG Fee project for less than the approved PEG Fee funding, the Licensee may so notify SMCTC and request that the Licensee be authorized to retain the allocation of PEG Fees not required for a future project that would be otherwise eligible for PEG Fee funding. Such request shall be approved by the Executive Director provided that the Licensee has completed the approved project and agrees to use the remaining funding for an eligible project within the then current or the next fiscal year. Funds not used within the next fiscal year shall be remitted to the SMCTC or will be deducted from future approved allocations.

5. Re-payment of Remaining Funds on Demand; Freezing Expenditures. Licensee understands that pursuant to the Licensing Agreement, its license may be revoked or terminated under certain conditions. Licensee agrees that if its license is revoked or terminated it will, immediately upon demand of SMCTC, pay to SMCTC any and all amounts then held by it from the funds provided to it by SMCTC under this Funding Agreement. Licensee further agrees that SMCTC may, at any time, order Licensee to cease, and Licensee shall cease, spending any of the funds provided to Licensee by SMCTC under this Funding Agreement in order for SMCTC to make a determination whether to revoke or terminate Licensee's license.

6. Sale or Transfer of PEG Funded Property or Equipment. Licensee shall not sell or transfer property or equipment acquired with, or funded by, PEG Fees without the prior written consent of SMCTC. Should Licensee wish to sell, transfer, or otherwise dispose of PEG Funded property or equipment, Licensee shall make a written request to the Executive Director.

7. No Right of Action. Licensee understands and agrees that it has no right of judicial action against SMCTC for the failure of SMCTC to pay any or all of the funds to Licensee under this Funding Agreement. Such judicial actions include those at law and/or equity, including, but not limited to, any action to compel payment of the funds, any action for general or special damages, or otherwise.

8. Effective Date of Agreement. This Funding Agreement shall be first executed by the Licensee. It shall be effective on the date next to the signature of the Executive Director of SMCTC after the Executive Director has been authorized to execute it by SMCTC.

9. Term. The term of the Funding Agreement ends June 30, 2019.

**SACRAMENTO COMMUNITY CABLE
FOUNDATION DBA ACCESS SACRAMENTO**

**SACRAMENTO METROPOLITAN
CABLE TELEVISION COMMISSION**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



**SURFERNETWORK STREAMING AUDIENCE REPORT
KUBU-LP**

7/1/2018 to 7/20/2018

Stream Type = ALL

Total GB Transferred : **16.384 GB**

Total Player Open (Desktop): **347**

Total Player Open (MobilePlayer): **32**

Total App Opens (Android): **140**

Total Apps Opens (iOS): **87**

Total Alexa Sessions: **0**

Third Party Connections: **9**

Unique Visitors (Aggregated) : **255**

Repeat Visitors (Aggregated) : **93**

Average Time Spent On Stream (per day) : **52.16 Minutes**

Average Tuning Hours (per day) : **16.04 Hours**

Aggregate Tuning Hours : **304.67 Hours**

Most Popular Day (Aggregated) : **Wednesday [Filtered by GB]**

Most Popular Date : **7/11/2018 [Filtered by GB]**

Most Popular Hour (Aggregated) : **2 PM**

Average Quarter Hour (AQH) : **0.48 Visitors**



**SURFERNETWORK STREAMING AUDIENCE REPORT
KUBU-LP**

6/1/2018 to 6/30/2018

Stream Type = ALL

Total GB Transferred : 27.755 GB

Total Player Open (Desktop): 646

Total Player Open (MobilePlayer): 65

Total App Opens (Android): 214

Total Apps Opens (iOS): 140

Total Alexa Sessions: 0

Third Party Connections: 33

Unique Visitors (Aggregated) : 514

Repeat Visitors (Aggregated) : 186

Average Time Spent On Stream (per day) : 30.83 Minutes

Average Tuning Hours (per day) : 17.11 Hours

Aggregate Tuning Hours : 513.42 Hours

Most Popular Day (Aggregated) : Friday [Filtered by GB]

Most Popular Date : 6/1/2018 [Filtered by GB]

Most Popular Hour (Aggregated) : 2 PM

Average Quarter Hour (AQH) : 0.54 Visitors

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, July 26, 2018

Action Item VI Public Comment

Members of the public may fill out a speaker card to address the board of directors on items not on the agenda with a specified time-limit per speaker.

