

**NORTH SUBURBAN ACCESS CORPORATION**  
**January 5, 2012**  
**Immediately following NSCC Meeting**  
**NSCC/NSAC**  
**2670 Arthur Street, Roseville, MN**

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
  - A. Executive Director
  - B. Production & Outreach Manager
  - C. Senior Technician/Facilities Coordinator
- VI. General Business
  - A. Treasurer's Report – November 2011
  - B. Appointment to Nominating Committee
  - C. Executive Director's Performance Review
- VII. Announcements
  - A. Crew introductions
- VIII. Adjournment

*Please call the office if you or your alternate are  
unable to attend the meeting.*

Next Regular Meeting – February 2, 2012

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**NORTH SUBURBAN ACCESS CORPORATION  
MINUTES  
December 1, 2011**

**I. Call to Order**

Board President Dan Roe called the meeting to order at 7:47 pm at the CTV North Suburbs Roseville facility

**II. Roll Call**

The following Board Members were in attendance:

Craig Wilson, Arden Hills  
Rick Talbot, Falcon Heights  
Rick Montour, Little Canada  
Nancy Kracl, Alternate, Mounds View  
Gina Bauman, New Brighton  
Steve Beilke, North Oaks  
Dan Roe, Roseville  
Jim Roth, St. Anthony

Others Present:

Coralie Wilson, Executive Director  
Tim Domke, Production and Outreach Manager  
Patrick Cook, Senior Technician & Facilities Coordinator  
Patricia Doocy, Office & Human Resource Coordinator

**III. Approval of Agenda**

Mr. Montour moved, seconded by Ms. Bauman, to approve the agenda.  
The motion was approved unanimously.

**IV. Approval of Minutes**

Mr. Wilson moved, seconded by Mr. Talbot, to approve the minutes of the November 3, 2011, Board meeting. The motion was approved with two abstentions from Mr. Beilke of North Oaks and Ms. Kracl from Mounds View.

**V. Reports**

**A. Executive Director**

Ms. Wilson announced that CTV has received the lien waivers from Weber Construction, they have been sent to Ryan Companies; they have been accepted, and a check for the tenant improvement funds will be delivered to CTV's offices soon.

Ms. Wilson thanked Duane Rivard, State Farm Insurance and Lynn Redlinger for contributions that enabled CTV to purchase new furniture for the "Off Air" Lounge.

Ms. Wilson also reminded the Board of Directors as well as the viewers at home of the annual Santa Call-In program, Tuesday, December 6 from 6 to 8 pm.

**B. Production and Outreach Manager**

Mr. Domke reported that, in November, 39 students were trained in six different classes, which is the highest November class attendance in 10 years. He also reported that, in October 40 students were trained, which was the third highest October class attendance in 10 years. He added that part of that training is a program that was started with the Roseville Adult Education program.

Mr. Domke reported on the Youth Media program involving teens. Their program, "Teen Life," shows segments on how teens are affected by the music they listen to, trick skiing and action sports, a documentary on the role of dance in the lives of two of the teens, and a video poetry style program, based on a poem written by one of the participants.

**C. Senior Technician and Facilities Coordinator**

Mr. Cook reported that CTV is working with the Ramsey County Sheriff's Department in recording programs here in the studio and then being able to edit at their homes.

Mr. Cook also reported that with newly released software, just acquired, the CTV IT department will develop a program that will enable volunteers will to review the availability of equipment to check out via the web, although they will still have to call CTV's front desk to reserve the equipment or facilities.

**VI. General Business**

**A. Treasurer's Report**

Mr. Beilke moved, seconded by Ms. Bauman, to approve the October 2011 Treasurer's report. The motion was approved unanimously.

**B. Appointment to Strategic Planning Committee**

Mr. Roe reported that he, Mr. Huffman and Ms. Haake are presently serving on the Strategic Planning Committee, but Ms. Haake will be leaving for Florida in early December. He opened up the opportunity for another Board member to consider serving on the committee. Ms. Wilson may have a recommendation of someone outside the Commission/Board at the January meeting.

**C. 2012 Budget**

Mr. Beilke moved, seconded by Ms. Bauman, to adopt the 2012 Budget.

**VII. Announcements**

**A. Crew introductions**

Mr. Roe introduced the production crew: Greg Johnson, OraMae Mitchell, Fehintola Ologunde, Riley O'Brien, Kevin O'Brien and Kevin Schmitz.

Mr. Talbot announced that Falcon Heights is losing its City Administrator, Justin Miller. Mr. Talbot thanked Mr. Miller stating he has been an asset to the City. Mr. Miller will be the City Administrator for Mendota Heights.

Mr. Roe thanked CTV for recording a program on redistricting for the League of Women Voters of Roseville, Maplewood, Falcon Heights and Little Canada.

**VIII. Adjournment**

Mr. Montour moved, seconded by Mr. Wilson, to adjourn the meeting. The motion was approved and the meeting adjourned at 8:29 pm.

Respectfully submitted:

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Blake Huffman, Secretary Treasurer

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**NSAC Item V.A.  
December 29, 2011**

**to:** Board of Directors

**from:** Cor Wilson  
Executive Director

**subject:** December Report

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Final Construction Report – I am pleased to report that Melanie Peterson, Ryan Companies Property Manager, delivered a check for \$271,420 for the tenant improvement funds specified in our lease. The check has been deposited and is now being transferred back into one of the Equipment Replacement accounts. Deducting the amount of the check from Year-to-Date Capital Improvements leaves a balance of \$505,502 for the remodeling of our new offices and production facilities.

Santa Call-in – We had a very successful Santa Call-in program this year, with more than twice as many calls coming in than in 2010. We also had 58 unique page views, from cities from Minneapolis to Duluth to Milwaukee. I have attached a report from Shannon Hunter, who produces the program with Volunteer Coordinator Teresa Renneke.

Municipal Assistance Program – Tim Domke's report includes the statistics on the cities' use of the Municipal Assistance Program. The top three cities using the program in 2011 were Shoreview (99 hours), Roseville (91 hours) and Lauderdale (75.5 hours). The total for all ten cities was 453.75 hours.

Strategic Planning Committee – The Strategic Planning Committee met, with Director Barb Haake calling in from sunny Florida, on December 15 for a preliminary report from Sue Buske, The Buske Group, on the results of the needs ascertainment meetings and surveys. The information was very positive and very helpful. We are currently working on drafting a mission statement that will likely be shared with the Board of Directors at the February 2012 meeting.



# Santa Call-In Report

Date of Production: December 6, 2011  
Producers: Shannon Hunter & Teresa Renneke

## CALL STATS

	2011	2010	2009
<b>COMING IN</b>	55 calls 77 kids	25 calls 33 kids	27 calls 37 kids
<b>ON-AIR</b>	47 calls 64 kids	25 calls 33 kids	27 calls 33 kids
<b>MADE AFTER SHOW</b>	4 calls 6 kids	0 calls 0 kids	0 calls 0 kids

## WEB STATS

		SOURCE	LANDING PAGE
<b>PAGE VIEWS</b> (INCLUDES THE TIME WHEN SOMEONE GOES ON THE PAGE MORE THAN ONCE)	110 views	Direct - 61 views Google - 28 views AOL - 11 views	Front Page - 102 views Santa Page - 6 views
<b>UNIQUE PAGE VIEWS</b> (EACH PERSON COUNTED ONCE)	58 views	Direct - 34 views Google - 16 views AOL - 3 views	Front Page - 51 views Santa Page - 5 views

## TOP 10 CITIES (ON THE WEB)

Minneapolis, Circle Pines, Chanhassen, Tucson, Duluth, Hopkins, Milwaukee, Lake Oswego, St. Paul, Ballinger

## SCHOOL STATS

(FLYERS)

Bel Air: **3 calls**, Pinewood: **6 calls**, Sunnyside: **5 calls**, Turtle Lake: **2 calls**, Valentine Hills: **10 calls**

(NO FLYERS)

St. Odilia, Vadnais Heights Middle, Zimmerman, North Point, Highview

\*\*No school listed: **24 calls**

## SPONSORS

**Linders, Bradley & Guzzetta, JohMar Farms (reindeer)**

## CREW LIST

Ellen Anderson, Maureen Anderson, Margaretha Beach, Jarame Berneche, Neil Blageo, Ian Cobb, Patrick Cook, Emily Domke, Tim Domke, Pat Doocy, Carol Hart, Shannon Hunter, Dale Irving, Siobhan Kierans, Ryan Kroll, Dave Olsen, Lauren Peake, Lori Pulkrabek, Staci Skoog-Bownik, Lynn Redlinger, Teresa Renneke, Kevin Schmitz, Laurie Schneider, Terri Schultz, Mary Smith, Johnny Sommer, Don Swenson



NSAC Item V.B.  
December 27, 2011

To: Cor Wilson  
Executive Director

From: Tim Domke  
Production and Outreach Manager

Subject: December 2011 Report

**Public** – In December, CTV trucks covered 15 events. Roseville Area High School's Wayne Powers and students produced nine events, and Brian Brady produced two events for St. Anthony High School that included coverage of the Fridley Holiday Basketball Tournament.

Other productions of note include John Rusterholz's annual coverage of the Shoreview Northern Lights Variety Band Holiday Concert and Keith Flanagan's "Netlife" series.

CTV also helped produce the St. John's Church of Little Canada and St. John's Church of New Brighton Christmas programs.

**Production Services** – CTV is currently working on paid productions for:

Disability Viewpoints from Fargo – Second run was approved and given to clients and working on putting the show on TPT.

Care Minders Home Care – Final shoot date for fourth of four productions held December 5.

Roy Wallace Group – Second program currently underway and waiting for follow up after a rough cut was shown to the clients of the Wallace Group.

CLUES – Finished production of PSA (shown at 9/27/11 Twins game); history video was completed and viewed at CLUES "30<sup>th</sup> Anniversary of Service to the People of Minnesota" held October 27. The last project is the testimonial video that was due November 10; its deadline has now been moved to sometime in February. The video is waiting for its final changes.

Mu Daiko – Early plans are being made for this two-part program that includes the concert and a documentary of the drum group.

**Training and Volunteer Administration** – In December, CTV trained 50 students in eleven classes: CTV 101, Final Cut Pro, Camcorder, Basic Studio and Basic Truck. Fourteen new people were introduced to CTV in the CTV 101 classes.

CTV continues to train students from the Roseville Adult Education program. Instruction in December focused mainly on camcorder and field production. January will focus on editing and studio production. Classes wrap up on January 27.

Dale Irving reports that classes and workshop dates have been released for the first six months of 2012. A special workshop on March 12 will feature Maxine Davis discussing how to begin your own Family History Video.

#### **Youth Media–**

Rachel Roff reports that the CreaTV Teen Show groups continue to meet and continue to produce segments for their first show. The CreaTV Teen Show groups have been meeting on Tuesdays and Wednesdays since October 11. They have begun to learn how to edit and seem to enjoy spending time in post-production.

After the holidays, youth will do their final recording and pull everything together in post-production. They will also design and paint a CreaTV set for the studio shoot in which they will introduce their episode segments.

### **Other Youth News**

Rachel met with Ramsey County Library staff and initiated the plans for a middle school-aged girls media program inspired by the Miss Representation documentary and the need to empower young women to tell their own stories. The program will launch in the summer of 2012.

**Government** – Kevin Schmitz reports that he is recording the destruction of Roseville’s Fire station #1 located near the City Hall off the corner of Lexington and Woodhill Drive. This is the first step in the recently approved construction of a new centrally located larger fire station. This video is a part of Roseville’s efforts to capture and/or archive various city-based services happening throughout the calendar year.

For Kevin’s complete report see attached.

**Marketing Activity** – Lori Pulkrabek recaps the year of 2011. This past year was probably the busiest I’ve encountered in my time at CTV. We began the year in a temporary location and held a Neighborhood Open House on March 10 to introduce ourselves to the surrounding businesses. We then moved into our permanent location at 2670 Arthur Street at the end of June. We held two open houses to showcase our new facility: VIP Open House on August 18 and Community Open House on August 20. While we’re still working on the finishing touches, we are grateful to be in our fantastic new facility!



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## December 2011 Municipal Productions Report

By Kevin Schmitz

### CTV North Suburbs' Mission

- To increase awareness and encourage the use of cable communications as a means of sharing information in and among member cities.
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### City Assistance Program

#### Lauderdale Halloween Event 2011

CTV Interns and Kevin Schmitz all contributed in the creation of the LD Halloween Video, resulting in **17.5 hours** credited under the 100 hours program.

#### RV Fire Station Demolition Video

Kevin Schmitz, shot the demolition in 2 parts, under Tim Pratt's direction, resulting in **4.5 hours** credited under the 100 hours program.

#### RV Tapes Dubbing Project

CTV interns worked over a series of weeks dubbing archival footage onto DVDs, under Tim Pratt's direction, which resulted in **12 hours** credited under the 100 hours program.

### Events Coming Up...

#### Lauderdale's Snow\*Commotion 2012

Lauderdale's Annual Celebration taped under the 100 hours program.

(Saturday, January 28<sup>th</sup>, 2012)

#### Falcon Heights Winterfest 2012

Falcon Heights Annual Celebration taped under the 100 hours program.

(Sunday, January 29<sup>th</sup>, 2012)

Note: See attached reports for detailed information and year to date totals for each city.

### Next Board Meeting...

#### NSCC/NSAC Commission Meeting

Thursday, January 5<sup>th</sup>, 2012

### Roseville Fire Station #1 Demolition

December, 5-8th

Under the direction of Roseville's Tim Pratt, I filmed the destruction of Roseville's Fire station #1 located near the City Hall off the corner of Lexington and Woodhill Drive. This is the first step in the recently approved construction of a new centrally located larger fire station serving the larger Roseville area in an equally good and cost effective way. This video is a part of Roseville's efforts to capture and/or archive various city-based services happening throughout the calendar year.

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### New Source for Creative Commons Music

Used in the LD Halloween Party 2011 Video

I wanted to provide a quick interesting note I learned from one of our CTV Interns this past month. For those of you who saw the Lauderdale Halloween Party Video for 2011, the music used really helped carry the short program. That piece of music was found with Vimeo's new venture called the *Vimeo Music Store*. At the *Music Store* there are currently over 45,000 tracks, some of which are free to use under their *Creative Commons License*. A perfect example of how the intern program can be a great teaching tool for both the Interns and us staff members as well.

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### Quarterly Municipal Productions Meetings to Start January 2012

First Tentative Date – Tuesday, January 17<sup>th</sup>, 2012 at 2:00 p.m.

In some of CTV's recent focus group discussions, many city professionals indicated that a quarterly meeting regarding municipal productions would be worthwhile in an effort to share information, collaborate and discuss potential ideas. A test email has been sent to help determine a first meeting for early 2012, and so far it looks to be Tuesday, January 17<sup>th</sup>, 2012 at 2:00 p.m. here at CTV. A confirmation email will be sent a few weeks prior to confirm the date and time of the first meeting. If you were not contacted, and would like to participate, please email Kevin Schmitz at [kschmitz@ctvnorthsuburbs.org](mailto:kschmitz@ctvnorthsuburbs.org). Our goal is to have someone from each of our 10 cities represented in the meeting.

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**2011 CTV 100 Hours Program**

<u>Arden Hills</u>	<u>Falcon Heights</u>	<u>Lauderdale</u>	<u>Little Canada</u>	<u>Mounds View</u>	<u>New Brighton</u>	<u>North Oaks</u>	<u>Roseville</u>	<u>St. Anthony</u>	<u>Shoreview</u>	<u>School Board</u>
1 hr - 09/14 - Kevin preparations for AH State of City Address	3.25 - 01/30 - Kevin shot FH Winterfest	3.25 hrs - 01/29 - Kevin shot LD Snow Commotion	.5 hrs - 02/03 - Pat C. fixed tech problem	2.5 hrs - 01/14 - Kevin working with Vanessa for Archiving shows	1 hr - 04/14 - Don tech support for V-Brick setup & testing	.5 hrs - 02/24 - Pat C. diagnosed N.O. Channel issues	.5 hrs - 02/14 - Pat C. consulted on tech update for chambers	1 hr - 10/4 - Kevin planning the SA School Board Shoot	1 hr - 01/02 - Ian repaired the carousel	5 hrs - 02/01 - MV School - Pat C. diagnosed link issues
5 hrs - 09/17 - Kevin shot the AH Fall Celebration	.5 hrs - 02/02 - Pat C. looking at SMARTboard quote	20 hrs (01/31 - 02/10) - Kevin Edited LD Snow Commotion	1.5 hrs - 05/06 - Kevin shot LC Arbor Day Celebration	.25 hrs - 01/26 - Pat C. support for CG/computer	2 hrs - 06/07 - Conor Shot the NB Library Groundbreaking	.5 hrs - 10/10 - Terry made 2 DVDs for Homeowners	1.5 hrs - 05/10 - Johnny fixed various sound issues at RV	3 hrs - 10/4 - Ken G. arrived & trained in at SA City Council	9 hrs - 02/11 - Kevin shot RCWD workshop in Blaine	2 hrs - 03/09 - SA School Board - Kevin re-edited 3/1 Meeting
16 hrs (09/20 - 10/20) - Mike Edited the AH Fall Celebration	.75 hrs - 02/16 - Pat C./Ian/Don consulting on SMARTboard issues	.5 hrs - 05/10 - Johnny fixed CD player issues	16 hrs - 05/25 - Kevin Edited LC Arbor Day Video (long version)	2 hrs - 06/27 - Kevin MV training for Vanessa	14 hrs - 07/01 - Conor Edited the NB Library Groundbreaking		.5 hrs - 06/02 - Don restart the SCALA machine		5 hrs - 02/17 - Kevin shot RCWD workshop in Plymouth	
1 hr - 10/21 - Johnny installed second V-Brick	19 hrs (01/31 - 3/9) - Kevin Edited FH Winterfest	.5 hrs - 05/31 - Johnny marking locations for camera arms	1 hr - 07/20 - John spec out new BBS system	4 hrs - 07/05 - Kevin worked the MV Worksession for Vanessa	1 hr - 07/22 - Kevin finished the NB Library video		2.5 hrs - 07/06 - Kevin Shot RV Recycling Research Footage		1.5 hrs - 03/08 - Kevin was trained in by Doug at Council Chambers	
1 hr - 10/24 - Pat C. tested Second V-Brick	.5 hrs - 04/21 - Don consulted on SMARTboard	4 hrs - 08/20 - Kevin shot LD Day in the Park Event	.5 hrs - 08/04 - Don diagnosed defective DA issue	3 hrs - 07/12 - Rachel Shot MVCT Promo	16 hrs - 10/17 - Shannon shot/edited the NB Community Policing Video		2 hrs - 07/08 - Kevin Edited v1 of Recycling Video		4 hrs - 03/16 - Kevin replaced Doug for the EQC Speaker Series	
3 hrs - 12/2 - Pat C. set up Carosel	1 hr - 05/02 - Don fixed SMARTboard issues	1 hr - 08/23 - John & Kevin gathered Audio PA System for Jim Bownik from LD	.5 hrs - 08/09 - Pat configured LC's G5 computer	9 hrs - 07/18 - Rachel Shot/Edited the MVCT Promo			1 hr - 08/01 - Kevin planning RV Night Out (Cancelled)		4 hrs - 03/21 - Kevin replaced Doug for the City Council Meeting	
6 hrs - 12/14 - Pat/Terri/Ian provide training on Carosel	1 hr - 05/03 - Pat C. fixed SMARTboard issues	3 hrs - 08/20 - Kevin filmed the LD Day in Park	2 hrs - 08/14 - Ian installed an FCP Edit Suite for LC	.5 hrs - 08/10 - Pat troubleshot the MV CG machine			5 hrs - 08/02 - Shot RV Night to Unite (3 locations)		2 hrs - 03/22 - Kevin replaced Doug for the Planning Comm Mtg	
	3 hrs - 07/28 - Conor Shot FH Ice Cream Social Event	1.75 - 08/22 - Kevin edit prepped the LD Day in Park footage		1 hr - 08/18 - Don did worked on camera cleaning for MV			2.5 hrs - 08/08 - Kevin Edited v2 of Recycling Video		1 hr - 03/23 - Kevin burned DVD's of Planning Comm Mtg	
	14 hrs - 08/09 - Conor Edited FH Ice Cream Social Video	1 hr - 09/13 - Johnny fixed LD's pan/tilt cameras		3 hrs - 8/24 - Ian/Pat & Terri had meeting with Vanessa on future equipment			2 hrs - 08/22 - Kevin Shot 2 construction videos for Tim Pratt		30 hrs - Ben K. edited RCWD Raingarden Workshop	
	2.5 hrs - 08/19 - Kevin finished the FH Ice Cream Social Video	3 hrs - 09/13 - Kevin worked the LD City Council LIVE Meeting					18 hrs - 08/24 - Clay currently editing for RV Night 2 Unite Video		1.5 hrs - 03/29 - Ian worked with Tessia on Tech the carosal	
	4.5 hrs - 10/01 - Mike shot the FH Touch-A-Truck Event	20 hrs (8/20 - 10/10) Lauren/Kevin edited the LD DIP Video					6 hrs - 09/09 - Kevin finishing edits for TV Night 2 Unite 2011		2.5 hrs - 04/5 - Kevin attended SV Tech Meeting	
	16 hrs - 11/15 - Mike edited part of the FH Touch-A-Truck Video	2.5 hrs - 10/31 - Shot the LD Halloween Event					2 hrs - 09/20 - Terri work with Ethics training videos		1 hr - 04/26 - Ian tech support	
	3 hrs - 11/17 - Kevin finished the FH Touch-A-Truck Video	15 hours - 11/25 - Clay/Kevin edited the LD Halloween Event					2 hrs - 09/22 - Ian/Pat discussed budget items with Tim Pratt		25 hrs - Ben K. edited RCWD Hands-on Raingarden Video	
							.5 hrs - 09/27 - Kevin scouted shoot location for (vid #3)		.75 hrs - 05/17 - Kevin consulted on Lighting Issues	
							2 hrs - 09/28 - Kevin shot Road Crews footage (vid #3)		3 hrs - 05/26 - Kevin consulted on Lighting Issues	
							1.5 hrs - 10/11 - Kevin shot RV Dock Installation Process		.5 hrs - 06/06 - Pat worked on audio issues	
							2.5 hrs - 10/18 - Kevin worked at a RV Council Chambers		2 hrs - 07/05 - Kevin help with emergency city council meeting	
							5 hrs - 10/24 - Kevin worked the RV City Council Meeting		2 hrs - 08/31 - Kevin & Johnny looked over SV Audio/lighting issues	
							3 hrs - 10/25 - Kevin worked the RV Pubic Works meeting		.75 hrs - 09/06 - Kevin tested lighting solution	

1.5 hrs - 10/27 - Kevin shot parts of Fairview Repaving pt1

2.5 hrs - 09/16 - Kevin installed a SV Lighting solution

7 hrs - 10/28 - Kevin shot RV Parks footage + pt2 & pt3 of Fairview Repaving

2.5 hrs - 10/31 - Kevin shot more RV Parks Footage

1 hr - 11/9 - Clay shot OVAL ice preps

1 hr - 11/15 - Terri made meeting/video dubbs for Tim Pratt

3 hrs - 11/22 - Kevin shot RV Public Works Meeting

12 hrs (11/5 - 12/15) - Interns/Kevin worked on multi-tape dubbing project for Tim Pratt

2 hrs (12/5 - 12/8) Kevin Shot twice for the RV Fire Station Demolition

1 hr - 12/15 - Johnny fixed table mic (gooseneck) for Tim Pratt at RV

TOTAL = 33

TOTAL = 69

TOTAL = 75.5

TOTAL = 22

TOTAL = 25.25

TOTAL = 34

TOTAL = 1

TOTAL = 91

TOTAL = 4

TOTAL = 99

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TOTAL = 2.5

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## North Suburban Access Corporation

2011 Financial Report Summary

For the Eleven Months Ending November 30, 2011

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Revenues</b>						
Tuition/Training/Misc.	705.06	a.	8,469.44	(0.85)	9,167.00	10,000.00
Cable Company Grants	0.00		1,275,274.08	(1.00)	1,169,002.00	1,275,275.00
Interest Income	125.35	b.	1,480.32	(0.08)	16,500.00	18,000.00
Reimburs/WEBstream	4,180.71		25,209.27	(0.87)	26,584.00	29,000.00
Earned Income	1,599.14		47,933.43	(1.33)	33,000.00	36,000.00
Donations	500.00	c.	1,188.10	(1.19)	917.00	1,000.00
Transfer from Reserves	0.00		338,825.00	(0.62)	497,502.00	542,729.00
<b>Total Revenues</b>	<b>7,110.26</b>		<b>1,698,379.64</b>	<b>(0.89)</b>	<b>1,752,672.00</b>	<b>1,912,004.00</b>
<b>Expenses Summary</b>						
Personal Services	95,516.32		764,627.23	0.92	760,974.00	830,154.00
Operating Expenses	39,209.92		346,896.42	0.79	402,097.00	438,650.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	(22,571.00)		881,713.05	1.37	589,600.00	643,200.00
<b>Total Expenses</b>	<b>112,155.24</b>		<b>1,993,236.70</b>	<b>1.04</b>	<b>1,752,671.00</b>	<b>1,912,004.00</b>
<b>Net</b>	<b>(\$ 105,044.98)</b>		<b>(\$ 294,857.06)</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>

a. Tuition/Miscellaneous -- Dubs and classes fees

b. Interest Income -- Interest on NSAC reserve fund at Bremer Bank

c. Donation -- State Farm Insurance, courtesy of volunteer Duane Rivard

## North Suburban Access Corporation

2011 Detail Financial Report

For the Eleven Months Ending November 30, 2011

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Personal Services</b>						
Full Time Salaries	69,047.16		535,138.66	0.89	548,166.00	598,000.00
Part Time Salaries	8,550.28		63,233.73	1.04	55,917.00	61,000.00
FICA	5,677.63		45,595.71	0.84	49,958.00	54,499.00
Retirement	0.00		25,314.65	0.85	27,184.00	29,655.00
Unemployment	49.50		2,817.22	0.80	3,208.00	3,500.00
Workers Comp	0.00		3,316.00	0.95	3,208.00	3,500.00
Health/Life Insurance	12,191.75		89,211.26	1.12	73,333.00	80,000.00
<b>Total Personal Services</b>	<b>95,516.32</b>		<b>764,627.23</b>	<b>0.92</b>	<b>760,974.00</b>	<b>830,154.00</b>
<b>Operating Expenses</b>						
<b>General</b>						
Printing	0.00		4,018.23	0.60	6,142.00	6,700.00
Publications	278.71	d.	512.89	0.85	550.00	600.00
Memberships	250.00	e.	5,343.00	0.46	10,541.00	11,500.00
Entries Fees	0.00		3,070.00	1.02	2,750.00	3,000.00
Video Programming	0.00		0.00	0.00	137.00	150.00
<b>Total General</b>	<b>528.71</b>		<b>12,944.12</b>	<b>0.59</b>	<b>20,120.00</b>	<b>21,950.00</b>
<b>Supplies</b>						
Office Supplies	850.02		6,453.53	0.65	9,167.00	10,000.00
Video Supplies	64.96		12,601.18	0.74	15,583.00	17,000.00
Software Supplies	34.07		7,639.63	0.51	13,750.00	15,000.00
Volunteer Supplies	1,396.32	f.	9,224.56	0.77	11,000.00	12,000.00
<b>Total Supplies</b>	<b>2,345.37</b>		<b>35,918.90</b>	<b>0.67</b>	<b>49,500.00</b>	<b>54,000.00</b>

d. Publications -- Subscription to Lillie Surburban News (80%); Top Health employee payroll insert

e. Memberships -- Minnesota Council of Non-Profits

f. Volunteer Supplies -- Crew food for election coverage



	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Maintenance</b>					
Office Equipment	0.00	2,990.72	0.43	6,417.00	7,000.00
Video Equipment	2,850.80	15,268.42	0.76	18,334.00	20,000.00
Van Operations	340.75	10,794.70	0.54	18,333.00	20,000.00
Building Janitorial	5,366.99	63,621.31	1.82	32,083.00	35,000.00
Total Maintenance	8,558.54	92,675.15	1.13	75,167.00	82,000.00
<b>Travel</b>					
Conferences	0.00	7,236.89	0.60	11,000.00	12,000.00
Mileage & Meals	168.92	4,029.40	0.96	3,850.00	4,200.00
Total Travel	168.92	11,266.29	0.70	14,850.00	16,200.00
<b>Tuition &amp; Training</b>					
Tuition & Training	174.85 g.	1,237.05	0.31	3,667.00	4,000.00
	174.85	1,237.05	0.31	3,667.00	4,000.00
<b>Utilities</b>					
Utilities	1,661.87	32,574.26	2.04	14,667.00	16,000.00
	1,661.87	32,574.26	2.04	14,667.00	16,000.00
<b>Leases</b>					
Rent	6,785.60	14,321.20	0.17	77,000.00	84,000.00
Property Taxes	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	160.00	0.05	2,750.00	3,000.00
Bldg Security	0.00	0.00	0.00	0.00	0.00
Postage Meter	0.00	1,850.40	0.62	2,750.00	3,000.00
Total Leases	6,785.60	16,331.60	0.18	82,500.00	90,000.00

g. Tuition/Training -- Wellness program reimbursement

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contractual</b>						
Audit	225.00	h.	6,225.00	0.96	5,959.00	6,500.00
Sales Tax	281.34		8,503.91	0.43	18,333.00	20,000.00
Payroll	507.63		3,315.86	0.87	3,483.00	3,800.00
Insurance	0.00		12,772.80	1.28	9,167.00	10,000.00
Legal	570.00		21,422.00	0.71	27,500.00	30,000.00
Special Program Grants	0.00		0.00	0.00	0.00	0.00
Intrnet Connect	1,000.00		11,000.00	0.90	11,184.00	12,200.00
Miscellaneous	14,769.44	i.	43,334.27	1.24	32,083.00	35,000.00
<b>Total Contractual</b>	<b>17,353.41</b>		<b>106,573.84</b>	<b>0.91</b>	<b>107,709.00</b>	<b>117,500.00</b>
<b>Communications</b>						
Postage	84.05		4,446.95	0.74	5,500.00	6,000.00
Telephone	1,548.60		13,529.27	0.97	12,833.00	14,000.00
Advertising & Promotion	0.00		17,866.99	1.12	14,667.00	16,000.00
<b>Total Communications</b>	<b>1,632.65</b>		<b>35,843.21</b>	<b>1.00</b>	<b>33,000.00</b>	<b>36,000.00</b>
<b>Recruiting</b>						
Recruiting	0.00		1,532.00	1.53	917.00	1,000.00
<b>Total Operating</b>	<b>39,209.92</b>		<b>346,896.42</b>	<b>0.79</b>	<b>402,097.00</b>	<b>438,650.00</b>

h. Audit -- Assistance with 2012 budget preparation

i. Miscellaneous Contractual -- Roseville IT services; Vimeo subscription; Buske Group (needs ascertainment); bank fees

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contingency</b>						
Contingency	0.00		0.00	0.00	0.00	0.00
<b>Capital Expenses</b>						
Capital Improvements	(22,571.00)	j.	776,922.75	1.39	513,517.00	560,200.00
Video Equip.	0.00		80,401.30	1.46	50,417.00	55,000.00
Office Equipment	0.00		24,389.00	0.87	25,666.00	28,000.00
<hr/>						
Total Capital	(22,571.00)		881,713.05	1.37	589,600.00	643,200.00
<hr/>						
Total Expenses	112,155.24		1,993,236.70	1.04	1,752,671.00	1,912,004.00
<hr/>						
Net	(\$ 105,044.98)		(\$ 294,857.06)	0.00	1.00	0.00

j. Capital Improvements -- Transfer from NSCC for share of building construction, as budgeted.

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**NSCC Item VII.C.  
NSAC Item VI.B.  
December 28, 2011**

**to:** Commissioners  
Board of Directors

**from:** Cor Wilson, Executive Director

**subject:** Nominating Committee

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The Joint Powers Agreement restricts officers to two one-year terms, and all three of the current officers were initially elected at the beginning of 2010. Therefore, the Commission and the Board of Directors needs to appoint a nominating committee to select a new slate of officers.

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**NSAC Item VI.C.**  
**December 29, 2011**

**to:** Board of Directors  
**from:** Cor Wilson, Executive Director  
**subject:** Executive Director's Performance Review

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It is time to discuss the process for conducting the Executive Director's performance review. The past two years you have used an on-line survey form. The questionnaire that was used in 2010 is attached for your review.

# 2010 NSCC/NSAC Executive Director Review Questions

## 1. Are you...

Member of the Commission/Board  
CTV Staff  
City Manager/Administrator or Staff

Community Producer/Volunteer  
MACTA/NATOA Colleague  
Other

**2. Rate the Executive Director's performance on administering the franchise agreements, monitoring rates and rate regulation, advising the Commissioners on pending legislation and assisting the Commission in implementing policy that will comply with existing or newly adopted state and federal regulations.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**3. Rate the Executive Director's performance on managing NSCC and NSAC staff, including updating the organizational structure, job descriptions, and personnel policies and procedures as necessary and appropriate, and hiring, training and supervising staff.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**4. Rate the Executive Director's performance on managing the facilities and equipment to fulfill the mission of the organization.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:



**5. Rate the Executive Director's performance on exercising fiduciary responsibilities over resources in accordance with established policies and procedures and in compliance with legislative and regulatory mandates.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**6. Rate the Executive Director's performance on preparing and administering an annual budget, monitoring financial information and providing accurate and timely reports and recommendations to the Commissioners and Board of Directors.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**7. Rate the Executive Director's performance on serving as liaison between the Corporation/Commission and the cable company and community organizations and institutions.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**8. Rate the Executive Director's performance on serving as the spokesperson and representing the Commission and Corporation in state and national professional organizations and associations and at local government and business events of importance to the development and success of community programming.**

Severely Below Expectations	Below Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
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Suggestions for Improvement:

Areas of Commendation:

**9. Rate the Executive Director's performance on exploring future cable and telecommunications needs for the member cities and actively developing those opportunities.**

<b>Severely Below Expectations</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Greatly Exceeds Expectations</b>
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Suggestions for Improvement:

Areas of Commendation: