



**NORTH SUBURBAN ACCESS CORPORATION  
March 1, 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 – January 2012
  - B.
- 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 – April 5, 2012

THIS PAGE IS INTENTIONALLY LEFT BLANK

**NORTH SUBURBAN ACCESS CORPORATION  
MINUTES  
February 2, 2012**

**I. Call to Order**

Board President Dan Roe called the meeting to order at 8:30 pm at the CTV North Suburbs facility in Roseville.

**II. Roll Call**

The following Board Members were in attendance:

Craig Wilson, Arden Hills  
Rick Talbot, Falcon Heights  
Jeff Dains, Lauderdale  
Rick Montour, Little Canada  
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

**III. Approval of Agenda**

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

**IV. Approval of Minutes**

Mr. Beilke suggested changing Business Management Position to Business Manager Position on page 2 of the minutes. Mr. Beilke moved, seconded by Mr. Dains, to approve the minutes of the January 5 2012, Board meeting as amended. The motion was approved unanimously.

**V. Reports**

**A. Executive Director**

Ms. Wilson reported that, as a result of the needs ascertainment reports, Kevin Schmitz, the Municipal Access Coordinator will hold quarterly meetings with city staff to discuss municipal access projects.

Ms. Wilson announced that the Business Manager Position has been posted. The deadline for applications is February 10. She noted that all the information is on the web site.

Ms. Wilson reported that the Human Resource Committee will meet on February 3 to discuss the process for her performance evaluation and plan how to proceed with the applications for the Business Manager position.

**B. Production and Outreach Manager**

Mr. Domke reported that the City of New Brighton has requested assistance from CTV to produce some of their PREC meetings and two neighborhood meetings.

Mr. Domke also reported that CTV producer, Brian Brady will produce the robotics competition in May. Also, Tim said that he, Teresa Renneke and Lori Pulkrabek will be at the Citizens Forum at the John Rose Oval on February 17 to discuss CTV volunteer opportunities.

**C. Senior Technician and Facilities Coordinator**

Mr. Cook reported the new message boards have been installed in the hallways. He added that unfortunately the new HD Camcorders are on back-order.

Mr. Cook reported that CTV will be producing a program, Mu Daiko, at the McKnight Theater in downtown St. Paul.

He also reported that the Technical Services Department is working on diagnosing and correcting audio problems at Arden Hills City Hall as well as working on transitioning their playback system to work with that of CTV, similar to what is being done by Shoreview.

**VI. General Business**

**A. Treasurer's Report**

Mr. Dains moved, seconded by Mr. Wilson, to approve the December 2011 Treasurer's report. The motion was approved unanimously.

**B. Strategic Planning Committee: Review of Mission Statement**

Mr. Dains moved, seconded by Mr. Talbot, to adopt the NSAC/CTV North Suburbs mission statement as submitted by the Strategic Planning Committee:

“North Suburban Access Corporation/CTV North Suburbs:  
Building our communities by providing access to  
services, tools and training to facilitate communication  
through electronic media.”

The motion was approved unanimously.

**C. Election of Officers**

Mr. Dains moved, seconded by Mr. Roth, to accept the slate of officers as submitted by the Nominating Committee: Blake Huffman, President; Steve Beilke, Vice-President; and Gina Bauman Secretary/Treasurer. The motion was approved unanimously.

**D. Appointment to Human Resource Committee**

Mr. Montour moved, seconded by Mr. Dains, to appoint Dan Roe to the Human Resource Committee. The motion was approved unanimously.

**E. Appointment to Finance Committee**

Mr. Talbot moved, seconded by Mr. Montour to appoint Steve Beilke to the Finance Committee. The motion was approved unanimously.

**VII. Announcements**

**A. Crew introductions**

Mr. Roe introduced the production crew, Colleen Flannigan, Vicky Wilson, Patricia Battin, Lois Sosenheimer, Riley O'Brien, Kevin O'Brien and Chad Schunnaman.

Mr. Montour thanked Mr. Roe for his role as Chair/President and Mr. Talbot for his services as Vice Chair/Vice President.

Mr. Talbot also thanked Mr. Roe for his leadership.

Mr. Roe thanked the Commissioners/Board Members for their support and thanked the previous Chair/President, Hal Gray for his good ideas and vision.

**VIII. Adjournment**

Ms. Bauman moved, seconded by Mr. Wilson, to adjourn the meeting. The motion was approved and the meeting adjourned at 8:55 pm.

Respectfully submitted:

---

Blake Huffman, Secretary Treasurer

**NSCC Item V.A.  
February 24, 2012**

**to:** Board of Directors  
**from:** Cor Wilson, Executive Director  
**subject:** February Report

---

CTEP/Americorps Grant Approved – I just received an informal notifical this afternoon that our application for a CTEP/Americorps position to work with our Youth Media program was approved. We should receive the official letter within a couple of weeks, with staff orientation scheduled shortly thereafter. This position will be working with Rachel Roff.

Business Manager Position -- We received 20 resués for the Business Manager position, so the Human Resources Committee has been active with me reviewing them and selecting candidates for interviews. We are planning to interview a total of six candidates, three on Tuesday afternoon, February 28, and three on Thursday morning, March 1.

Executive Director Performance Review – At their February 3 meeting, the Human Resources Committee reviewed the survey for my annual performance evaluation, and, as requested, a question regarding our construction project was added. The link to the survey is:  
<http://www.surveymonkey.com/s/PM9H72G>

Next week I will send it out to the others listed as respondents. As last year, the link for the responses will be sent to the Executive Committee. Please complete the survey by Friday, March 9. Let me know if you have any questions about the process.

THIS PAGE IS INTENTIONALLY LEFT BLANK



NSAC Item V.B.  
February 22, 2012

To: Cor Wilson  
Executive Director

From: Tim Domke  
Production and Outreach Manager

Subject: February 2012 Report

**Public** – In February, CTV trucks covered 17 events. Roseville Area High School's Wayne Powers and students were very busy producing 14 events, and Brian Brady produced an event for St. Anthony High School.

Other productions of note include coverage of Mu Daiko drumming from the Ordway's McKnight Theatre and continuation of Keith Flanagan's "Netlife" series.

Shannon Hunter produced a program that highlighted 15 years of CaringBridge service to the community. Recently she edited a one-minute video of stories and memories from the staff and board members. The segment can be found on CTV's and Caring Bridge's website. Hunter also produced three episodes of The North Suburban Beat. Some of this month's guests include: Bob Michels - Remodeler of the Year (MN Builders Association), Jeanne Kelsey - Living Smarter Campaign, Karen Baumgartner - Flutist, Heidi Sedlacek - Silver Sneakers Program, and Leah Slye - Mondati Legacy for d282 (St. Anthony/New Brighton). If you have a story idea, contact Shannon at: [shunter@ctv15.org](mailto:shunter@ctv15.org)

Volunteers Jerry Otto and Joey Stepnick produced a single camera recording of a sectional girls hockey game between Mounds View and Irondale. The exciting game went into four overtimes before Mounds View defeated Irondale. Dale received the tape and added the graphics to smooth out the overall look. CTV's request to cover both Mounds View and Roseville's tournament games were denied as Grand Stadium has the recording rights.

Hunter will be recording the Diamond Club's 6<sup>th</sup> annual dinner and benefit as part of the North Suburban Beat and also as a longer program for our channels. Guest speaker is Minnesota Twins World Series MVP Jack Morris.

Dale Irving assisted members of United Seminary in New Brighton in the continued production of their "History Video." It features interviews in CTV's studio and via telephone.

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

Care Minders Home Care – Completed February's production. A new change to the show includes a shortened length to accommodate playback on Channel Six. Watch for Care Minders on Tuesday's at 6:30pm on CTV 15.

Roy Wallace Group – Scheduled for additional editing in March.

CLUES – Still waiting on when final screening of video will be played. The event for the video is scheduled for February 23.

Mu Daiko – Part one of the documentary began on January 15. The truck event (part two) was scheduled for February 9. The group was billed for the truck event.

**Training and Volunteer Administration** – In February, CTV trained 10 students in four classes: CTV 101, Camcorder, DVD Studio Pro Workshop and Basic Truck. Two new people were introduced to CTV in the CTV 101 classes.

Dale Irving is organizing another workshop for March 12 called “Creating Family History Videos.”

#### **Youth Media–**

Dale Irving and Rachel Roff met teachers from Edgewood Middle School in Mounds View to discuss plans for a future technology class this September. A tour with students is in the works as both sides try to determine how CTV can assist with this new class venture.

Rachel Roff reports that the CreaTV Teen Show groups that have been meeting on Tuesdays and Wednesdays since October 11 have finished their first entire episode. The show’s segments include:

Teens and Music: How teens are influenced by the music they listen to.

Ski Feature: Why some teens prefer action sports to organized sports.

Dance Doc: Teens explore different types of dance.

MJ’s Video Poem: A narrative film set to a spoken word poem.

Rachel’s work also continues with the Ramsey County Library staff for the middle-school girls media program. Rachel’s next meeting with the library staff will focus on marketing materials. The support grant results written by Rachel and Lori Pulkrabek should be in by the end of April.

**In other youth news** - We submitted a CTEP AmeriCorps application to Joel Krogstad, the program leader. We will receive an answer by February 23 as to whether or not our site was chosen to host a CTEP member starting in September 2012. If yes, we will begin recruitment immediately. The CTEP AmeriCorps award would allow CTV a paid assistant to work with Rachel’s youth programs. Rachel did a lot of work on this application that included tours of CTV.

#### **Government –**

Kevin Schmitz reports that, with the help of many interns, CTV was able to record the 1<sup>st</sup> Annual Little Canada Ice Fishing Contest, Little Canada’s 44<sup>th</sup> Annual Skating Party, and the Roseville Living Smarter Fair.

For Kevin’s 100 hours report see attached.

#### **Marketing and Volunteer Activity –**

Volunteer Coordinator Teresa sent out Scholarship letters and applications to schools, cities, libraries, and past applicants.

Teresa Renneke continues her work on the Volunteer Recognition Awards (VRA’s) by organizing a list of those who may need reminding to attend, along with city employees and special groups that have come through CTV’s doors, like the Roseville Adult Education and the youth from Rachel’s CREATV group.

Teresa, Lori Pulkrabek and Tim Domke were guest speakers at a Roseville Citizens Forum meeting.

- - - - - 2012 CTV 100 Hours Program - - - - -

Arden Hills	Falcon Heights	Lauderdale	Little Canada	Mounds View	New Brighton	North Oaks	Roseville	St. Anthony	Shoreview	(TYPE)	School Board
6 hrs - 01/30 - Ian/John focussed on audio fixes/ consultations		.5 hrs - 01/10 - Don fixed cam controller in Council Chamber	.5 hrs - 01/17 - Don extracted a VHS tape	1 hr - 01/17 - Don worked on clogged/dirty camcorder heads		1 hr - 02/07 - Kevin fixed the NOHOA Meeting from 02-02	1.5 hrs - 01/03 - Kevin converted & uploaded Recycling Video for Festival Viewing		1.25 hrs - 01/17 - Kevin taped SV City Council Meeting	(Production)	
2 hrs - 02/07 - John/Ian tested audio gear issues		.5 hrs - 02/14 - Pat installed goosneck SURE mics to testing	2.5 hrs - 02/04 - Michael shot the LC Ice Fishing Contest		02/23 - NB Neighborhood Meeting at Freed Park Shelter	.5 hrs - 02/08 - MC replaced the NOHOA Meeting from 02-02	.5 hrs - 01/04 - Don worked in RV Cable Room with BNC + Misc		2.5 hrs - 01/18 - Kevin taped SV EQC Speaker Series Meeting	(Technical)	
1 hr - 02/08 - John worked on determining audio hum & other issues			3.0 hrs - 02/11 - Kevin Shot the LC 44th Skating Party		02/24 - Goose Management Training Meeting		.5 hrs - 01/17 - Pat discussed equipment removal from RV Willow Room			(Coming Soon)	
1 hr - 02/13 - Pat/Ian trained Chad and installed audio switch gear							.5 hrs - 01/20 - Kevin made MLK Dubs for Tim Pratt		March 2012 - Council Chamber Gear Diagraming		
2 hrs - 02/23 - Pat/John/Kevin all went to AH for a audio Meeting							1 hr - 02/10 - Ian fixed the RVCC Projector for being too bright		03/19 - SV Community Dialogue Event		
			LC Ice Fishing Contest EDITING				6.5 hrs - 02/18 - Kevin & Allison shot the RV Living Smarter Fair		04/23 - SV Community Dialogue Event		
							1.5 hrs - 02/18 - Kevin transferred footage/prepared the RV Living Smarter Fair Footage		May 2012 - "Community Cleanup Day" Promotion (Partnering with Shoreview)		
			LCRA Skating Party EDITING				1 hr - 02/23 - John fixed RVCC Goosneck Mic				
							Work TBD in RV Willow Room				
							Feb 18th - "Home & Garden Fair" EDITING				
							RV Construction Series EDITING				
<b>TOTAL = 12.0</b>	<b>TOTAL = 0</b>	<b>TOTAL = 1.0</b>	<b>TOTAL = 6.0</b>	<b>TOTAL = 1</b>	<b>TOTAL = 0</b>	<b>TOTAL = 1.5</b>	<b>TOTAL = 13.0</b>	<b>TOTAL = 0</b>	<b>TOTAL = 3.75</b>	<b>-----</b>	<b>TOTAL = 0</b>

THIS PAGE IS INTENTIONALLY LEFT BLANK

TO: Cor Wilson, Executive Director

FROM: Pat Cook, Senior Technician and Facilities Coordinator  
Terri Schultz, Technical Services Manager

SUBJECT February 2012 Report

### **Technical Operations**

- Pat Cook has sent the franchise renewal consultants layouts of equipment for all ten city hall chambers to assist in their final reports.
- Pat Cook and John Sommer worked with the production department on the Mu Daiko production at the Ordway. John and Pat's expertise was used to record multiple camera angles and all microphones discretely, allowing for editing and re-mixing if necessary.
- We have received and have installed the MPEG re-encapsulation device to allow us to monitor the digital PEG channels directly off the network at staff desks. This is the solution that allowed us not to run coaxial cable throughout the building during construction. We are now in the process of installing smaller, two channel, units at each city hall. This will allow us to monitor the other nine channel 16's, in addition to that of Roseville, which is the only one we can see at the moment.
- Don Swenson does not have a report this month as he was on a leave of absence.

### **IT and I-Net Operations**

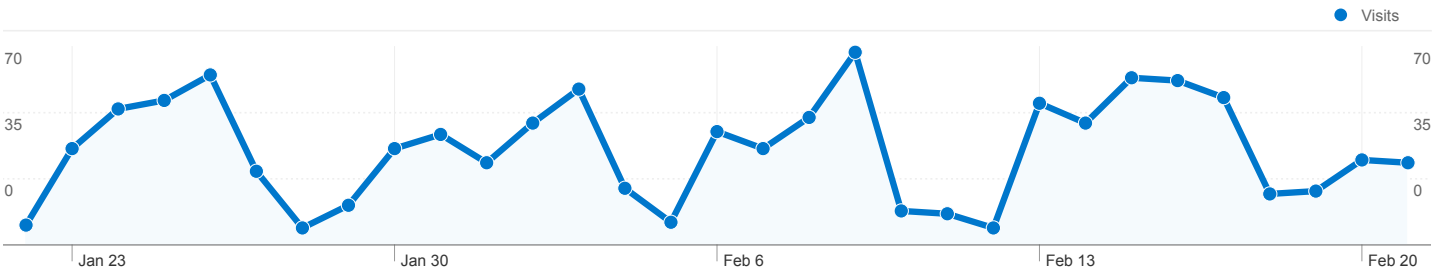
- The script has been written and is being implemented allowing our events monitor in the front lobby to update automatically as changes are being made in our database.
- Pat Cook has been working with SPNN, St. Paul and Comcast to get them hooked up to the Prisma interconnect. While we currently have some indirect connections to St. Paul, the Prisma interconnect would allow for easier sharing of programming.
- Ian Cobb is roughly 70% complete with the server virtualization project. Upon completion, over two-thirds of NSAC services will be provided via virtual machines. This will allow greater efficiency and increased system redundancy.
- A monthly web streaming activity report is attached.

### **City and School Assistance**

- Pat Cook, Ian Cobb and John Sommer have been working with Arden Hills to resolve some audio issues. The issues have been noticed both on the channel and in the cable room/recordings. Comcast seems to have resolved the issues with the channels, but Pat and John continue to work with city staff to diagnose and resolve the issues in the cable room.

### **Trucks**

- There were 16 truck shoots this month, including one live basketball game from St. Anthony High School.
- We are getting a quote from L-Z Truck Equipment to repair the driver's cab door on the white truck. One of our outside technicians had the door open while backing out and hit the garage wall.
- John Sommer has been communicating with the folks at Bethel University regarding the possibility of covering all of their home football games.



**1,048 visits came from 50 hostnames**

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
<b>1,048</b> % of Site Total: 100.00%	<b>1.62</b> Site Avg: 1.62 (0.00%)	<b>00:01:37</b> Site Avg: 00:01:37 (0.00%)	<b>49.14%</b> Site Avg: 49.14% (0.00%)	<b>74.24%</b> Site Avg: 74.24% (0.00%)	
Hostname	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
rvcc.nsacwebcasts.com	149	1.77	00:02:36	34.90%	61.07%
mvsb.nsacwebcasts.com	115	1.46	00:01:21	80.00%	81.74%
mwcc.nsacwebcasts.com	106	1.80	00:01:23	50.94%	69.81%
ebcc.nsacwebcasts.com	103	1.44	00:01:42	35.92%	72.82%
sasb.nsacwebcasts.com	48	1.42	00:00:55	62.50%	79.17%
mvcc.nsacwebcasts.com	35	2.77	00:02:29	20.00%	77.14%
rvpc.nsacwebcasts.com	35	1.23	00:00:51	48.57%	91.43%
mvpc.nsacwebcasts.com	34	1.15	00:00:04	5.88%	94.12%
nsppc.nsacwebcasts.com	29	1.55	00:01:32	51.72%	72.41%
lccc.nsacwebcasts.com	28	1.39	00:00:57	53.57%	75.00%
svcc.nsacwebcasts.com	27	2.07	00:05:34	48.15%	55.56%
ahcc.nsacwebcasts.com	26	1.42	00:00:28	53.85%	73.08%
mwpcsc.nsacwebcasts.com	23	1.43	00:00:40	73.91%	78.26%
mwccw.nsacwebcasts.com	20	1.35	00:01:31	65.00%	65.00%
mwpr.nsacwebcasts.com	20	1.30	00:00:30	65.00%	70.00%
nohoa.nsacwebcasts.com	20	1.25	00:02:18	50.00%	75.00%
nscnsac.nsacwebcasts.com	17	1.35	00:01:26	47.06%	82.35%
lcpc.nsacwebcasts.com	16	1.44	00:00:41	56.25%	75.00%
rvpwt.nsacwebcasts.com	16	1.31	00:00:19	62.50%	87.50%
rwscsc.nsacwebcasts.com	15	1.27	00:00:22	66.67%	86.67%
ahpc.nsacwebcasts.com	13	1.00	00:00:00	0.00%	100.00%
sacc.nsacwebcasts.com	13	1.38	00:00:10	38.46%	61.54%

mvws.nsacwebcasts.com	12	1.08	00:00:02	25.00%	91.67%
nocc.nsacwebcasts.com	12	1.33	00:00:49	33.33%	83.33%
mveda.nsacwebcasts.com	11	3.00	00:00:52	36.36%	54.55%
www.nsacwebcasts.com	10	7.70	00:12:30	10.00%	0.00%
rvec.nsacwebcasts.com	8	1.00	00:00:00	62.50%	100.00%
svpc.nsacwebcasts.com	8	3.88	00:10:46	100.00%	50.00%
lcc.nsacwebcasts.com	7	1.29	00:00:10	71.43%	71.43%
rvpr.nsacwebcasts.com	7	1.00	00:00:00	57.14%	100.00%
mvstui.nsacwebcasts.com	6	2.50	00:05:35	100.00%	33.33%
mwbedc.nsacwebcasts.com	6	1.33	00:00:45	83.33%	66.67%
nopc.nsacwebcasts.com	6	1.00	00:00:00	33.33%	100.00%
rvhra.nsacwebcasts.com	6	1.00	00:00:00	66.67%	100.00%
mvedc.nsacwebcasts.com	5	1.80	00:00:27	0.00%	60.00%
rvhrc.nsacwebcasts.com	5	1.20	00:00:10	20.00%	80.00%
mvpr.nsacwebcasts.com	4	1.00	00:00:00	25.00%	100.00%
rvccsm.nsacwebcasts.com	4	1.00	00:00:00	100.00%	100.00%
mvcccm.nsacwebcasts.com	3	1.00	00:00:00	0.00%	100.00%
mwhpc.nsacwebcasts.com	3	1.00	00:00:00	33.33%	100.00%
mwpc.nsacwebcasts.com	3	2.00	00:00:26	66.67%	66.67%
mwenrc.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
mwhra.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
mwhrc.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
sapc.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
mvstui.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
mwcdrb.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
nsp.nsacwebcasts.com	1	3.00	00:07:29	0.00%	0.00%
rvet.nsacwebcasts.com	1	1.00	00:00:00	0.00%	100.00%
					1 - 50 of 50

#### Explanation of Columns

Visits- The number of visits to the page.

Pages/Visits-The average number of pages viewed during a visit to the site. Repeated views of a single page are counted.

% New Visits-The percentage of visits by people who had never visited your site before.

Avg. Time on Site-The average duration of a visit.

Bounce Rate-The percentage of single-page visits (i.e. visits in which the person left your site from the entrance page).

THIS PAGE IS INTENTIONALLY LEFT BLANK



## North Suburban Access Corporation

2012 Financial Report Summary

For the One Month Ending January 31, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Revenues</b>						
Tuition/Training/Misc.	2,818.40	a.	2,818.40	(0.28)	833.00	10,000.00
Cable Company Grants	334,759.44		334,759.44	(0.25)	111,587.00	1,339,038.00
Interest Income	120.13		120.13	(0.06)	167.00	2,000.00
Reimburs/WEBstream	878.58		878.58	(0.03)	2,500.00	30,000.00
Earned Income	3,300.00	b.	3,300.00	(0.06)	5,000.00	60,000.00
Donations	0.00		0.00	0.00	84.00	1,000.00
NSSC EQUIP REPL GRANT	99,270.00		99,270.00	0.00	0.00	0.00
Transfer from Reserves	0.00		0.00	0.00	5,227.00	62,718.00
<b>Total Revenues</b>	<b>441,146.55</b>		<b>441,146.55</b>	<b>(0.29)</b>	<b>125,398.00</b>	<b>1,504,756.00</b>
<b>Expenses Summary</b>						
Personal Services	60,432.07		60,432.07	0.07	75,275.00	903,306.00
Operating Expenses	31,145.67		31,145.67	0.06	39,958.00	479,450.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	0.00		0.00	0.00	10,166.00	122,000.00
<b>Total Expenses</b>	<b>91,577.74</b>		<b>91,577.74</b>	<b>0.06</b>	<b>125,399.00</b>	<b>1,504,756.00</b>
<b>Net</b>	<b>\$ 349,568.81</b>		<b>\$ 349,568.81</b>	<b>0.00</b>	<b>(1.00)</b>	<b>0.00</b>

a. Tuition/Misc. -- LMCIT dividend; dubs

b. Earned Income -- CareMinders; Wallace Group; East Bethel

# North Suburban Access Corporation

2012 Detail Financial Report

For the One Month Ending January 31, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Personal Services</b>					
Full Time Salaries	45,958.73	45,958.73	0.07	54,584.00	655,000.00
Part Time Salaries	372.56	372.56	0.01	5,000.00	60,000.00
FICA	4,842.93	4,842.93	0.08	4,928.00	59,131.00
Retirement	0.00	0.00	0.00	2,681.00	32,175.00
Unemployment	361.86	361.86	0.10	291.00	3,500.00
Workers Comp	0.00	0.00	0.00	291.00	3,500.00
Health/Life Insurance	8,895.99	8,895.99	0.10	7,500.00	90,000.00
Total Personal Services	60,432.07	60,432.07	0.07	75,275.00	903,306.00
<b>Operating Expenses</b>					
<b>General</b>					
Printing	33.72	c. 33.72	0.00	583.00	7,000.00
Publications	0.00	0.00	0.00	42.00	500.00
Memberships	0.00	0.00	0.00	1,042.00	12,500.00
Entries Fees	0.00	0.00	0.00	250.00	3,000.00
Video Programming	0.00	0.00	0.00	12.00	150.00
Total General	33.72	33.72	0.00	1,929.00	23,150.00
<b>Supplies</b>					
Office Supplies	303.01	303.01	0.04	666.00	8,000.00
Video Supplies	1,058.10	1,058.10	0.05	1,750.00	21,000.00
Software Supplies	0.00	0.00	0.00	2,333.00	28,000.00
Volunteer Supplies	0.00	0.00	0.00	1,167.00	14,000.00
Total Supplies	1,361.11	1,361.11	0.02	5,916.00	71,000.00

c. Printing -- Newsletter collating

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Maintenance</b>					
Office Equipment	0.00	0.00	0.00	584.00	7,000.00
Video Equipment	3,778.22	3,778.22	0.20	1,584.00	19,000.00
Van Operations	645.63 d.	645.63	0.03	1,667.00	20,000.00
Building Janitorial	4,657.00	4,657.00	0.07	5,417.00	65,000.00
Total Maintenance	9,080.85	9,080.85	0.08	9,252.00	111,000.00
<b>Travel</b>					
Conferences	0.00	0.00	0.00	834.00	10,000.00
Mileage & Meals	330.99	330.99	0.07	375.00	4,500.00
Total Travel	330.99	330.99	0.02	1,209.00	14,500.00
<b>Tuition &amp; Training</b>					
Tuition & Training	90.00 e.	90.00	0.02	334.00	4,000.00
	90.00	90.00	0.02	334.00	4,000.00
<b>Utilities</b>					
Utilities	1,985.78	1,985.78	0.07	2,500.00	30,000.00
	1,985.78	1,985.78	0.07	2,500.00	30,000.00
<b>Leases</b>					
Rent	6,785.60	6,785.60	0.08	6,791.00	81,500.00
Property Taxes	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	250.00	3,000.00
Bldg Security	0.00	0.00	0.00	0.00	0.00
Postage Meter	0.00	0.00	0.00	250.00	3,000.00
Total Leases	6,785.60	6,785.60	0.08	7,291.00	87,500.00

d. Van Operations -- Includes truck registrations.

e. Tuition & Training -- Wellness reimbursements.

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contractual</b>					
Audit	0.00	0.00	0.00	566.00	6,800.00
Sales Tax	5,509.58	5,509.58	0.50	917.00	11,000.00
Payroll	0.00	0.00	0.00	317.00	3,800.00
Insurance	0.00	0.00	0.00	1,167.00	14,000.00
Legal	0.00	0.00	0.00	1,667.00	20,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Intrnet Connect	2,000.00	2,000.00	0.16	1,017.00	12,200.00
Miscellaneous	2,807.29 f.	2,807.29	0.09	2,500.00	30,000.00
<b>Total Contractual</b>	<b>10,316.87</b>	<b>10,316.87</b>	<b>0.11</b>	<b>8,151.00</b>	<b>97,800.00</b>
<b>Communications</b>					
Postage	46.94	46.94	0.01	500.00	6,000.00
Telephone	1,113.81	1,113.81	0.07	1,292.00	15,500.00
Advertising & Promotion	0.00	0.00	0.00	1,417.00	17,000.00
<b>Total Communications</b>	<b>1,160.75</b>	<b>1,160.75</b>	<b>0.03</b>	<b>3,209.00</b>	<b>38,500.00</b>
<b>Recruiting</b>					
Recruiting	0.00	0.00	0.00	167.00	2,000.00
<b>Total Operating</b>	<b>31,145.67</b>	<b>31,145.67</b>	<b>0.06</b>	<b>39,958.00</b>	<b>479,450.00</b>

f. Misc Contractual -- IT services; The Buske Group for strategic planning

	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	0.00	0.00	0.00	833.00	10,000.00
Video Equip.	0.00	0.00	0.00	6,933.00	83,200.00
Office Equipment	0.00	0.00	0.00	2,400.00	28,800.00
Total Capital	0.00	0.00	0.00	10,166.00	122,000.00
Total Expenses	91,577.74	91,577.74	0.06	125,399.00	1,504,756.00
Net	\$ 349,568.81	\$ 349,568.81	0.00	(1.00)	0.00

THIS PAGE IS INTENTIONALLY LEFT BLANK