



**NORTH SUBURBAN ACCESS CORPORATION
April 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 – February 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 – May 3, 2012

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**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
March 1, 2012**

I. Call to Order

Board President Blake Huffman called the meeting to order at 7:33 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
Nancy Kracl, Alternate, Mounds View
Rick Montour, Little Canada
Gina Bauman, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville
Jim Roth, St. Anthony
Blake Huffman, Shoreview

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

IV. Approval of Minutes

Mr. Beilke moved, seconded by Mr. Roth, to approve the minutes of the February 2 2012, Board meeting. The motion was approved with one abstention from Ms. Kracl of Mounds View.

V. Reports

A. Executive Director

Ms. Wilson announced she had received an informal notification that the application for a CTEP/Americorps position to work with the Youth Media program was approved. This position is for one year, fully paid.

Ms. Wilson announced that recruiting for the Business Manager position is progressing. She thanked Director Huffman, Director Bauman and Director Roe who helped immensely during the interview process. Ms. Wilson said her hope is to have someone hired by the beginning of April.

Ms. Wilson reported that e-mails went out to the Board with the survey link for her performance review. Responses are due on March 12. The link was also sent to the cities, a number of her colleagues and to the CTV staff. She added that the three Directors that serve on the HR Committee; Blake Huffman, Gina Bauman and Dan Roe will be the people to receive the results.

Ms. Wilson announced a workshop on March 12, How to Produce Family History Videos. She also announced a Grant Writing Workshop on April 3.

The Board planned a Strategic Planning Workshop on Saturday, April 14, from 9 am to approximately noon.

B. Production and Outreach Manager

Mr. Domke reported that voting is taking place currently on the CTV website for the Most Outstanding Creative Program which will be announced at the annual Volunteer Recognition Awards program in April.

Mr. Domke announced CTV is working on a program called Community Voice which allows the general public to talk about senior issues such as housing and physical therapy. The taping will take place at the Good Samaritan Society/Heritage Place of Roseville and will include on the panel Senator, John Marty; State Representative Mindy Greiling; Patty Cullen, the President and CEO of Care Providers of Minnesota; and Jamie Channon, Service Coordinator at Roseville Area Senior Program. Mr. Domke added that a panel of citizens and Roseville Area high school students will ask questions.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that CTV was able to play the National Speed Skating Championship at the Roseville Oval on CTV channels as well as the web site.

Mr. Cook also reported there are plans to have SPNN in St. Paul connected to the Prisma network in order to share more programming.

VI. General Business

A. Treasurer's Report

Mr. Roe moved, seconded by Mr. Dains, to approve the January 2012 Treasurer's report. The motion was approved unanimously.

VII. Announcements

A. Crew introductions

Mr. Huffman introduced the production crew: OraMae Mitchell, Chad Sheuneman and Kevin Schmitz.

VIII. Adjournment

Ms. Bauman moved, seconded by Mr. Montour, to adjourn the meeting. The motion was approved and the meeting adjourned at 7:55 pm.

Respectfully submitted:

Gina Bauman, Secretary Treasurer

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**NSAC Item V.A.
March 30, 2012**

to: Board of Directors

from: Cor Wilson
Executive Director

subject: March Report

Business Manager Position – I am very pleased to report that we have hired Val Kosky for our new Business Manager position. Val most recently worked as the Business Manager at LDA Minnesota, a privately help non-profit providing educational assistance for children and adults with learning disabilities, but she has held positions in various capacities in the academic, private and non-profit sectors. In addition to having a master’s degree in Human Resource Development, Val also has taken advanced course work in PeachTree Accounting systems and is familiar with other accounting systems as well. Val started working with us on March 28 and will be at the April 5 Commission and Board meetings.

Strategic Planning Workshop – If you have not already done so, please mark your calendars for the strategic planning workshop on Saturday, April 14, from 8:30 a.m. to 12 noon. (Plan on coffee and pastries at 8:30 a.m.) We will be sending out some “homework” in advance, including a short survey that should take approximately 5 minutes to complete and some comments/questions to stimulate your thinking. The purpose of the workshop is to develop some strategic goals for CTV North Suburbs for the next three years.

Volunteer Recognition Awards – This year’s Volunteer Recognition Awards are scheduled for Wednesday, April 18. The event will be held at The Underground at Bethel University. We are looking forward to another fun staff-produced video to kick off the event.

Speaking of Production – Please note Tim Domke’s report. The production staff has been exceptionally busy this past month, not only with productions, but with tours and classes. And the pace does not appear to be slowing down at all in April.

Audit – The auditors from Harrington Langer and Associates were in the offices in March for our annual financial audit. We anticipate the audit report will be presented at the May or June meeting.

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NSAC Item V.B.
March 28, 2012

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: March 2012 Report

Public – In March, CTV trucks covered 15 events. Roseville Area High School’s Wayne Powers and students produced four events, and Brian Brady produced two events for St. Anthony High School and live coverage of the First Robotic 10,000 Lakes Regional Competition from the University of Minnesota. Bethel University held a truck class and produced three musical events.

Other productions of note include John Rusterholz’s coverage of the Roseville Area Middle School band and the Lake Wobegon® Brass Band 20th Anniversary Concert from Anoka-Ramsey Community College, Performing Arts Center and the continuation of Keith Flanagan’s “Netlife” series. Long time volunteer and current CTV truck technician Ted Aspness was married this month, and the video will air on CTV.

Producer Cindy Donovan and CTV coproduced a program titled “Community Voice.” Senator John Marty; State Representative Mindy Greiling; Patti Cullen, President/CEO, Care Providers of Minnesota, and Jaymee Chanen, Service Coordinator, Roseville Area Senior Program, represented a panel that addressed a variety of questions from a citizen panel that included a student from Roseville High School’s AVID program.

Shannon Hunter produced two episodes of “The North Suburban Beat.” Some of this month’s topics include: Educational Funding and Policies for the Roseville Area School District, Lake Johanna Fire Department’s Climb for the American Lung Association, Identity Theft and a Stop Elder Abuse presentation by Ramsey County. If you have a story idea, contact Shannon at: shunter@ctv15.org

Shannon and staff have been working diligently this month organizing scripts, videos and all the essential elements for another exciting Volunteer Recognition Awards event April 18th at the Underground Theatre at Bethel University. Shannon is currently finalizing scripts for all North Suburban Communication Commissioners.

Dale Irving continues his work with members of United Seminary in New Brighton with the production of their “History Video.” Staff and interns shot and edited a presentation by MnDOT on the upcoming road construction on 694 and Hwy 10.

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

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

Roy Wallace Group – Scheduled additional editing in March for a short third project.

Mu Daiko – Part one of the documentary began on January 15. The truck event (part two) was taped February 9. The group was billed for the truck event and will be billed for the rest upon completion of truck event and documentary.

Training and Volunteer Administration – In March, CTV trained 56 students in four classes and two workshops: CTV 101, Camcorder, Final Cut Pro and Basic Truck. Eighteen new people were introduced to CTV in the CTV 101 classes (3). The two Workshops drew 22 people to CTV's Studios. The workshops "Creating Family History" and "Flip Cameras" were a great way to open our doors to those who weren't necessarily interested in learning CTV equipment but what they had at home.

Youth Media– Dale Irving and Rachel Roff conducted a tour for 37 students and their teacher from Edgewood Middle School as they try to determine how CTV can assist with a 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 episode turned out very well and was submitted to a youth film festival organized by Perpich Center for Arts Education. The teens are beginning their second show that focuses on a "Then and Now" theme. They will make four short films drawing a comparison of the past versus today.

Rachel's work also continues with the Ramsey County Library staff for the middle-school girls media program. Rachel and the library staff met and renamed the program "Young Lenses: Girls Eye View." Its title change will make the program more marketable and interesting to young producers. The support grant results written by Rachel and Lori Pulkrabek should be in by the end of April. If they don't get the grant, the program will go on, but the grant would offer extra equipment and additional staff to the program.

The Twin Cities Youth Media Network is organizing a six-hour film festival (The Youth Media Summit) for May. Ciarra Humphrey, representing CTV, will be working with youth from other youth organizations to help organize the event.

In other youth news – Rachel reports that CTV was awarded a CTEP AmeriCorps member for the 2012-2013-program year, starting in September 2012. Applications are initially interviewed by Joel Kroghstad of CTEP and sent on to CTV if the applicants seem suitable for the job.

This is a big step for CTV's growing youth department. The member will help teach and mentor youth in our programs, recruit youth volunteers, and help set up a system for community connections and youth recruitment to use for years to come.

Government – Kevin Schmitz reports that, with the help of interns, CTV was able to finish editing the 1st Annual Little Canada Ice Fishing Contest and 44th Annual Skating Party. Kevin also filled in for Jim Bownik as Lauderdale's video producer at the March City Council meeting. For Kevin's 100 hours report see attached.

Marketing and Volunteer Activity –Volunteer Coordinator Teresa Renneke and Marketing & Communications Coordinator Lori Pulkrabek and I helped staff a booth at the Minnesota Council of Nonprofits Technology and Communications Conference in Minneapolis. It's a great way to meet other nonprofit organizations and tell them about CTV and the production for-hire services we offer. Last year's conference introduced us to CLUES and three projects for their organization.



March 2012 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.
-

City Assistance Program

Little Canada

I finished editing the 2 Little Canada winter videos for the 1st Annual Ice Fishing Contest & the 44th Annual Skating Party. **10 & 16 hours each** will be credited to Little Canada.

Lauderdale

I subbed for Jim Bownik at the March City Council Meeting held on Tuesday, March 27, 2012. **3.25 hours** will be credited to Lauderdale.

Shoreview

Don & John began a documentation project in Shoreview's Council Chamber Control Booth. The resulting diagram will help diagnose audio/video issues of future council meetings. **15 hours** have been credited to Shoreview thus far.

See attached reports for detailed information on all 2012 projects that were, are, or will be worked on under the 100 hours program.

Note: Each item on the 2012 hours breakdown is now color coded to indicate which department each project was worked on by.

Next Board Meeting...

NSCC/NSAC Commission Meeting

Thursday, April 5th, 2012

RLAC Education Forum

Wednesday, February 29th, 2012

The Roseville Legislative Action Committee held an Education Forum in the Auditorium of the Roseville Area High School on Wednesday night, February 29th. I shot the forum with a former media intern of the Dep. of Education's *Education Conversations* Program. Senators and Representative's alike discussed the current state of education policy.

Shoreview Elder Abuse Discussion (1 of 2)

Monday, March 19th, 2012

Shoreview began hosting Community Dialogue events at their Community Center. The Shoreview Human Rights Commission put together a 2-part series on Elder Abuse. I filmed the discussion and presentations as a part of the cities' 100 hours program.

Saint Anthony Civic Orchestra Concert

Sunday, March 11th, 2012

Volunteers of CTV once taped the Saint Anthony Civic Orchestra Concerts, however in their recent absences, the city of Saint Anthony wanted me to film the concert using some of their 100 hours up for the year. The concert was well attended and should be seen on our channels soon.

New Brighton PREC Meetings Underway

Wednesday, March 7th, 2012

New Brighton has begun using their 100 hours in an entirely new way. Part of New Brighton's 100 hours are now being used to film the NB Parks and Recreation Meetings, held monthly at the New Brighton Community Center. Being the municipal contact for our 10 cities, I will be crewing most of these meetings, with trained relief coming from our interns.

- - - - - 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	3 hrs - 02/23 - NB Neighborhood Meeting at Freedom Park Shelter	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	4 hrs - 03/11 - Kevin taped SA Civic Orchestra Concert	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	3 hrs - 03/27 - Pat/Johnny worked on audio issues	4 hrs - 02/24 - Kevin shot the Goose Management Training Meeting	.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	5 hrs - (03/12 - 03/27) - Kevin is Editing the SA Orchestra Concert	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		.5 hrs - 03/20 - Pat helped to put a VHS tape playing on big TV	3.0 hrs - 02/11 - Kevin Shot the LC 44th Skating Party		2 hrs - Kevin started the edit for the NB Goose Meeting		.5 hrs - 01/17 - Pat discussed equipment removal from RV Willow Room	.25 hrs - 03/20 - Johnny fixed the SA Orchestra amp cable	3 hrs - 03/19 - Kevin shot the SV Elder Abuse Discussion	(Coming Soon)	
1 hr - 02/13 - Pat/Ian trained Chad and installed audio switch gear		3.25 hrs - 03/27 - Kevin worked the LD CC Meeting & Worksession	16 hrs - (02/13 - 03/21) - Kevin Edited the LC Ice Skating Party		6 hrs - (02/24 - 02/30) - Kevin edited the NB Neighborhood meeting		.5 hrs - 01/20 - Kevin made MLK Dubs for Tim Pratt		7.25 hrs - (03/19 - 03/28) - Kevin edited the SV Elder Abuse Discussion		
2 hrs - 02/23 - Pat/John/Kevin all went to AH for a audio Meeting			10 hrs - (02/13 - 03/23) - Kevin Edited the LCRA Fishing Contest		5 hrs - 03/07 - Kevin shot/captured the NB PREC Meeting @ NBCC		1 hr - 02/10 - Ian fixed the RVCC Projector for being too bright		10 hrs - 03/22 - Don/Johnny worked on SV Council Chamber Gear Diagramming		
1 hr - 03/08 - Pat/Terri trimmed a meeting + PRISMA							6.5 hrs - 02/18 - Kevin & Allison shot the RV Living Smarter Fair		5 hrs - (03/23) - Don/Johnny worked on SV Council Chamber Gear Diagramming		
					04/04 - NB PREC Meeting @ NB Community Center		1.5 hrs - 02/18 - Kevin transferred footage/prepared the RV Living Smarter Fair Footage				
							1 hr - 02/23 - John fixed RVCC Gooseneck Mic		04/23 - SV Community Dialogue Event		
May 2012 - "Community Cleanup Day" Promotion (Partnering with Shoreview)							3.5 hrs - (02/18 - 02/24) - Kevin/Allison edited the "Home & Garden Fair" NSB package		May 2012 - "Community Cleanup Day" Promotion (Partnering with Shoreview)		
							1.5 hr - 03/22 - Living Smarter meeting with Jeannie				
							3 hrs - 03/09 - Kevin dubbed the ECHO s7 DVDs for Tim Pratt				
							2 hrs - 03/27 - Kevin edited the RV Street Sweeper Video				
							Work TBD in RV Willow Room			(UPDATED 03/28/2012)	
TOTAL = 13.0	TOTAL = 0	TOTAL = 4.75	TOTAL = 32.0	TOTAL = 4.0	TOTAL = 20.0	TOTAL = 1.5	TOTAL = 23.0	TOTAL = 9.25	TOTAL = 29.0	-----	TOTAL = 0

TO: Cor Wilson, Executive Director

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

SUBJECT March 2012 Report

Technical Operations

- By meeting time, we will have had our first live shoot using the Internet as the backhaul for the program audio and video signal. We are carrying the First Robotics Competition live from Williams Arena on Saturday, March 31.
- Volunteer Producer John Rusterholz has succeeded in making his custom Scoreboard software operate on standard digital video equipment. This will greatly simplify the use of the software and may potentially allow us to create a custom solution that would otherwise cost us \$15,000 per truck.
- We budgeted for studio sound isolation and absorption and are going to schedule it soon.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- Ian Cobb set up a NAS storage system for production to use for video storage.
- Pat Cook and Tim Domke have been working with Rich Chlebeczek from the Roseville Speed-Skating Association to plan more live coverage of events from the OVAL. They joined Rich as he presented plans to the Friends of the OVAL Foundation (FOF) for rewiring and acquiring some cameras for use on these events. CTV has committed to supporting the effort with technical assistance and the loan of equipment as needed for each event.
- Ian Cobb has deployed a workstation for our new staff member, Val Kosky.
- A monthly web streaming activity report is attached.

City and School Assistance

- Pat Cook and John Sommer worked on some audio issues at Mounds View City Hall.
- Don Swenson and John went to Shoreview City Hall as the first step in documenting their system. They currently have two incomplete and out of date documents and few of the cables are numbered or identified. We are working on new documentation for them.
- John Sommer and Pat Cook have been working with New Brighton staff to help solve problems with Arden Hills audio. There has been a buzz/hiss identified, and we will be cleaning up the audio wiring in the cable booth in preparation for Tierney Brothers to install some new equipment.
- We have started playback for Arden Hills from our facility, providing them direct access to the playback server saving them thousands of dollars by not having to purchase and maintain their own server.

Trucks

- There were 13 truck shoots this month and two truck training classes with Bethel University.
- The driver's door on the white truck has been replaced by L-Z Truck Equipment and is back in service. We also had a traffic cone holder and bumper "plow guides" installed to indicate to the driver where the front of the truck is located.

Don Swenson's Monthly Report

Mar. 12

Trucks

- 1) Blue truck - Checked out the intercom on Cam. 1 & 4
- 2) Blue truck - Checked the SDI feed to the engineering monitor.
- 3) Blue truck - Adjusted a lock bolt on the green tripod.
- 4) Blue truck - Replaced a lock screw and tightened leg stopper.
- 5) Blue truck - Reprogrammed the intercom master station so announcers hear program.
- 6) Blue truck - Fixed the shore cable so it no longer trips the circuit breaker.
- 7) White truck - Cam 2 camera large viewfinder had a loose mount.
- 8) White truck - Checked Net A & Net C network lines.
- 9) White truck - Checked Cam 1 intercom.
- 10) White truck - Reterminated the genlock cables for both CG channels.
- 11) Both trucks - Washed them.

Studio

- 1) Ran the control cable through the conduit for the lighting control panel in the studio.
- 2) Replaced the power supply for the DNF controller.

Machine room

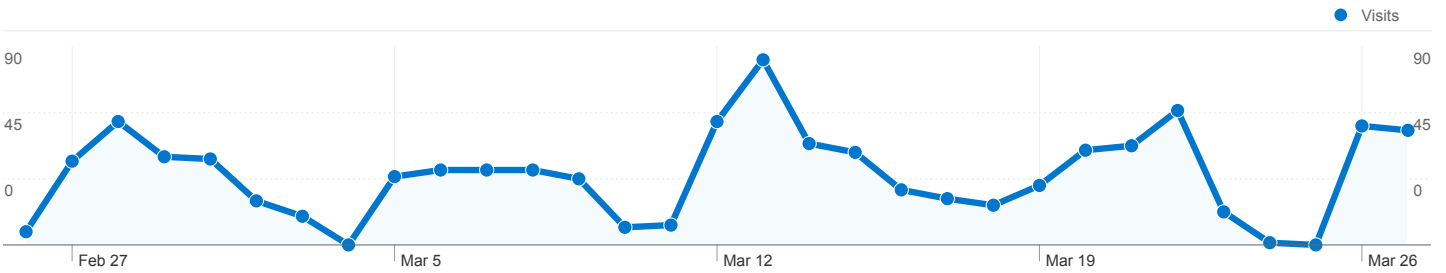
- 1) Ran the cabling for the audio router
- 2) Removed up a bunch of temporary wiring and ran the permanent lines.
- 3) Changed out one of the Ross frames with one that has cooling fans.

Cities

- 1) New Brighton - Set up 2 VBricks and did on-site check for the Town Hall Meeting.
- 2) Shoreview - Started documenting the council chambers control room wiring.

Misc.

- 1) Tested 5 network ports in the reception area.
- 2) Got a multiview feed to Staci's office.
- 3) Ran the control cable through the conduit for the lighting control panel in the studio.
- 4) 7 headsets serviced, for a total of 9 this year.



982 visits came from 52 hostnames

Site Usage						
Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate		
982 % of Site Total: 100.00%	1.65 Site Avg: 1.65 (0.00%)	00:01:47 Site Avg: 00:01:47 (0.00%)	42.16% Site Avg: 42.06% (0.24%)	74.95% Site Avg: 74.95% (0.00%)		
Hostname	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
rvcc.nsacwebcasts.com	168	2.02	00:04:21	22.62%	65.48%	
mwcc.nsacwebcasts.com	102	1.74	00:02:00	48.04%	66.67%	
mvsb.nsacwebcasts.com	88	1.33	00:01:10	62.50%	84.09%	
sacc.nsacwebcasts.com	75	1.17	00:00:12	36.00%	88.00%	
ebcc.nsacwebcasts.com	54	1.70	00:01:51	38.89%	72.22%	
sasb.nsacwebcasts.com	45	1.42	00:00:53	57.78%	73.33%	
ahcc.nsacwebcasts.com	43	1.35	00:00:40	39.53%	74.42%	
mvcc.nsacwebcasts.com	42	1.29	00:00:26	19.05%	88.10%	
mwpr.nsacwebcasts.com	29	2.41	00:05:20	48.28%	44.83%	
sapc.nsacwebcasts.com	28	1.96	00:02:09	42.86%	64.29%	
nspcc.nsacwebcasts.com	20	1.45	00:00:09	35.00%	80.00%	
mwpc.nsacwebcasts.com	19	1.84	00:02:47	63.16%	57.89%	
rvhrc.nsacwebcasts.com	17	1.12	00:00:06	52.94%	88.24%	
lccc.nsacwebcasts.com	16	1.38	00:00:25	50.00%	75.00%	
nscnsac.nsacwebcasts.com	16	1.25	00:00:21	43.75%	87.50%	
nohoa.nsacwebcasts.com	15	2.00	00:00:43	60.00%	66.67%	
rwscsc.nsacwebcasts.com	15	1.80	00:01:30	73.33%	80.00%	
svcc.nsacwebcasts.com	15	2.13	00:02:29	33.33%	66.67%	
svpc.nsacwebcasts.com	15	1.07	00:00:02	66.67%	93.33%	
mvpc.nsacwebcasts.com	13	1.15	00:00:34	30.77%	84.62%	
ahpc.nsacwebcasts.com	12	6.25	00:02:23	50.00%	75.00%	
nocc.nsacwebcasts.com	12	1.17	00:02:12	33.33%	83.33%	

lcpc.nsacwebcasts.com	11	1.00	00:00:00	63.64%	100.00%
mveda.nsacwebcasts.com	9	1.33	00:01:32	0.00%	77.78%
mvpr.nsacwebcasts.com	8	1.00	00:00:00	25.00%	100.00%
rvpwt.nsacwebcasts.com	8	1.00	00:00:00	50.00%	100.00%
rvccsm.nsacwebcasts.com	7	1.00	00:00:00	85.71%	100.00%
rvpc.nsacwebcasts.com	7	1.43	00:00:08	42.86%	57.14%
rvhra.nsacwebcasts.com	6	1.00	00:00:00	16.67%	100.00%
rvpr.nsacwebcasts.com	6	1.17	00:01:33	33.33%	83.33%
mvstui.nsacwebcasts.com	5	1.40	00:03:23	20.00%	80.00%
mwbedc.nsacwebcasts.com	5	1.40	00:00:42	100.00%	80.00%
www.nsacwebcasts.com	5	4.60	00:06:48	0.00%	0.00%
lcc.nsacwebcasts.com	4	1.50	00:00:08	25.00%	75.00%
mvcccm.nsacwebcasts.com	4	1.00	00:00:00	25.00%	100.00%
mvedc.nsacwebcasts.com	4	1.00	00:00:00	0.00%	100.00%
mwccw.nsacwebcasts.com	4	1.00	00:00:00	100.00%	100.00%
mwhrc.nsacwebcasts.com	4	1.25	00:00:12	50.00%	75.00%
mvws.nsacwebcasts.com	3	1.00	00:00:00	33.33%	100.00%
mwcdrb.nsacwebcasts.com	3	2.33	00:02:11	100.00%	66.67%
mwenrc.nsacwebcasts.com	3	2.33	00:01:41	66.67%	33.33%
nsp.nsacwebcasts.com	3	2.33	00:02:29	33.33%	33.33%
mwhpc.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
mwhra.nsacwebcasts.com	2	2.00	00:01:08	100.00%	50.00%
rvec.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
sapr.nsacwebcasts.com	2	1.00	00:00:00	50.00%	100.00%
mvstui.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
mwpcsc.nsacwebcasts.com	1	1.00	00:00:00	0.00%	100.00%
nopc.nsacwebcasts.com	1	1.00	00:00:00	0.00%	100.00%
rvet.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
					1 - 52 of 52

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.

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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).

North Suburban Access Corporation

2012 Financial Report Summary
For the Two Months Ending February 29, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	727.02	a.	3,545.42	(0.35)	1,667.00	10,000.00
Cable Company Grants	0.00		334,759.44	(0.25)	223,173.00	1,339,038.00
Interest Income	105.44		225.57	(0.11)	334.00	2,000.00
Reimburs/WEBstream	2,571.42		3,450.00	(0.12)	5,000.00	30,000.00
Earned Income	8,935.78	b.	12,235.78	(0.20)	10,000.00	60,000.00
Donations	0.00		0.00	0.00	167.00	1,000.00
Transfer from Reserves	0.00		0.00	0.00	10,453.00	62,718.00
Total Revenues	12,339.66		354,216.21	(0.24)	250,794.00	1,504,756.00
Expenses Summary						
Personal Services	65,132.35		125,564.42	0.14	150,551.00	903,306.00
Operating Expenses	29,189.18		60,334.85	0.13	79,916.00	479,450.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	13,525.00		13,525.00	0.11	20,334.00	122,000.00
Total Expenses	107,846.53		199,424.27	0.13	250,801.00	1,504,756.00
Net	(\$ 95,506.87)		\$ 154,791.94	0.00	(7.00)	0.00

a. Tuition/Training/Misc. -- Dubs and class fees

b. Earned Income -- Various production, webcasting and technical services clients.

North Suburban Access Corporation

2012 Detail Financial Report

For the Two Months Ending February 29, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	45,862.16	91,820.89	0.14	109,167.00	655,000.00
Part Time Salaries	6,096.92	6,469.48	0.11	10,000.00	60,000.00
FICA	3,781.79	8,624.72	0.15	9,856.00	59,131.00
Retirement	0.00	0.00	0.00	5,362.00	32,175.00
Unemployment	353.91	715.77	0.20	583.00	3,500.00
Workers Comp	0.00	0.00	0.00	583.00	3,500.00
Health/Life Insurance	9,037.57	17,933.56	0.20	15,000.00	90,000.00
Total Personal Services	65,132.35	125,564.42	0.14	150,551.00	903,306.00
Operating Expenses					
General					
Printing	37.74	71.46	0.01	1,167.00	7,000.00
Publications	0.00	0.00	0.00	84.00	500.00
Memberships	0.00	0.00	0.00	2,084.00	12,500.00
Entries Fees	0.00	0.00	0.00	500.00	3,000.00
Video Programming	0.00	0.00	0.00	25.00	150.00
Total General	37.74	71.46	0.00	3,860.00	23,150.00
Supplies					
Office Supplies	504.46	807.47	0.10	1,333.00	8,000.00
Video Supplies	540.46	1,598.56	0.08	3,500.00	21,000.00
Software Supplies	40.44	40.44	0.00	4,667.00	28,000.00
Volunteer Supplies	414.58	414.58	0.03	2,333.00	14,000.00
Total Supplies	1,499.94	2,861.05	0.04	11,833.00	71,000.00

c. Printing -- Newsletter mailing preparation (split w/NSCC)

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	697.60	d.	697.60	0.10	1,167.00	7,000.00
Video Equipment	2,873.94	e.	6,652.16	0.35	3,167.00	19,000.00
Van Operations	654.70		1,300.33	0.07	3,334.00	20,000.00
Building Janitorial	6,910.58		11,567.58	0.18	10,834.00	65,000.00
Total Maintenance	11,136.82		20,217.67	0.18	18,502.00	111,000.00
Travel						
Conferences	0.00		0.00	0.00	1,668.00	10,000.00
Mileage & Meals	162.59		493.58	0.11	750.00	4,500.00
Total Travel	162.59		493.58	0.03	2,418.00	14,500.00
Tuition & Training						
Tuition & Training	270.00	f.	360.00	0.09	667.00	4,000.00
	270.00		360.00	0.09	667.00	4,000.00
Utilities						
Utilities	1,851.80		3,837.58	0.13	5,000.00	30,000.00
	1,851.80		3,837.58	0.13	5,000.00	30,000.00
Leases						
Rent	6,785.60		13,571.20	0.17	13,583.00	81,500.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		0.00	0.00	500.00	3,000.00
Bldg Security	0.00		0.00	0.00	0.00	0.00
Postage Meter	0.00		0.00	0.00	500.00	3,000.00
Total Leases	6,785.60		13,571.20	0.16	14,583.00	87,500.00

d. Office Equip. Maint. -- Copier contract (split with NSCC)

e. Video Equip. Maint. -- Includes audio cable for wiring studio control room

f. Tuition & Training -- eNATOA webinars (split with NSCC); wellness reimbursements

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	0.00	0.00	1,133.00	6,800.00
Sales Tax	1,118.83	6,628.41	0.60	1,833.00	11,000.00
Payroll	378.06	378.06	0.10	634.00	3,800.00
Insurance	0.00	0.00	0.00	2,334.00	14,000.00
Legal	0.00	0.00	0.00	3,334.00	20,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Intrnet Connect	1,000.00	3,000.00	0.25	2,034.00	12,200.00
Miscellaneous	2,773.97	g. 5,581.26	0.19	5,000.00	30,000.00
Total Contractual	5,270.86	15,587.73	0.16	16,302.00	97,800.00
Communications					
Postage	618.10	665.04	0.11	1,000.00	6,000.00
Telephone	1,445.78	2,559.59	0.17	2,584.00	15,500.00
Advertising & Promotion	109.95	109.95	0.01	2,834.00	17,000.00
Total Communications	2,173.83	3,334.58	0.09	6,418.00	38,500.00
Recruiting					
Recruiting	0.00	0.00	0.00	333.00	2,000.00
Total Operating	29,189.18	60,334.85	0.13	79,916.00	479,450.00

g. Misc. Contractual -- Roseville IT services; The Buske Group (split with NSCC); bank fees

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency					
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses					
Capital Improvements	0.00	0.00	0.00	1,667.00	10,000.00
Video Equip.	13,525.00	h. 13,525.00	0.16	13,867.00	83,200.00
Office Equipment	0.00	0.00	0.00	4,800.00	28,800.00
Total Capital	13,525.00	13,525.00	0.11	20,334.00	122,000.00
Total Expenses	107,846.53	199,424.27	0.13	250,801.00	1,504,756.00
Net	(\$ 95,506.87)	\$ 154,791.94	0.00	(7.00)	0.00

h. Video Equipment -- Projector and projection screen for conference room; event monitors for the reception area; volunteer camcorders.

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