



**NORTH SUBURBAN ACCESS CORPORATION
January 3, 2013
NSCC/NSAC
2670 Arthur Street, Roseville, MN**

**Regular Meeting
Immediately following NSCC Meeting**

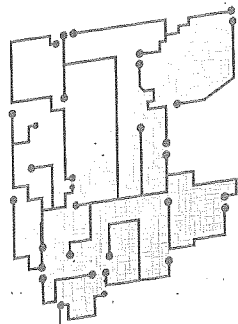
A G E N D A

- 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 2013
 - B. Appoint Nominating Committee
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

Please call the office if you are unable to attend the meeting.

Next Regular Meeting – January 3, 2012

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North Suburban Communications Commission



NORTH SUBURBAN ACCESS CORPORATION MINUTES December 6, 2012

North Suburban Communications Commission • North Suburbs Access Corporation • www.ctv15.org
2670 Arthur Street • Roseville, MN 55113 • Phone: (NSCC) 651-792-7500 (CTV15) 651-792-7515 (fax) 651-792-7501

I. Call to Order

President Blake Huffman called the meeting to order at 7:15 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Jeff Dains, Lauderdale
- Joel Hansen, Little Canada, Alternate
- Barb Haake, Mounds View
- Gina Bauman, New Brighton, Secretary/Treasurer
- Greg Nelson, North Oaks, Alternate
- Dan Roe, Roseville
- Blake Huffman, Shoreview, President

Others Present:

- Coralie Wilson, Executive Director
- Tim Domke, Production and Outreach Manager
- Patrick Cook, Senior Technician & Facilities Coordinator
- Val Kosky, Business Manager

III. Approval of Agenda

Mr. Roe moved, seconded by Mr. Dains, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Ms. Haake moved, seconded by Mr. Talbot, to approve minutes of the November 11 2012, Board meeting. The motion was approved with one abstention from Mr. Huffman.

V. Reports

A. Executive Director

Ms. Wilson reported that the Santa Call-in had good statistics this year, that we are looking for feedback from election talent to identify improvements that can be made to election coverage and also that the Woodhill building was being demolished.

Ms. Wilson announced that Alexandra Betzler had been hired as the new Youth Media Coordinator.

B. Production and Outreach Manager

Mr. Domke reported that election night coverage included help from students at Bethel College.

Mr. Domke reported that programming is increasing at the Roseville Oval and that truck requests have increased due mostly to concerts and sports events, with 19 scheduled in December and more expected.

Mr. Domke announced the Minnesota Government Access Producers (MGAP) will meet at the CTV facilities on January 17 from 11:00 a.m. to 1:00 p.m. He also extended an invitation to city municipal producers to attend.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported testing of a cellular backhaul unit for evaluation and possible purchase, for use for remote location programming. He noted that cellular costs would also need to be evaluated.

Mr. Cook thanked Jarame Berneche for his on-going assistance with the mini-mobile network unit and his work at the Roseville Oval. In addition, Mr. Cook announced upcoming events at the Oval.

VI. General Business

A. Treasurer's Report

Ms. Bauman moved, seconded by Ms. Haake, to approve the October 2012 Treasurer's report as amended. The motion was approved unanimously.

B. 2013 Budget

Mr. Dains moved, seconded by Ms. Baumann, to adopt the 2013 Budget as presented by staff. The motion was approved unanimously.

VII. Announcements

Mr. Huffman announced the Shoreview Northern Lights Ban Holiday Concert and the Santa Parade in Mounds View.

Crew introductions

President Blake Huffman introduced the production crew:
Alfred Lake
Kevin Schmitz

VIII. Adjournment

Mr. Wilson moved, seconded by Mr. Dains, to adjourn the meeting. The motion was approved and the meeting adjourned at 7:48 pm.

Respectfully Submitted:

Gina Bauman, Secretary Treasurer

**NSAC Item V.A.
December 28, 2012**

to: Board of Directors
from: Cor Wilson
Executive Director
subject: December Report

As you can see from Tim Domke's and the Technical Services reports, the CTV staff continued to be very busy through the end of the year. We had a very successful "Santa Call-in" program at the beginning of December, and our community producers were out in force covering holiday concerts. At the same time, we are beginning to plan for 2013.

Early in January, I will be reviewing the strategic plan with our supervisory staff and then planning a schedule for Board review and discussion as part of the 2013 meeting schedule. It appears that we could have up to three changes in representation on the Board, which will result in changes in the officers positions and committee assignments, so I wanted to hold the Board discussions until I have a better idea of the extent of the changes and their timing.

On the administrative side, Business Manager Val Kosky has been busy getting ready to close the books for 2012 and preparing for the audit. She also has been working with Tim Domke on developing a couple of production services contracts, one with the City of St. Anthony and the other with Bethel University, and she interviewed candidates for a part-time financial clerk position which we hope to fill in early January.

In the meantime, it is not too early to mark your calendars for the Volunteer Recognition Awards on April 17. We liked the venue at Bethel University so well (now that we know where it is) that we will be going back in 2013.

HAPPY NEW YEAR!!!!

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NSAC Item V.B.
December 26, 2012

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: December 2012 Report

Public – In December, CTV trucks covered 21 events. Wayne Powers produced ten events for Roseville High School, and Brian Brady produced five events for St. Anthony. Other productions of note included a Keith Flanagan “NET Lifeline” production and three holiday plays and concerts, including the annual Shoreview Northern Lights Variety Band produced by John Rusterholz.

Shannon Hunter produced two episodes of “The North Suburban Beat.” December’s highlights include: Deng Sudan story, Mounds View’s Cookies with Santa, Roseville Area High School student athlete Kate Flug and a special edition regarding CTV and the franchise renewal. If you have a story idea, contact Shannon at: shunter@ctv15.org

Shannon Hunter and Teresa Renneke produced a very successful 21st Santa Call-In. CTV received 65 calls with 98 kids talking to Santa. Shannon reports that, of the 65 calls made, 58 were made live on-air. For Shannon’s full report see attached.

Programing from the Minnesota John Rose Oval included: Three days of Bandy, three youth hockey games, the Roseville Theater on Ice show, and Squirt hockey.

Production Services – CTV is currently working on or just completed paid productions for: Ramsey Count Homeless projects (3 videos) - Completion of first project.
City of Roseville – Recording project for 2013 video.
St. Anthony (3 videos) Prekindergarten projects – First project completed.

Training and Volunteer Administration – In December, CTV trained 21 students in eight classes: CTV 101(4 classes), Basic Studio, Camcorder (2 classes) and Basic Truck. Eleven new people were introduced to CTV in the CTV 101 class.

Youth Media – CTV is pleased to announce the hiring of Alexandra (Alex) Betzler. Alex will start as the Youth Media Coordinator beginning January 2. Alex has experience working with youth groups with her work at MTN and experience with CTEP.

Currently our AmeriCorps employee, Allie Sterling, is supervising CreaTV. Allie’s task for January will be to get Alex introduced to the kids and the CreaTV program.

Teen Production Club - Allie continues her work with the youth who didn’t get chosen for the CreaTV program. She has been meeting with them and giving them great direction for the projects they are interested in.

Government – For December, Kevin Schmitz continues his work on several productions. Completed programs include Falcon Height’s program showcasing their solar panel installation at city hall. The video showcases their new solar array that powers the Falcon Heights City Hall and their Fire Station. Kevin also completed two Mounds View projects: The Mounds View Fire Santa Parade and the Mounds View “Cookies with Santa” event.

Congratulations to the cities of New Brighton, Mounds View, St. Anthony and Shoreview for using up all of their 2012 “100” hours. For Kevin’s 100 hours report, see attached.

Marketing and Volunteer Activity – Volunteer Coordinator Teresa Renneke and staff completed the updating of the Community Media Policy & Procedures. The updates have been sent to Cor for her review.

Promotional activities includes:

Santa Call-In ads, press releases and social media.

Ad promoting our production services in Giving Forum (publication of MN Council on Foundations).

Ad promoting replays of the Shoreview Northern Lights Variety Band Holiday Concert.
Created 2012 CTV holiday card.



Santa Call-In Report

Date of Production: December 4, 2012
 Producers: Shannon Hunter & Teresa Renneke

CALL STATS	2012	2011	2010
COMING IN	65 calls 98 kids	55 calls 77 kids	25 calls 33 kids
ON-AIR	58 calls 91 kids	47 calls 64 kids	25 calls 33 kids
MADE AFTER SHOW	7 calls 7 kids	4 calls 6 kids	0 calls 0 kids

WEB STATS		SOURCE	LANDING PAGE
PAGE VIEWS (INCLUDES THE TIME WHEN SOMEONE GOES ON THE PAGE MORE THAN ONCE)	129 views	Direct: 89 views Search: 27 views Facebook: 6 views	Front Page: 118 views Santa Page: 7 views
UNIQUE PAGE VIEWS (EACH PERSON COUNTED ONCE)	72 views	Direct: 47 views Search: 16 views Facebook: 5 views	Front Page: 62 views Santa Page: 6 views

TOP 10 CITIES (ON THE WEB)

Minneapolis, St Paul, Circle Pines, Virginia, Osseo, Burnsville, Duluth, Denver, Knox, (not set)

SCHOOL STATS

(FLYERS)

Bel Air: **13 calls**, Pinewood: **7 calls**, Sunnyside: **8 calls**, Turtle Lake: **10 calls**
 Valentine Hills: **5 calls**, St. Odilia's: **1 call**

SPONSORS

Linders, Bradley & Guzzetta, LLC and JohMar Farms (reindeer farm)

CREW LIST

Ethan Allen, Maureen Anderson, Jake Bailey, Margaretha Beach, Jarame Berneche, Ian Cobb, Patrick Cook, Shannon Hunter, Dale Irving, Taylor Johnson, Siobhan Kierans, Ryan Kroll, CJ Luck, Dave Olsen, Lori Pulkrabek, Staci Skoog-Bownik, Lynn Redlinger, Teresa Renneke, Daniel Roen, Kevin Schmitz, Laurie Schneider, Terri Schultz, Johnny Sommer, Allie Sterling, Don Swenson

- - - - - 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	4 hrs - 07/26 - Conor Shot the FH Ice Cream Social Event	.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	17 hrs - Kevin Edited the FH Ice Cream Social 2012	.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	14.75 hrs - (03/12 - 03/27) - Kevin Edited 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	3 hrs - 08/07 - DJ Shot the FH National Night Out - Event	.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	1 hr - 05/29 - Pat C works on MN CG machine	2 hrs - Kevin started the edit for the NB Goose Meeting	3.5 hrs - (June) - Kevin spent Pre Production hours on the NO VBBA Game	.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	18 hrs - 09/20 - Kevin edited the FH Night 2 Unite 2012	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	3 hrs - 05/22 - Johnny worked with vanessa on MV Audio issues	6 hrs - (02/24 - 02/30) - Kevin edited the NB Neighborhood meeting	20 hrs - 06/24 - Kevin/Johnny/Mike/Conor Shot the North Oaks Quicksteps VBBA Game	.5 hrs - 01/20 - Kevin made MLK Dubs for Tim Pratt	3 hrs - (04/18 - 04/23) - Kevin worked on converting to DVD and Authoring DVDs	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	6 hrs - 11/27 - Kevin Shot/edited on the roof of the FH city hall for solar panels	3 hrs - 04/27 - Kevin Dubbed the LDCC Meeting clips into one full Meeting & DVD	10 hrs - (02/13 - 03/23) - Kevin Edited the LCRA Fishing Contest	3.5 hrs - Clay Shot the MVCT Practice	5 hrs - 03/07 - Kevin shot/captured the NB PREC Meeting @ NBCC	25 hrs - 07/23 - Kevin & Conor Edited the North Oaks Quicksteps VBBA Game Video	1 hr - 02/10 - Ian fixed the RVCC Projector for being too bright	1 hr - 05/03 - Pat C worked to help w/ presentation issues	10 hrs - 03/22 - Don/Johnny worked on SV Council Chamber Gear Diagramming		
1 hr - 03/08 - Pat/Terri trimmed a meeting + PRISMA	5 hrs - 12/01 - Kevin shot the FH Solar Panel ribbon cutting Presentation & workshop	3 hrs - 06/25 - Andrew shot the LD Music under the trees event (1 of 2)	10 hrs - (05/04 - 05/10) - Kevin shot & Edited the LC Arbor Day Event Video	13.5 hrs - (07/09 - 07/13) - Kevin Edited the MV Community Theater Promo Video	1.5 hrs - 03/21 - Don worked on Vbrick issues		6.5 hrs - 02/18 - Kevin & Allison shot the RV Living Smarter Fair	5.5 hrs - 05/12 - Kevin Shot the SA Civic Orchestra Concert	5 hrs - (03/23) - Don/Johnny worked on SV Council Chamber Gear Diagramming		
3 hrs - (04/19 - 04/23) - Johnny worked on drawing our the AH audio system	6 hrs - Kevin/Jake are editing the FH Solar Panel Workshop	19 hrs - 07/23 - Conor shot & is editing both LD Music under the trees events	.5 hrs - 06/04 - Vanessa request for Don to work on 'video matrix' issues.	2.5 hrs - 08/08 - Don worked on various cable room issues	5 hrs - 04/04 - Kevin shot/captured the NB PREC Meeting @ NB Community Center		2 hrs - 02/18 - Kevin transferred footage/prepared the RV Living Smarter Fair Footage	3 hrs - 06/04 - Kevin worked a special SA Planning Comm Meeting	8 hrs - SV Editing and DVD making of the Community Dialogue Events (pt 1&2)		
9 hrs - (04/19 - 04/23) - Johnny worked on re-wiring and note taking for the AH audio system work		.75 hrs - 07/30 - Ian worked on a Sound Card Audio Issue	8 hrs - Kevin - LC Ice Fishing 2013 Promo Creation	1.5 hrs - 08/10 - Kevin/Tim MV Community Center promo meeting	4 hrs - 05/02 - Kevin shot/captured the NB PREC Meeting @ NBCC		1 hr - 02/23 - John fixed RVCC Goosneck Mic	16.5 hrs - 06/12 - Kevin Edited the SA Civic Orchestra Concert	3 hrs - 04/23 - Kevin Shot the SV Community Dialogue Event (pt 2)		
.5 hrs - 05/04 - Ian worked to troubleshoot issues	SA-FH-LD - Sustainability Workshop Almost Complete!	4 hrs - 08/18 - Conor shot the LD Day in the Park event	9 hrs - Kevin - LC Ice Skating 2013 Promo Creation	3 hrs - 08/17 - Brooke/Hillary shot the Back2School Bash	11 hrs - 05/15 - Kevin Edited & DVD Authored the Goose Management Video/DVDs		1.5 hr - 03/22 - Living Smarter meeting with Jeannie	2 hrs - 08/21 - Ken worked the SA Meeting	7 hrs - (04/24 - 04/27) - Kevin Edited the SV Comm Dialogue Event pt2		
2 hrs - 05/19 - Kevin Shot the Community Cleanup Day* (Partnering with Shoreview)		10 hrs - Sept. - LD editing Day in the Park video	.5 hrs - 07/23 - Ian went to reboot a CG Machine after power outage	19 hrs - 09/22 - Kevin edited the Back 2 School Bash	3 hrs - 06/06 - Kevin worked the NB PREC Meeting		11.5 hrs - (03/27 - 05/16) - Kevin edited the RV Street Sweeper Video	10 hrs - Ken covered these meetings in Sept. (10,11,18 & 25)	2 hrs - 05/19 - Kevin Shot the Community Cleanup Day* (Partnering with Arden Hills)		
11.5 hrs - 07/10 - Kevin - Edited together a new 2012 Fall Festival Promo		2.5 hrs - 09/25 - LD City Council Meeting Coverage	1 hr - 09/06 - LC Scala Issue reset	3 hrs - 10/10 - Kevin worked the MV City Hall Meeting	2 hrs - (06/14 - 06/15) - Prep & Meeting w/ Grant for the NB Exchange Video		1.5 hrs - (04/09 - 04/20) - Ian worked 2 different times on Project config.	12 hrs - Kevin covered the 10/15 forum & Ken covered 3 meetings Oct. (9, 11, 23, 30)	2.5 hrs - Don met w/ Doug about SV Control Room Layout & Changes		
2 hr - 07/12 - Kevin/Dale met w/ AH Staff about AH Tour Video		9 hrs - 10/04 - Kevin provided tech gear and edited together a DVD of a LD Comm Event	3 hrs - 08/02 - Conor shot the LC Ice Cream Social Event	3 hrs - 10/27 - Taylor shot the MV Fam Fun Festival	4 hrs - 08/01 - Kevin worked the NB PREC Meeting		1 hr - 04/22 - Pat C. worked on iMac software installs	4 hrs - Ken G. covered these meetings in Nov. (13, 27)	1.0 hr - 07/16 - Kevin worked the SVCC Meeting		
1 hr - 9/10 - Johnny worked on cable room audio		12 hrs - Oct. - Kevin compiled and re-edited together all 3 summer events from LD into single long video	19 hrs - 08/23 - Kevin/Conor edited the LC Ice Cream Social event.	3 hrs - 11/15 - Kevin worked the MV PREC meeting	4.5 hrs - 08/14 - Kevin/Conor Shot Day1 of NBE Project Video		12 hrs - May 2012 - Kevin Re-Edited a 5-Minute Living Smarter Promo Video for RVHRA	6 hrs - Ken G. covered these meetings in Dec. (4, 10, 11)	1.5 hrs - 07/24 - Kevin worked the SVPC Meeting		
6 hrs - 09/15 - Kevin shot the AH Fall Festival		18 hrs - (10/31 - 11/16) - Taylor shot and Kevin edited the LD Halloween Party 2012 video.		10 hrs - 11/26 - Taylor/Kevin is Editing the MV Fam Fun Festival	4.5 hrs - 08/28 - Kevin/Hillary Shot Day2 of NBE Project Video		6 hrs - (05/16 - now) - Kevin is editing the RV Fairview Pathway Video	1 hr - Staci dubbed a DVD of the SACC Meeting 12-03-13	4 hrs - 09/26 - Kevin Edited the Cleanup Day Promo (Partner w/ SV)		
4 hrs - 09/26 - Kevin Edited the Cleanup Day Promo (Partner w/ SV)			LC PSA #2 about Identity Theft	1 hr - 11/26 - Pat C created 2 DVD-R DL discs for failed recording	3.5 hrs - 10/03 - Kevin worked the NB PREC Meeting		5 hrs - 05/21 - Kevin worked the RVCC Meeting for Tim Pratt		33hrs - Sept. - Don & Johnny SV Control re-wiring project		

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TO: Cor Wilson, Executive Director
FROM: Terri Schultz, Technical Services Manager
Pat Cook, Senior Technician and Facilities Coordinator
SUBJECT December 2012 Report

Technical Operations

- We live tested a new product we are considering purchasing called LiveU. It is a cellular transmission system. We did encounter one small problem at the beginning of the shoot, but the LiveU tech support team helped us sort it out in a timely manner.
- Pat Cook has began discussions with the volunteers on the best options for replacing the character generator in the studio that was included in the 2013 budget.
- We did have another successful shoot using the mini-mobile system. This time it covered a third remote production one evening, the Roseville Strings concert. A truck technician helped the producer, and everything went well.
- From a technical stand point, Santa Call-In went well.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- Pat Cook has worked with the MTN folks to get them up and running on the Prisma interconnect.
- Ian Cobb refined the Santa Call-In database, and it functioned well for the live broadcast.
- We have been live web streaming many events from the Oval for the Friends of the Oval.
- We have set up all accounts for our new staff member starting January 2nd.
- A monthly web streaming activity report is attached.

City and School Assistance

- Work has continued with getting Mounds View schools digital signage up and running. They have received the tightrope player, and Pat Cook has met with their technical person, Brian Zbikowski, on site to assist in set up.
- The City of Roseville is planning on purchasing a couple of digital signage players for use in 2013, and we will be assisting them in that endeavor.

Trucks

- There were 22 truck shoots this month. Four shoots were live; three of those were school holiday concerts.
- We are still working with the new equipment and procedure changes in the trucks. We have been very busy with seasonal concerts, special events and sports. We should have a lull in the beginning of the year and will continue with the truck upgrades.

Don Swenson's Monthly Report

Dec '12

Trucks

- 1) White truck - Replaced a tilt lock knob for yellow tripod.
- 2) White truck - Replaced the viewfinder hood for the large viewfinder for blue camera.
- 3) White truck - Re-terminated the camera end of the blue triax cable.
- 4) Both trucks - Repaired two small viewfinders.
- 5) Blue truck - Modified the test monitor so it could have a more robust power connector.

Studio

- 1) Had to change back a menu item for the lighting board so the lighting grid would work again.
- 2) Straightened out the intercom mess that was in the machine room and labeled the lines.
- 3) Ran new intercom lines for the producer's station.
- 4) Repaired one of the two channel remote stations that was cutting out.

Portable

- 1) Replaced the lens caps for one of the staff cameras and one of the volunteer cameras.

Misc.

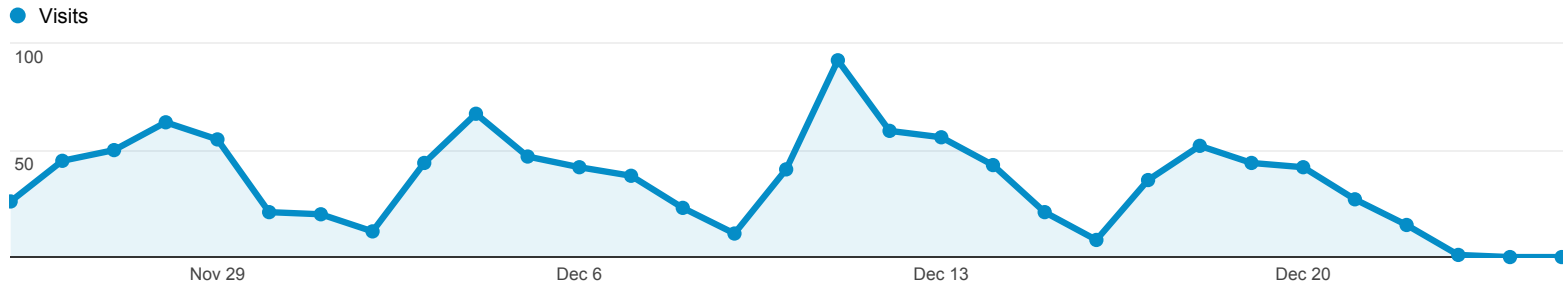
- 1) Terminated the male ends for the triax runs at the Roseville Ice Arena.
- 2) Mounds View - Cleaned the optics for one of their DVD recorders.
- 3) St. Anthony Schools - Tightened up a triax connector in the auditorium that was causing problems. Checked one of the triax lines in the gymnasium for a possible problem.
- 4) Modified a test monitor for one of the trucks so it could have a more robust power connector.
- 5) Repaired three power cables.

Landing Pages

% of entrances: 100.00%

Explorer

Site Usage



Visits

1,101

% of Total: 100.00% (1,101)

Pages / Visit

1.72

Site Avg: 1.72 (0.00%)

Avg. Visit Duration

00:02:18

Site Avg: 00:02:18 (0.00%)

% New Visits

38.78%

Site Avg: 38.78% (0.00%)

Bounce Rate

70.75%

Site Avg: 70.75% (0.00%)

Hostname	Visits	Pages / Visit	Avg. Visit Duration	% New Visits	Bounce Rate
1. rvcc.nsacwebcasts.com	174	2.02	00:03:29	24.14%	55.17%
2. mwcc.nsacwebcasts.com	151	1.41	00:01:36	47.68%	79.47%
3. mvsv.nsacwebcasts.com	106	1.32	00:01:03	66.04%	79.25%
4. mvcc.nsacwebcasts.com	60	1.77	00:04:09	21.67%	75.00%
5. ebcc.nsacwebcasts.com	59	1.63	00:02:25	22.03%	66.10%
6. svcc.nsacwebcasts.com	50	1.96	00:02:46	56.00%	68.00%
7. lcpc.nsacwebcasts.com	49	1.18	00:00:54	20.41%	91.84%
8. ahcc.nsacwebcasts.com	44	1.52	00:00:47	25.00%	65.91%
9. lccc.nsacwebcasts.com	44	1.89	00:02:42	50.00%	54.55%
10. sasb.nsacwebcasts.com	35	1.71	00:00:43	45.71%	77.14%
11. mvws.nsacwebcasts.com	31	1.42	00:00:59	19.35%	67.74%
12. rvhrc.nsacwebcasts.com	27	1.15	00:00:21	22.22%	85.19%
13. nspcc.nsacwebcasts.com	26	1.54	00:00:55	46.15%	69.23%
14. nohoa.nsacwebcasts.com	21	1.10	00:00:11	52.38%	90.48%
15. svpc.nsacwebcasts.com	21	1.24	00:00:34	61.90%	76.19%
16. rwsccl.nsacwebcasts.com	20	1.35	00:00:13	30.00%	80.00%
17. mvpc.nsacwebcasts.com	15	5.27	00:08:54	13.33%	60.00%
18. mwccw.nsacwebcasts.com	14	1.86	00:01:04	64.29%	71.43%
19. nscclnsac.nsacwebcasts.com	14	1.14	00:00:23	21.43%	85.71%
20. sacc.nsacwebcasts.com	10	1.40	00:00:07	30.00%	70.00%
21. ahpc.nsacwebcasts.com	9	1.22	00:00:57	33.33%	77.78%
22. rvccsm.nsacwebcasts.com	9	1.00	00:00:00	88.89%	100.00%
23. www.nsacwebcasts.com	9	6.89	00:17:34	0.00%	11.11%
24. nocc.nsacwebcasts.com	8	1.38	00:00:30	75.00%	87.50%
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25.	rvpwt.nsacwebcasts.com	7	1.29	00:00:37	42.86%	85.71%
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29.	nsacwebcasts.com	6	3.83	00:05:23	50.00%	16.67%
30.	ldcc.nsacwebcasts.com	5	2.00	00:05:52	40.00%	80.00%
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37.	mvstuij.nsacwebcasts.com	4	1.25	00:00:21	50.00%	75.00%
38.	nopc.nsacwebcasts.com	3	1.33	00:03:14	33.33%	66.67%
39.	nsp.nsacwebcasts.com	3	2.33	00:02:55	33.33%	0.00%
40.	rvpc.nsacwebcasts.com	3	1.00	00:00:00	33.33%	100.00%
41.	sapc.nsacwebcasts.com	3	1.00	00:00:00	66.67%	100.00%
42.	mwbedc.nsacwebcasts.com	2	1.50	00:00:16	100.00%	50.00%
43.	mwcdrb.nsacwebcasts.com	2	3.00	00:14:11	50.00%	50.00%
44.	mwhrc.nsacwebcasts.com	2	1.50	00:00:26	50.00%	50.00%
45.	rvhra.nsacwebcasts.com	2	1.00	00:00:00	50.00%	100.00%
46.	mveda.nsacwebcasts.com	1	3.00	00:01:08	100.00%	0.00%
47.	mvthm.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
48.	mwhra.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
49.	rvec.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
50.	rvet.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
51.	sapr.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%

Rows 1 - 51 of 51

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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).

North Suburban Access Corporation

NSAC VI.A.

2012 Financial Report Summary

12/27/2012

For the Eleven Months Ending November 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	369.68	a.	11,865.76	(1.19)	9,167.00	10,000.00
Cable Company Grants	0.00		1,339,037.76	(1.00)	1,227,451.00	1,339,038.00
Interest Income	338.74		3,282.44	(1.64)	1,833.00	2,000.00
Reimburs/WEBstream	0.00		30,587.16	(1.02)	27,500.00	30,000.00
Earned Income	5,749.14		54,419.61	(0.91)	55,000.00	60,000.00
Donations	0.00		500.00	(0.50)	917.00	1,000.00
Transfer from Reserves	0.00		0.00	0.00	57,492.00	62,718.00
Total Revenues	6,457.56		1,439,692.73	(0.96)	1,379,360.00	1,504,756.00
Expenses Summary						
Personal Services	69,604.63		807,890.88	0.89	828,031.00	903,306.00
Operating Expenses	30,351.02		396,120.16	0.83	439,497.00	479,450.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	(32.38)		100,595.67	0.82	111,834.00	122,000.00
Total Expenses	99,923.27		1,304,606.71	0.87	1,379,362.00	1,504,756.00
Net	(\$ 93,465.71)		\$ 135,086.02	0.00	(2.00)	0.00

a. Training & Misc. -- Classes and DVD sales

North Suburban Access Corporation
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	50,669.43	570,718.97	0.87	600,417.00	655,000.00
Part Time Salaries	893.60	57,588.87	0.96	55,000.00	60,000.00
FICA	3,683.90	49,191.67	0.83	54,204.00	59,131.00
Retirement	4,927.40	23,032.50	0.72	29,494.00	32,175.00
Unemployment	38.56	3,083.57	0.88	3,208.00	3,500.00
Workers Comp	(474.96) b.	2,393.84	0.68	3,208.00	3,500.00
Health/Life Insurance	9,866.70	101,881.46	1.13	82,500.00	90,000.00
Total Personal Services	69,604.63	807,890.88	0.89	828,031.00	903,306.00
Operating Expenses					
General					
Printing	0.00	1,213.69	0.17	6,417.00	7,000.00
Publications	0.00	166.95	0.33	458.00	500.00
Memberships	0.00	10,777.00	0.86	11,459.00	12,500.00
Entries Fees	0.00	2,764.00	0.92	2,750.00	3,000.00
Video Programming	0.00	0.00	0.00	137.00	150.00
Total General	86.13	14,921.64	0.64	21,221.00	23,150.00
Supplies					
Office Supplies	346.34	12,275.89	1.53	7,333.00	8,000.00
Video Supplies	(347.09) c	21,647.72	1.03	19,250.00	21,000.00
Software Supplies	444.99 d.	13,024.27	0.47	25,667.00	28,000.00
Volunteer Supplies	2,574.46 e.	11,952.68	0.85	12,833.00	14,000.00
Total Supplies	3,018.70	58,900.56	0.83	65,083.00	71,000.00

b. Workers Comp -- Premium paid in April; moved 2013 portion to pre-paid expenses

c. Video Supplies -- Corrected a previous keying error

d. Software Supplies -- Server software and software for drawing electronic diagrams

e. Volunteer Supplies -- Crew food (elections, CreaTV) and shirts for election crew

North Suburban Access Corporation
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	198.00	f.	5,064.68	0.72	6,417.00	7,000.00
Video Equipment	2,579.35		17,868.11	0.94	17,417.00	19,000.00
Van Operations	1,161.43		12,969.02	0.65	18,333.00	20,000.00
Building Janitorial	4,740.95		57,390.44	0.88	59,584.00	65,000.00
Total Maintenance	8,679.73		93,292.25	0.84	101,751.00	111,000.00
Travel						
Conferences	195.00	g.	7,788.85	0.78	9,167.00	10,000.00
Mileage & Meals	273.44		2,750.14	0.61	4,125.00	4,500.00
Total Travel	468.44		10,538.99	0.73	13,292.00	14,500.00
Tuition & Training						
Tuition & Training	195.00	h.	2,253.60	0.56	3,667.00	4,000.00
	195.00		2,253.60	0.56	3,667.00	4,000.00
Utilities						
Utilities	2,065.02		24,503.21	0.82	27,500.00	30,000.00
	2,065.02		24,503.21	0.82	27,500.00	30,000.00
Leases						
Rent	6,785.60		74,641.60	0.92	74,708.00	81,500.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		2,323.00	0.77	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		78,815.00	0.90	80,208.00	87,500.00

- f. Office Equip. Maint. -- Ram for staff computer
- g. Conferences -- MACTA Conference expense
- h. Tuition & Training -- Wellness program reimbursements

North Suburban Access Corporation
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	0.00		6,550.00	0.96	6,233.00	6,800.00
Sales Tax	168.99		11,659.73	1.06	10,083.00	11,000.00
Payroll	254.84		3,251.81	0.86	3,483.00	3,800.00
Insurance	(1,396.14)	i.	12,927.19	0.92	12,833.00	14,000.00
Legal	3,379.30	j.	4,139.30	0.21	18,333.00	20,000.00
Special Program Grants	0.00		0.00	0.00	0.00	0.00
Producers/Trainers	(810.00)	k.	4,835.00	0.00	0.00	0.00
Intrnet Connect	1,000.00		11,000.00	0.90	11,184.00	12,200.00
Miscellaneous	633.83	l.	27,785.75	0.93	27,500.00	30,000.00
Total Contractual	3,230.82		82,148.78	0.84	89,649.00	97,800.00
Communications						
Postage	244.59		4,259.55	0.71	5,500.00	6,000.00
Telephone	1,184.79		12,495.01	0.81	14,208.00	15,500.00
Advertising & Promotion	4,478.33	m.	13,991.57	0.82	15,584.00	17,000.00
Total Communications	5,821.58		30,746.13	0.80	35,292.00	38,500.00
Recruiting						
Recruiting	0.00		0.00	0.00	1,834.00	2,000.00
Total Operating	30,351.02		396,120.16	0.83	439,497.00	479,450.00

i. Insurance -- Reflects 2013 portion assigned to pre-paid expense

j. Legal -- Personnel attorney

k. Producers/Trainers -- One producer/trainer was paid through payroll in November

l. Misc. Contractual -- Roseville IT services; bank fees

m. Advertising & Promotion -- Ads for Election coverage, Santa Call-in, and Shoreview Northern Lights Variety Band concert; booth at MCN conference; CreaTV Facebook campaign.

North Suburban Access Corporation
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		8,630.02	0.86	9,167.00	10,000.00
Video Equip.	(32.38)	n.	74,828.43	0.90	76,267.00	83,200.00
Office Equipment	0.00		17,137.22	0.60	26,400.00	28,800.00
<hr/>						
Total Capital	(32.38)		100,595.67	0.82	111,834.00	122,000.00
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Total Expenses	99,923.27		1,304,606.71	0.87	1,379,362.00	1,504,756.00
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Net	(\$ 93,465.71)		\$ 135,086.02	0.00	(2.00)	0.00

n. Video Equipment -- Reallocated sales tax portion of expense

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**NSCC Item VII.B.
NSAC Item VI.B.
December 27, 2012**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Appoint Nominating Committee

Since our esteemed chair/president won his election in November and is moving on to higher office, the Commission and Board Directors need to appoint a Nominating Committee to select a new chair/president and vice chair/vice president. The officers may serve up to two consecutive one-year terms and, since Commissioner/Director Bauman was elected to her first one-year term as Secretary/Treasurer at the beginning of 2012, she could continue in that position.

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