



**NORTH SUBURBAN ACCESS CORPORATION
November 7, 2013
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

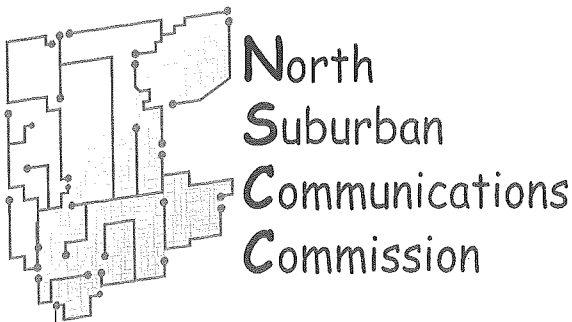
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of October 2013 Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – September 2013
 - B. 2014 Budget Review – Discussion
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – December 5, 2013

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**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
October 3, 2013**

I. Call to Order

Board President Steve Beilke called the meeting to order at 7:55 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
Rick Montour, Little Canada
Barb Haake, Mounds View
Gina Bauman, New Brighton, Secretary/Treasurer
Steve Beilke, North Oaks, President
Dan Roe, Roseville
Hal Gray, St. Anthony,
Ady Wickstrom, Shoreview, Vice President

Others Present:

Coralie Wilson, Executive Director
Tim Domke, Production and Outreach Manager
Pat Cook, Senior Technician/Facilities Coordinator
Val Kosky, Business Manager

III. Approval of Agenda

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

IV. Approval of Minutes

Mr. Montour moved, seconded by Ms. Wickstrom, to approve the September 2013 minutes. The motion was approved with one abstention by Ms. Bauman.

V. Reports

A. Executive Director

Ms. Wilson reported that the Minnesota High School League entered into a contract with Hubbard Broadcasting for \$1 million dollars for 20 years. This gives Hubbard exclusive rights to

cover all tournaments for all sports. Hubbard Broadcasting has spun off Grand Stadium to webstream some of the games. Grand Stadium's funding comes from online advertising on their webpage. Currently Grant Stadium generally covers the games with one camera, but has approached some access facilities in the Twin Cities area to allow the access organizations to cover these games with their mobile production trucks in return for providing Grand Stadium with a feed for it exclusive webstream. The access organizations are permitted limited cablecast of the games on their channels, but with no compensation to the access stations. Grand Stadium is continuing to approach different entities trying to get them to sign contracts giving them rights to webstream high school sports events. Ms. Wilson noted that no action was needed at his time, but that communities should be aware of this issue and that staff would be reminding schools of the services available through NSAC.

B. Production and Outreach Manager

Mr. Domke reported that Candidate Speak Out tapings were completed, with 18 of 23 possible candidates participating. Broadcasting of the Speak Outs would begin the weekend of October 6. He also noted that Candidate Forums would begin on October 5.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that the blue truck rewiring is complete. He reported that the fall sports season has started and, in addition to the live broadcasting, webstreaming of the games is occurring and providing staff with feedback on viewership.

Mr. Cook reported that the mini-mobile unit would be used by a couple of volunteers to cover the Paranormal Symposium. The programming will be in HD.

VI. General Business

A. Treasurer's Report

Ms. Bauman moved, seconded by Ms. Wickstrom, to approve the August 2013 Treasurer's report. The motion was approved unanimously.

B. 2013 Budget

Ms. Wilson reported the receipt of a \$66,000 sales tax rebate check from the State of Minnesota and requested an adjustment to the budget to include purchasing a minivan and encoders and software for webstreaming city and school meetings. The policy decision would be to change the budget to include the two purchases and not to designate a pro-rata share chargeback to the cities for the encoders and software.

Ms. Haake moved and Mr. Gray seconded the motion to amend the budget to reflect the income and include the purchases of the minivan and encoder software.

Mr. Talbot moved, seconded by Mr. Gray, to amend the motion to include that no chargeback be assessed to the cities on the purchase of the encoders and software for webstreaming. The motion passed unanimously.

VII. Announcements

Ms. Haake complimented and thanked staff and volunteers for their help with her first production on the watershed district. The series is entitled "Water is Everyone's Business" and the first program is "What is a Watershed?". The second program will be on carp.

Crew introductions

Mr. Beilke introduced the production crew:
Casey O'Brien, Studio Class Student, Camera
Joash Nyanoti, Studio Class Student, Camera
Kevin Schmitz, Producer, Master Control

VIII. Adjournment

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

Respectfully Submitted

Gina Bauman, Secretary/Treasurer

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**NSAC Item V.A.
November 1, 2013**

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

Elections – Tim Domke and Dale Irving have been planning our election night coverage, which will start at 8:30 p.m. and run for approximately one hour. They have lined up interviews with 10 candidates, several of whom will be live on location. We are looking forward to this experiment with our new transmission technology.

City Meeting Coverage – As I reported in at the October meeting, we have had discussions with two additional cities for the provision of staff to cover their city meetings. The agreement with the City of Arden Hills has now been approved, and we expect the agreement with the City of Roseville will be done soon.

Give to the Max Day – This annual on-line event is scheduled for November 14. The link for CTV North Suburbs is:
<http://givemn.razoo.com/story/Ctv-North-Suburbs-North-Suburbs-Access-Corporation> Please share with friends and colleagues!

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NSAC Item V.C.
October 29, 2013

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: October 2013 Report

Truck Productions – (16 in all)

- Public events
 - Minnesota Harvest Horse Show
- Educational events
 - Roseville High School
 - Volleyball – 4 events
 - Football – 3 events (Including one against Mounds View)
 - Levy Referendum Meeting
 - St. Anthony High School
 - Football – 2 events
 - Volleyball event
 - Bethel College
 - Football – 3 events
 - Concert
 - Northwestern College
 - No events this month
- Staff produced
 - None this month

Studio/Misc. Productions – (to name a few)

- Staff
 - North Suburban Beat – (Three shows)
 - Guests/Organizations
 - Promotion of Candidates Speak Out
 - CLA Award Winner: Wendy Benson
 - Falcon Heights/Lauderdale Fun Run
 - Falcon Heights Fire Dept. Open House
 - Roseville Fire Station Ribbon Cutting
 - Comcast & B1 Digital Transition Project
 - Lauderdale Halloween
 - Twin Cities Film Fest: Conor Holt
 - Roseville Ovalumination : *Night We Light*
 - Ramsey County Sheriff's Report to the cities
 - Candidates Forums
 - Falcon Heights City Council
 - New Brighton Mayor/City Council
 - District 623 and 621 School Board meetings

- Promotional video for *Give to the Max Day* which happens November 14th. To view the promo, go to: GiveMN.razoo.com/story/CTV-North-Suburbs-North-Suburbs-Access-Corporation.
 - CTV's Shannon Hunter produced a new opening for *New Brighton Now*.
 - North Suburban Beat volunteer Bridget Curran produced a video about flag etiquette on how to dispose of a U.S. flag.
- Volunteer
 - Christ the King – 2 events
 - New Brighton Now
 - WWA Talk Show – 2 events
 - Tale of Ten Cities
 - Health Now – 2 events
 - Light on the Gospel
 - Water Is Everyone's Business
 - Kiwanis Youth Awards
 - Plus another additional 19 programs

Production For Hire – (currently in production)

- Youth Legacy Foundation – Production began in August
- Doctor program with Multicare Associates
- Minnesota Horse Show – In-house coverage
- MOFAS – On going discussions

Youth Media

- **CreaTV** – Youth Coordinator, Alex Betzler reports that CreaTV kicked off another year on October 8 & 9, with 10 students participating, three of which returning members from last year. They are in the process of picking their episode theme and have received camcorder training and worked on their first short video projects.
- **CTV Teens on Channel Six** – CTV Teen productions will now play monthly on Channel Six. With collaborations from many teens creating programs for CTV, Alex is editing packages for the channel.
- **CTEP** – Jordan Thompson will serve as CTV's next AmeriCorps CTEP. Jordan started this September. Jordan will oversee the youth as they prepare for the social media element of CTV's Election Night coverage.
- **TCYMN (Twin Cities Youth Media Network)**- Alex Betzler reports that TCYMN members hosted a youth media session for the MACTA conference in October. Nicola Pine (SPNN), Deacon Warner (IFP-MN) and Alex were panelists, along with youth from our programs, including CTV's own Jake Bailey.
- **Other Youth News** –
 - CTV's Alex Betzler submitted 3 grants in August to the Best Buy Children's Foundation (\$10,000), North Suburban Community Foundation (\$5,000) and the Union Pacific Foundation (\$5,000). Alex will hear back in October from the first two and in January from Union Pacific. To date we were unsuccessful with the North Suburban Community Foundation but will try again next cycle (January).

Education and Outreach

- **Tours at CTV** – NA
- **CTV Classes** – 31 Certifications/Attendees
 - **CTV 101**– (3 classes) 9 students
 - **Camcorder** – (2 classes) 3 students
 - **Basic Truck** –(3 classes) 4 students
 - **Basic Studio** – (4 classes) 3 students
- **Producers Club** — 12 non-staff
- **CTV Tours** - N/A
- **Final Cut Pro X** – An instructor has been selected, and curriculum is being put together.

Municipal Services

- **Production Services**
 - **Shoreview** – Completion of the *Shoreview For The Ages* was accomplished with the completion of *Farmers Market Pie Eating Contest* and *The 500 Club* feature.
 - **Roseville** – Highlights of the Roseville Fire Station grand opening was recorded for the *North Suburban Beat*.
 - **Falcon Heights** – CTV recorded the annual Falcon Heights Fire Department Open House event. The event dubbed *Touch A Truck* included fire demos, a car explosion and more.

100 Hours Tracking –See Kevin’s enclosed report.

Marketing and Volunteer Activity

- **Promotional Activities**
 - **Website** – Designed images for:
 - Created images for the slideshow on topics including *Candidates Speak Out* programs, candidate forums, and LIVE coverage of local high school and college sports.
 - Lori Pulkrabek worked with Terri Schultz on the redesign of the slideshow on the home page of our website. The new design includes tabs on the left for easier navigation between images.
 - Updated CTV’s GiveMN.org web page in preparation for Give to the Max Day on November 14.
 - **Print/ Electronic**
 - Redesigned the e-newsletter. This month the e-newsletter featured Conor Holt, former CTV intern, who premiered his short film at the Twin Cities Film Fest on October 20.
 - Placed ad in local papers promoting the Candidates Speak Out programs.
 - Organized and collected election information for election night hosts and reporters.
 - **Other**
 - Hosted a booth at the Twin Cities North Chamber Expo.
 - Ordered a banner for CTV Teens (used on October 11 at Mounds View High School).

CTV North Suburbs Period: **1/1/13 - 12/31/13**
Municipal Assistance Program Updated Through: **9/25/13**

CITY	Production Hours	Tech Hours	TOTAL HOURS	Production Value	Tech Value	TOTAL VALUE	TOTAL LENGTH
ARDEN HILLS	37	0	37	\$2,335	\$0	\$2,335	0:58:52
FALCON HEIGHTS	71.5	11	82.5	\$4,763	\$550	\$5,313	2:49:18
LAUDERDALE	70.5	1	71.5	\$5,058	\$50	\$5,108	3:58:46
LITTLE CANADA	86.5	13.5	100	\$7,643	\$675	\$8,318	0:39:45
MOUNDS VIEW	80	6.5	86.5	\$6,655	\$325	\$6,980	0:17:41
NEW BRIGHTON	72.5	0	72.5	\$6,648	\$0	\$6,648	0:15:15
NORTH OAKS	39	7	46	\$2,775	\$350	\$3,125	1:39:35
ROSEVILLE	84.5	24.5	133	\$9,128	\$1,225	\$10,353	0:16:04
SAINT ANTHONY	74	16	90	\$7,180	\$800	\$7,980	4:27:49
SHOREVIEW	116	2	118	\$9,380	\$100	\$9,480	2:53:21
TOTALS	732	82	837	\$61,563	\$4,075	\$65,638	18:16:26

TO: Cor Wilson, Executive Director

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

SUBJECT October 2013 Report

Technical Operations

- We continue to work on resolving the issues with the MPEG transport from city halls to CTV. With the purchase of the Tektronix Sentry system, we did identify and subsequently resolve a number of network problems. This fixed the tiling issues, but we still have the voice-sync issue. We are now working on finding the solution to that. In the process, we are testing an H.264 (HD-capable) replacement to the VBricks. We are also exploring some of the settings within the existing equipment. Unfortunately, the problems seem to be intermittent and vary from site to site, so it is proving difficult to solve.
- Staff has been working on election coverage. Ian Cobb and Pat Cook have taken on the task of providing results and other graphics. Since this is a light election season, we will be trying some new things.
- Pat Cook attended a meeting at Comcast on the Basic 1 (B1) encryption. This will affect our cities and us because the use of ClearQAM tuners will no longer be an option. This means that TV's with the cable plugged right into them will no longer work and will need a box to continue to receive programming. For CTV, it means that we are working on swapping out our devices that re-encapsulate our channels for monitoring on our network. The new boxes will work in conjunction with a CableCard from Comcast to decrypt the signals.
- Pat Cook and Terri Schultz have been taking turns being the Master Control Operator for live events.
- Year-end purchases are being submitted for approval. Items include additional parts for the Mini-Mobile system. We have also been working on 2014 budgets that relate to Tech Services.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- A new workstation is on order for the Executive Director.
- Ian Cobb has installed additional equipment in New Brighton for testing.
- We have begun to update our Tighrope software. First step was upgrading from Windows 2003 to Windows 2008.
- We are creating an interactive area on our web site for use between our volunteers and producers.
- A monthly web streaming activity report is attached.

City and School Assistance

- We have been covering the few election forums, and they are being re-broadcast and are available on the web site.
- We are working on learning more about the AV rooms of the cities for which we are now taking over the meeting coverage.

Trucks

- There were 16 truck shoots in October; six were live. We had one event canceled due to rain.
- John Sommer has been working on audio wiring issues in the trucks.

Don Swenson's Monthly Report

Oct. '13

Studio

- 1) Installed new mounting system for the bump cam.
- 2) Replaced a dimmer controller for light # 12.
- 3) Rewired the LCD cart and mounted the speaker amp.

Trucks

- 1) Both - Changed the 9 channel audio spool to a DT-12 system.
- 2) Both - Cleaned up the temporary wiring.
- 3) White - Repaired the CG intercom station mic. that was not working.
- 4) White - Configured the announcer boxes so they work better with the IFB system.
- 5) White - Cleaned G/L board connections on CCU 4 to correct some sync issues.

Cities

- 1) Arden Hills - Repaired an XLR on a microphone used in the council chambers.

Misc.

- 1) Installed triax panel mounts at the Roseville Ice Arena.
- 2) Checked the garage oil trap per landlords request.
- 3) Straited the garage.
- 4) Terminated the triax in the garage.
- 5) Put together 4 new headsets for circulation.

September 29, 2013 to October 29, 2013					
Page Title	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
Arden Hills City Council August 26, 2013	2	2	9.00	1	100.00%
Arden Hills City Council June 10, 2013	3	2	25.00	2	0.00%
Arden Hills City Council June 24, 2013	8	4	140.00	1	100.00%
Arden Hills City Council May 28, 2013	2	2	0.00	2	100.00%
Arden Hills City Council October 14, 2013	30	26	394.56	6	83.33%
Arden Hills City Council October 28, 2013	33	6	76.21	0	0.00%
Arden Hills City Council September 30, 2013	11	10	191.33	1	100.00%
Arden Hills City Council September 9, 2013	8	7	18.33	2	100.00%
Arden Hills Planning Commission July 10, 2013	4	4	113.25	0	0.00%
Arden Hills Planning Commission June 19, 2013	2	1	27.50	0	0.00%
Arden Hills Planning Commission May 8, 2013	3	2	44.00	0	0.00%
Arden Hills Planning Commission October 9, 2013	11	8	246.75	0	0.00%
Arden Hills Planning Commission September 4, 2013	7	6	88.25	0	0.00%
Lauderdale City Council May 14, 2013	1	1	80.00	0	0.00%
Lauderdale City Council October 22, 2013	2	2	37.00	0	0.00%
Lauderdale City Council October 8, 2013	8	5	536.75	2	0.00%
Lauderdale City Council September 24, 2013	1	1	0.00	0	0.00%
Little Canada City Council August 28, 2013	2	2	136.00	0	0.00%
Little Canada City Council May 8, 2013	1	1	3.00	0	0.00%
Little Canada City Council October 23, 2013	8	7	533.00	0	0.00%
Little Canada City Council October 9, 2013	8	8	43.57	0	0.00%
Little Canada City Council September 25, 2013	7	7	7.00	1	100.00%
Little Canada Parks & Recreation July 11, 2013	7	3	101.20	1	0.00%
Little Canada Parks & Recreation June 6, 2013	3	3	7.33	0	0.00%
Little Canada Parks & Recreation October 3, 2013	10	6	161.44	0	0.00%
Little Canada Parks & Recreation September 5, 2013	4	4	5.00	0	0.00%
Little Canada Planning Commission June 13, 2013	5	3	150.00	0	0.00%
Little Canada Planning Commission October 10, 2013	11	7	143.67	0	0.00%
Little Canada Planning Commission September 12, 2013	4	4	38.50	0	0.00%
Mounds View Charter Commission October 10, 2013	9	8	290.00	1	100.00%
Mounds View City Council June 24, 2013	1	1	0.00	0	0.00%
Mounds View City Council October 14, 2013	16	16	204.00	0	0.00%
Mounds View City Council October 28, 2013	1	1	30.00	0	0.00%
Mounds View City Council September 23, 2013	6	5	1242.50	0	0.00%
Mounds View Economic Development Authority October 14, 2013	6	6	17.00	0	0.00%
Mounds View Economic Development Authority October 28, 2013	5	4	47.00	0	0.00%
Mounds View Economic Development Commission August 16, 2013	1	1	263.00	0	0.00%
Mounds View Economic Development Commission September 27, 2013	12	5	494.13	0	0.00%
Mounds View Parks & Recreation & Forestry Commission October 24, 2013	10	8	283.50	1	100.00%
Mounds View Parks & Recreation & Forestry Commission September 26, 2013	5	2	496.75	0	0.00%
Mounds View Planning Commission June 5, 2013	2	1	30.00	1	0.00%
Mounds View Planning Commission October 16, 2013	4	4	729.00	0	0.00%
Mounds View Planning Commission October 2, 2013	9	9	317.67	0	0.00%
Mounds View Planning Commission September 18, 2013	2	2	447.00	0	0.00%
Mounds View Schools School Board August 20, 2013	1	1	0.00	0	0.00%
Mounds View Schools School Board June 11, 2013	2	2	0.00	0	0.00%
Mounds View Schools School Board June 25, 2013	2	2	28.00	0	0.00%
Mounds View Schools School Board May 21, 2013	1	1	18.00	0	0.00%
Mounds View Schools School Board October 22, 2013	34	29	139.56	4	75.00%
Mounds View Schools School Board October 8, 2013	28	24	243.40	2	100.00%
Mounds View Schools School Board September 17, 2013	13	12	114.25	2	50.00%
Mounds View Street & Utilities Committee October 21, 2013	3	2	95.67	0	0.00%
Mounds View Street & Utilities Committee September 16, 2013	4	4	0.00	2	100.00%
Mounds View Work Session October 7, 2013	11	9	106.60	1	100.00%
North Oaks City Council August 7, 2013	2	2	31.00	0	0.00%
North Oaks City Council July 11, 2013	2	2	358.50	0	0.00%
North Oaks City Council June 13, 2013	2	1	15.50	0	0.00%
North Oaks City Council October 10, 2013	19	16	308.33	0	0.00%

North Oaks City Council September 12, 2013	5	5	707.00	0	0.00%
North Oaks Home Owners Assn August 1, 2013	2	2	61.00	0	0.00%
North Oaks Home Owners Assn October 3, 2013	11	7	65.50	1	100.00%
North Oaks Home Owners Assn September 5, 2013	4	3	20.50	0	0.00%
North Oaks Planning Commission May 30, 2013	4	3	180.00	0	0.00%
NSAC NSCC Joint Meeting October 3, 2013	10	10	468.00	0	0.00%
NSAC NSCC Joint Meeting September 5, 2013	2	2	3.00	0	0.00%
Ramsey / Washington Suburban Cable Commission May 9, 2013	25	23	174.25	23	65.22%
Ramsey / Washington Suburban Cable Commission September 12, 2013	7	5	154.67	1	0.00%
Roseville City Council July 22, 2013	2	1	68.00	0	0.00%
Roseville City Council October 14, 2013	31	23	112.77	2	100.00%
Roseville City Council October 21, 2013	21	16	46.00	0	0.00%
Roseville City Council October 28, 2013	5	4	33.00	0	0.00%
Roseville City Council September 16, 2013	6	6	36.67	0	0.00%
Roseville City Council September 23, 2013	20	18	187.00	1	100.00%
Roseville City Council September 9, 2013	2	2	35.50	0	0.00%
Roseville Housing & Redevelopment Authority August 13, 2013	3	3	414.50	1	100.00%
Roseville Housing & Redevelopment Authority October 15, 2013	13	12	161.00	4	75.00%
Roseville Housing & Redevelopment Authority September 17, 2013	4	3	142.25	0	0.00%
Roseville Humans Rights Commission July 17, 2013	1	1	32.00	0	0.00%
Roseville Humans Rights Commission October 16, 2013	16	11	710.83	4	50.00%
Roseville Humans Rights Commission September 18, 2013	6	6	220.33	0	0.00%
Roseville Parks & Recreation Commission August 6, 2013	1	1	1140.00	0	0.00%
Roseville Parks & Recreation Commission October 1, 2013	6	6	566.33	0	0.00%
Roseville Planning Commission October 2, 2013	1	1	192.00	0	0.00%
Roseville Public Works & Transportation August 27, 2013	1	1	14.00	0	0.00%
Roseville Public Works & Transportation May 28, 2013	2	2	246.00	0	0.00%
Roseville Public Works & Transportation October 22, 2013	28	13	78.63	3	66.67%
Roseville Public Works & Transportation September 24, 2013	4	3	488.33	0	0.00%
Shoreview City Council August 19, 2013	1	1	129.00	0	0.00%
Shoreview City Council July 15, 2013	1	1	117.00	0	0.00%
Shoreview City Council June 3, 2013	1	1	62.00	0	0.00%
Shoreview City Council May 20, 2013	1	1	148.00	0	0.00%
Shoreview City Council May 6, 2013	2	1	7.50	0	0.00%
Shoreview City Council October 21, 2013	16	13	225.44	0	0.00%
Shoreview City Council October 7, 2013	19	18	248.11	1	100.00%
Shoreview City Council September 16, 2013	4	4	52.00	1	100.00%
Shoreview City Council September 3, 2013	1	1	84.00	0	0.00%
Shoreview Planning Commission October 22, 2013	5	4	96.75	0	0.00%
Shoreview Planning Commission September 24, 2013	2	2	0.00	0	0.00%
St. Anthony / NB ISD School Board August 12, 2013	1	1	4.00	0	0.00%
St. Anthony / NB ISD School Board June 4, 2013	1	1	6.00	0	0.00%
St. Anthony / NB ISD School Board May 7, 2013	2	2	7.00	1	0.00%
St. Anthony / NB ISD School Board October 1, 2013	11	6	645.80	1	0.00%
St. Anthony / NB ISD School Board September 3, 2013	2	1	68.00	0	0.00%
St. Anthony City Council October 22, 2013	3	2	241.33	0	0.00%
St. Anthony City Council October 8, 2013	5	4	329.67	0	0.00%
St. Anthony City Council September 10, 2013	1	1	307.00	0	0.00%
St. Anthony City Council September 24, 2013	8	4	120.40	0	0.00%

North Suburban Access Corporation

2013 Financial Report Summary

For the Nine Months Ending September 30, 2013

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	66,795.61	a.	74,293.34	(6.19)	8,800.00	12,000.00
Cable Company Grants	18.00	b.	1,054,492.32	(0.75)	1,054,492.50	1,405,990.00
Interest Income	205.65		2,315.59	(0.66)	2,600.00	3,500.00
Reimburs/WEBstream	7,526.67		22,505.01	(0.75)	22,500.00	30,000.00
Earned Income	2,432.89	c.	32,675.35	(0.59)	38,000.00	55,000.00
Donations	0.00		10.00	(0.01)	0.00	1,000.00
EQUIP REPL GRANT 807	0.00		50,000.00	0.00	0.00	0.00
Transfer from Reserves	0.00		0.00	0.00	0.00	26,210.00
Total Revenues	76,978.82		1,236,291.61	(0.81)	1,126,392.50	1,533,700.00
Expenses Summary						
Personnel Services	69,431.36		619,213.64	0.74	607,227.16	841,000.00
Operating Expenses	40,088.29		367,560.88	0.69	409,770.98	532,700.00
Capital Expenses	6,375.00		86,143.90	0.54	121,470.50	160,000.00
Total Expenses	115,894.65		1,072,918.42	0.70	1,138,468.64	1,533,700.00
Net	(\$ 38,915.83)		\$ 163,373.19	0.00	(12,076.14)	0.00

- a. Training Fees/Misc. -- Includes sales tax check
 - b. Cable Company Grants -- Corrects keying error
 - c. Earned Income -- Includes municipal producer position for St. Anthony

North Suburban Access Corporation

2013 Detail Financial Report

For the Nine Months Ending September 30, 2013

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	47,482.30	423,363.26	0.73	411,288.47	576,500.00
Part Time Salaries	7,127.51	53,936.81	0.83	47,500.00	65,000.00
FICA	3,976.15	35,765.55	0.70	37,269.22	51,000.00
Retirement	2,036.37	18,894.97	0.63	22,500.00	30,000.00
Unemployment	156.21	3,108.31	0.69	3,288.47	4,500.00
Workers Comp	231.47	1,999.94	0.40	3,630.00	5,000.00
Health/Life Insurance	8,421.35	82,144.80	0.75	81,751.00	109,000.00
Total Personal Services	69,431.36	619,213.64	0.74	607,227.16	841,000.00
Operating Expenses					
General					
Printing	218.58	d. 942.45	0.17	4,600.00	5,500.00
Publications	76.55	e. 146.75	0.29	350.00	500.00
Memberships	281.00	f. 8,466.00	0.61	11,800.00	13,800.00
Entries Fees	0.00	3,540.50	1.01	3,500.00	3,500.00
Video Programming	0.00	0.00	0.00	150.00	150.00
Total General	576.13	13,095.70	0.56	20,400.00	23,450.00
Supplies					
Office Supplies	517.01	3,932.10	0.49	6,650.00	8,000.00
Video Supplies	2,602.20	14,267.65	0.59	20,350.00	24,000.00
Software Supplies	225.67	g. 9,157.57	0.59	13,600.00	15,500.00
Volunteer Supplies	345.70	10,497.33	0.87	10,050.00	12,000.00
Total Supplies	3,690.58	37,854.65	0.64	50,650.00	59,500.00

d. Printing -- Business cards and other miscellaneous printing

e. Publications -- Pioneer Press (1/2)

f. Memberships -- Roseville Rotary Club

g. Software Supplies -- Norton security software; SSL certificate renewals

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	285.65		2,293.73	0.46	2,600.00	5,000.00
Video Equipment	2,290.19		19,262.43	1.01	14,500.00	19,000.00
Van Operations	1,394.99		10,157.61	0.51	16,300.00	20,000.00
Building Janitorial	4,695.44		45,178.64	0.70	50,000.00	65,000.00
Total Maintenance	8,666.27		76,892.41	0.71	83,400.00	109,000.00
Travel						
Conferences	755.47	h.	15,923.23	1.38	10,450.00	11,500.00
Mileage & Meals	311.42		2,556.59	0.73	2,630.00	3,500.00
Total Travel	1,066.89		18,479.82	1.23	13,080.00	15,000.00
Tuition & Training						
Tuition & Training	110.00	i.	2,302.16	0.61	2,950.00	3,750.00
	110.00		2,302.16	0.61	2,950.00	3,750.00
Utilities						
Utilities	2,740.40		21,342.46	0.71	22,500.00	30,000.00
	2,740.40		21,342.46	0.71	22,500.00	30,000.00
Leases						
Rent	6,785.60		61,070.40	0.75	61,124.99	81,500.00
Miscellaneous	0.00		2,787.00	1.11	2,500.00	2,500.00
Postage Meter	84.00		252.00	0.42	450.00	600.00
Total Leases	6,869.60		64,109.40	0.76	64,074.99	84,600.00

h. Conferences -- ACM Conference

i. Tuition/Training -- Wellness reimbursement; leadership worksho for a staff person

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	0.00		6,550.00	0.96	6,800.00	6,800.00
Sales Tax	606.71		10,140.50	0.68	11,250.00	15,000.00
Payroll	274.39		2,707.06	0.71	2,916.00	3,800.00
Insurance	640.57		6,172.10	0.39	10,750.00	16,000.00
Legal	2,090.00	j.	38,090.00	0.69	37,650.00	55,000.00
Producers/Trainers	1,060.00		16,152.00	0.81	15,500.00	20,000.00
Intrnet Connect	1,000.00		9,000.00	0.71	9,450.00	12,600.00
Miscellaneous	8,830.73	k.	23,029.99	0.51	32,000.00	45,000.00
Total Contractual	14,502.40		111,841.65	0.64	126,316.00	174,200.00
Communications						
Postage	543.26		4,015.25	0.77	3,400.00	5,200.00
Telephone	950.48		9,897.73	0.71	10,499.99	14,000.00
Advertising & Promotion	372.28	l.	7,729.65	0.64	10,500.00	12,000.00
Total Communications	1,866.02		21,642.63	0.69	24,399.99	31,200.00
Recruiting						
Recruiting	0.00		0.00	0.00	2,000.00	2,000.00
Total Operating	40,088.29		367,560.88	0.69	409,770.98	532,700.00

j. Legal Fees -- To review estoppel agreement with building's new owners

k. Misc. Contractual -- Includes Dish Network subscription; Roseville IT; CBG Communications (1/2); SPNN for CTEP program administration; Livestream monthly fee; truck tech physical.

l. Advertising and Promotion -- Logo mugs; DEX ad

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	6,375.00	m.	6,375.00	0.35	14,000.00	18,000.00
Video Equip.	0.00		74,979.35	0.71	74,970.50	104,970.50
Office Equipment	0.00		4,789.55	0.13	32,500.00	37,029.50
<hr/>						
Total Capital	6,375.00		86,143.90	0.54	121,470.50	160,000.00
<hr/>						
Total Expenses	115,894.65		1,072,918.42	0.70	1,138,468.64	1,533,700.00
<hr/>						
Net	(\$ 38,915.83)		\$ 163,373.19	0.00	(12,076.14)	0.00

m. Capital Improvements -- Sound treatment for studio, edit suites and conference rooms

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**NSAC Item VI.B.
November 1, 2013**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Proposed 2014 Budget

The proposed 2014 Budget is attached for your review. The Finance Committee met and discussed the budget on October 24, and the primary change was to add a column that shows the percentage change from the 2013 estimated totals.

The staff and the committee did discuss possible changes to changes in health insurance in 2014 that may be required due to continued increases in costs and the elimination of our medical plan. At this time, the amount in the budget is a place holder, but the goal would be not to exceed this amount if at all possible.

I have also highlighted some areas for which we are still calculating the numbers, donations (Give to the Max Day is November 14.), conferences, and office furniture and equipment. On page 4, we corrected the allocation of insurance premiums between the NSCC and NSAC.

Following the discussion at the November 7 meeting, we will bring a final budget to you for approval at the December 5 meeting.

**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Sept	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Revenues							
Cable Company Grants	1,339,037	1,405,990	1,054,492	1,405,990	1,476,290	5.0%	5.0%
Interest Income	3,582	3,500	2,316	3,088	3,000	-14.3%	-2.8%
Tuition/Training/Misc.	12,461	12,000	74,293	76,960	14,000	16.7%	-81.8%
Reimbursements	38,039	30,000	22,505	30,007	30,000	0.0%	0.0%
Earned Income	56,239	55,000	32,675	43,567	55,000	0.0%	26.2%
Donations	600	1,000	10	500	1,000	0.0%	100.0%
Transfer from Reserves	0	26,210	50,000	50,000	0	-100.0%	-100.0%
<i>Total Revenues</i>	<i>1,449,957</i>	<i>1,533,700</i>	<i>1,236,291</i>	<i>1,610,111</i>	<i>1,579,290</i>	<i>3.0%</i>	<i>-1.9%</i>
Expenses							
Personal Services	919,868	841,000	619,214	843,357	862,902	2.6%	2.3%
Operating Expenses	430,409	532,700	367,561	474,799	541,350	1.6%	14.0%
Capital Expenses	100,596	160,000	86,144	122,387	116,949	-26.9%	-4.4%
<i>Total Expenses</i>	<i>1,450,873</i>	<i>1,533,700</i>	<i>1,072,919</i>	<i>1,440,543</i>	<i>1,521,201</i>	<i>-0.8%</i>	<i>5.6%</i>
Net Revenue (less Expenses)	-915	0	163,372	169,569	58,089		
<p>Cable Company Grant -- Increases by a minimum of 5% per year</p> <p>Interest Income -- Interest on funds at banking institution</p> <p>Reimbursements -- This item includes reimbursements from those cities and school districts in our service area who choose to have NSAC program their channels and/or webstream their meetings. 2012 budget amount included a 2% increase, and we anticipate a 2% increase in 2014. The estimated total for 2012 includes 2010 revenue; the total should have been \$30,000.</p> <p>Earned Income -- for rental of equipment and/or facilities; for paid production and technical services, including webstreaming outside our 10-city service territory. In 2013 and 2014, this will also include the provision of a staff person to cover city council meetings for several cities.</p> <p>Transfer from Reserves -- Includes transfers from NSAC reserves and/or the Equipment Replacement Fund.</p>							

**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Sept	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Personal Services							
Full-Time Salaries	655,461	576,500	423,363	576,500	590,000	2.3%	2.3%
Part-Time Salaries	65,217	65,000	53,937	71,916	72,000	10.8%	0.1%
Retirement	26,598	30,000	18,895	25,943	26,550	-11.5%	2.3%
Health/Life Insurance	111,128	109,000	82,145	114,500	114,500	5.0%	0.0%
Unemployment	3,129	4,500	3,108	4,144	4,600	2.2%	11.0%
Workers Compensation	2,691	5,000	2,000	2,667	3,000	-40.0%	12.5%
FICA	55,643	51,000	35,766	47,688	52,252	2.5%	9.6%
Total Personal Services	919,868	841,000	619,214	843,357	862,902	2.6%	2.3%
<p>Full-Time Salaries -- The 2014 Budget includes 2% increase.</p> <p>Part-Time Salaries -- Includes funding for van technicians and receptionists. Total amount is offset by reimbursements from NSCC for interns (from Scholarship Grant). 2013 amount includes part-time administrative position, but we pulled payment of contractual producers and trainers out of Part-Time Salaries and returned this expense to Contractual Services (page 4).</p> <p>Health/Life Insurance -- Staff pays 20% of the cost of medical insurance, in addition to co-pays for office visits and prescription drugs.</p> <p>Retirement -- Per Board policy, the Corporation contribute 4.5% to individual retirement accounts (a SEP, or Simplified Employee Pension plan) for all staff over the age of 21 years who have worked for NSAC in at least two years.</p>							

**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Sept	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
OPERATING EXPENSES							
General							
Printing	1,446	5,500	942	1,256	2,500	-54.5%	99.0%
Publications	167	500	147	196	500	0.0%	155.1%
Memberships	10,827	13,800	8,466	11,500	14,000	1.4%	21.7%
Entry Fees	2,817	3,500	3,541	3,541	4,000	14.3%	13.0%
Video Programming	60	150	0	0	150	0.0%	0.0%
Total General	15,317	23,450	13,096	16,493	21,150	-9.8%	28.2%
Supplies							
Office Supplies	12,298	8,000	3,932	5,243	6,000	-25.0%	14.4%
Video Supplies	18,432	24,000	14,268	19,024	24,000	0.0%	26.2%
Software	23,626	15,500	9,158	12,211	33,800	118.1%	176.8%
Volunteer Program	12,368	12,000	10,497	13,996	14,000	16.7%	0.0%
Total Supplies	66,724	59,500	37,855	50,473	77,800	30.8%	54.1%
Maintenance							
Office Equipment	5,542	5,000	2,294	3,059	4,000	-20.0%	30.8%
Video Equipment	19,478	19,000	19,262	25,683	19,000	0.0%	-26.0%
Van Operations	14,307	20,000	10,157	13,543	15,000	-25.0%	10.8%
Building & Janitorial	62,772	65,000	45,179	60,239	61,500	-5.4%	2.1%
Total Maintenance	102,099	109,000	76,892	102,523	99,500	-8.7%	-2.9%
<p>Printing -- Includes 75% of the cost of printing four issues of the newsletter (25% is charged to NSCC), banquet invitations and program, letterhead, and brochures.</p> <p>Publications -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, and several other miscellaneous publications.</p> <p>Memberships -- Includes Channel 6, Alliance for Community Media, Minnesota Council for Non-Profits, the state purchasing membership, the Roseville Rotary Club, and the Twin Cities North Chamber of Commerce.</p> <p>Entry Fees -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.</p> <p>Video Supplies -- Includes purchase of videotapes, batteries, studio lights and props.</p> <p>Software -- We are on a multi-year cycle for some software. 2013 included editing software (Final Cut Pro). 2014 will also include Photoshop and Aftereffects, used in editing.</p> <p>Office Equip. Maint.-- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per new allocation formula)</p> <p>Video Equipment Maintenance -- Includes maintenance on our playback system.</p> <p>Van Operations -- Includes registration of and maintenance for the production trucks and the mini-van, as well as increased gas purchases.</p> <p>Building/Janitorial -- Includes the common area maintenance costs at 2670 Arthur. (80% NSAC/20% NSCC)</p>							

**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Sept	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Travel							
Conferences	7,789	11,500	15,923	16,500	13,000	13.0%	-21.2%
Mileage & Meals	3,713	3,500	2,557	3,409	3,500	0.0%	2.7%
Total Travel	11,501	15,000	18,480	19,909	16,500	10.0%	-17.1%
Tuition & Training	2,479	3,750	2,302	3,069	3,000	-20.0%	-2.3%
Utilities	26,660	30,000	21,342	28,456	30,000	0.0%	5.4%
Leases							
Rent	81,427	81,500	61,070	81,427	81,500	0.0%	0.1%
Postage Machine	1,948	600	252	336	500	-16.7%	48.8%
Miscellaneous	2,323	2,500	2,787	3,000	3,000	20.0%	0.0%
Total Leases	85,698	84,600	64,109	84,763	85,000	0.5%	0.3%
Contractual							
Audit	6,550	6,800	6,550	6,550	6,800	0.0%	3.8%
Sales Tax	9,571	15,000	10,141	13,521	15,000	0.0%	10.9%
Accounting & Payroll	3,509	3,800	2,707	3,609	4,000	5.3%	10.8%
Insurance	9,895	16,000	6,172	8,229	8,500	-46.9%	3.3%
Legal Fees	4,094	55,000	38,090	50,787	50,000	-9.1%	-1.5%
Producers/Trainers	5,343	20,000	16,152	21,536	22,500		4.5%
Internet Connection	12,000	12,600	9,000	12,000	12,600	0.0%	5.0%
Miscellaneous Consultants	30,620	45,000	16,747	22,329	25,000	-44.4%	12.0%
Franchise Renewal Consulting			6,283	8,377	25,000		198.4%
Total Contractual	81,582	174,200	105,559	138,562	169,400	-2.8%	22.3%
Communications							
Postage	4,486	5,200	4,015	5,353	5,500	5.8%	2.7%
Telephone	14,334	14,000	9,898	13,197	13,500	-3.6%	2.3%
Advertising & Promotions	19,528	12,000	7,730	12,000	18,000	50.0%	50.0%
Total Communications	38,348	31,200	21,643	30,551	37,000	18.6%	21.1%
Recruiting	0	2,000	0	0	2,000	0.0%	#DIV/0!
Total Operating Expenses	430,409	532,700	361,278	474,799	541,350	1.6%	14.0%

Conference -- Includes attendance at Alliance for Community Media conference by 3-4 staff and/or board directors depending on the cost of the conferences, plus attendance at several local/regional conferences.

Tuition & Training -- Includes funding for tuition and wellness program reimbursement for staff, as well as for workshops and other staff training.

Rent -- The rent allocation for 2670 Arthur Street is 80% CTV/20% NSCC.

Misc. Leases -- Includes our music library lease, \$2,300 payable in 3 annual installments.

Legal Fees -- The amount in 2013 and 2014 have been increased to help pay for legal fees associated with franchise renewal.

Producers & Trainers -- Previously included in part-time salaries.

Internet Connection -- The cost of our shared DS3 connections \$1,500 per month, split between NSCC (\$500), NSAC (\$500) and our webstreaming clients (\$500).

Misc. Contractual -- Includes an allocation for IT services from the City of Roseville (\$500/month). In 2012, we hired a consultant (The Buske Group) for strategic planning. In 2013, we anticipate paying a portion of consulting fees that may be required for the franchise renewal process. As requested, consulting costs associated with franchise renewal have been split from Miscellaneous Contractual.

Advertising & Promotion -- Includes print advertising, purchase of t-shirts, parade giveaways, pocket calendars and other promotional items. In 2014, we anticipate refreshing the graphics on the two trucks.

Recruiting -- Advertising for open positions.

