



**NORTH SUBURBAN ACCESS CORPORATION
December 5, 2013
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

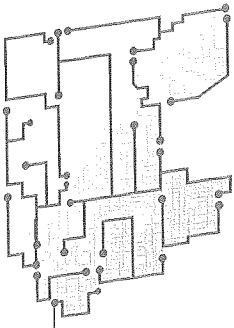
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of November 7, 2013 Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – October 2013
 - B. Approval of 2014 Budget
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – January 9, 2014

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**North
Suburban
Communications
Commission**



**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
November 7, 2013**

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

I. Call to Order

Board President Steve Beilke called the meeting to order at 8:00 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Rick Talbot, Falcon Heights
- Jeff Dains, Lauderdale
- Rick Montour, Little Canada
- Barb Haake, Mounds View
- Gina Bauman, New Brighton, Secretary/Treasurer
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- 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

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

IV. Approval of Minutes

Mr. Montour moved, seconded by Mr. Wilson, to approve the October 2013 minutes.

V. Reports

A. Executive Director

Ms. Wilson reported on the November 5 election coverage, noting that this year's coverage included roving reporters going to locations off-site. The weather caused some issues with the livestreaming technology, but overall the production went well.

Ms. Wilson announced the memorial for Gene Jaberg to be held Wednesday, November 13. Mr. Jaberg was a part-time trainer at CTV for about ten years. She also reminded members that November 14 is Give to the Max Day.

B. Production and Outreach Manager

Mr. Domke thanked the volunteers and on-air talent, including Board members, for their contributions during the election coverage.

Mr. Domke reported that the Youth Group will produce the Roseville OVALumination on November 8 at the John Rose Oval.

Three cities have used up all their hours in the Municipal Assistance Program and four other cities are close to using up all the hours available. Staff expects that all cities will use all or most of their allotment of hours before the end of the year.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that staff is working on year end projects and purchases. He noted that webstreaming changes will be very noticeable with the new software/encoder purchased.

Mr. Cook noted that the coverage of fall sports identified tweaks that are needed on the trucks after the rewiring this past summer.

VI. General Business

A. Treasurer's Report

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

B. 2014 Budget

Ms. Wilson presented the first draft of the 2014 budget. There are few structural changes in the budget for 2014. The miscellaneous consultant account has been split out between expected franchise renewal consultant and others, as requested. Final version will be presented at the December meeting.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:

Kevin O'Brien, Camera

Riley O'Brien, Camera

Kevin Schmitz, Producer, Master Control

Dustin Cooper, Intern, Control

VIII. Adjournment

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

Respectfully Submitted

Gina Bauman, Secretary/Treasurer

**NSAC Item V.A.
November 30, 2013**

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

CTV Intern Working in Governor's Office – We had to find out from Linked In, but we are very proud that Hillary Neary, one of our interns, is also working part-time in Communications in Governor Dayton's office. When we grilled her on this new job, she explained that she had applied for a videographer position, but, when they saw her CTV experience on her resumé – notably her work on the "North Suburban Beat" – they placed her in a more substantial position working with the local news media. Congratulations, Hillary!

Santa Call-In – December 3 will mark the 22nd year of the Santa Call-in program at CTV North Suburbs. Santa Claus will again be joining us live in the studio so that children can call in and share their Christmas lists with the jolly old elf. The show is scheduled from 6-8 p.m. that evening.

Give to the Max – Despite the website crashing for about five hours, we raised \$740 (less fees, which will be discounted because of the technical issues) on Give to the Max Day on GiveMN.org in November.

STEAM Project at TCAAP – On December 9, our staff will be meeting with Deputy County Manager Heather Worthington and Jonathan Weihhagen with the St. Paul Area Chamber of Commerce to explore an opportunity to assist them with a project with the Mounds View School District called "STEAM Learning Center at TCAAP." They want to do a live "virtual tour" of TCAAP for 330 students in January 2014 to kick off their first semester with the project, and we will be exploring how we might accomplish this with one of our mobile production trucks. According to Heather, the students, 7th graders from Chippewa Elementary School, will be working in 12 groups exploring such topics as urban planning, environmental science, natural resources, engineering and storm water management. This should give our technical staff a real challenge!

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NSAC Item V.C.
November 29, 2013

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: November 2013 Report

Truck Productions – (15 in all)

- Public events
 - NET Lifeline
- Educational events
 - Roseville High School
 - Football – 1 event
 - Hockey – 1 event
 - Concerts – 4 events
 - St. Anthony High School
 - Concert - 1 event (Mini remote system)
 - Bethel College
 - Football – 3 events
 - Concert – 2 events
 - Northwestern College
 - No events this month
- Staff produced
 - Mounds View High School
 - Hockey – 2 events

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

- Staff
 - **North Suburban Beat** – (Two shows)
 - Guests/Organizations
 - Gene Jaberg Memorial
 - Turtle Lake Playground Fundraiser
 - Minnesota State Fair – Heritage Square Construction
 - Hurling by Riley O’Brien
 - Lauderdale Halloween Event
 - Shoreview Lighting Ceremony
 - Roseville Ovalumination : ***Night We Light***
 - KARE 11 Food Drive at Byerly’s in Roseville
 - Election Coverage: A special thanks to all of the volunteers, board members and staff for their work!
 - Preparations for CTV’s 22nd annual ***Santa Call-In*** include gathering donations, sending out paper and electronic flyers to a variety of schools. Catch ***Santa Call-In*** on December 3 from 6-8pm.

- **Emergency Management Seminar** - speakers included Ramsey County Sheriff Matt Bostrom.
- CTV's Youth Group produced the *Night We Light* event at the Minnesota John Rose Oval.
- Volunteer
 - Christ the King – 3 events
 - New Brighton Now
 - WWA Talk Show – 2 events
 - Disability Viewpoints
 - Health Now – 2 events
 - Light on the Gospel
 - Water Is Everyone's Business
 - Paradigm Symposium 5 - events
 - Plus another additional 4 programs

Production For Hire – (currently in production)

- Youth Legacy Foundation – Production on hold.
- Doctor program with Multicare Associates – Talks continue.
- MOFAS – Waiting on script.

Youth Media

- **CreaTV** – Youth Coordinator Alex Betzler reports that CreaTV kicked off another year in October with 10 students participating. They have selected the supernatural as a theme for their fourth episode. Their Green Screen training will only enhance the look of this project!
- **CTV Teens** – CreaTV teens have already volunteered on Election Night coverage, the Ovalumination event, and Mounds View hockey games, in addition to their work with CreaTV.
- **Teen Production Club**- TPC is on hold due to low attendance. This has allowed staff to go on the road to serve other youth-serving organizations. Some of those groups include: Fairview Alternative High School, GGAL and Students from Solid Ground. In February, Alex plans on working with students from NYFS on a co-ed Young Lenses program.
- **Other Youth News** –
 - CTV was awarded a grant from the Best Buy Children's Foundation (\$10,000). Alex also sent a grant request to the Union Pacific Foundation (\$5,000). Alex will hear back in January from Union Pacific.
 - Check out CTV's Youth Website at: www.ctv15.org/teens/1175-2/workshops

Education and Outreach

- **Tours at CTV** – Group from Multicare Associates and staff from city of Maplewood
- **CTV Classes** – 72 Certifications/Attendees
 - **CTV 101**– (3 classes) 10 students
 - **Camcorder** – (0 classes)
 - **Basic Truck** – (2 classes) 4 students

- **Basic Studio** – (3 classes) 3 students plus (40) Roseville Adult Education
- **Score Plus Workshop** –7 students
- **Green Screen Workshop** – 7 youth media members
- **Producers Club** — N/A
- **Final Cut Pro X** – Classes to begin December 7.

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** – Completion of the Family 5K Fun Run/Walk event.
 - **Lauderdale** – Completion of the Halloween Party event and Production began on a Volunteerism program.
 - **Mounds View** – Completion of the *Cookies with Santa* promo.

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 *Santa Call-In*, Rotary Food Collection, Holiday Shorts promotion and LIVE coverage of Minnesota John Rose Oval, local high school and college sports.
 - **Print/ Electronic**
 - Prepared the artwork for a bill stuffer (in Comcast/Xfinity bills during December) that promotes our classes.
 - Placed ad in local papers promoting the Shoreview Northern Lights Variety Band Holiday Concert.
 - Created P.S.A. for Give To The Max Day.
 - Placed an ad in local *Bulletin* and *Review* newspapers to promote our LIVE *Santa Call-In* program along with its replays.
 - **Other**
 - Lori Pulkrabek reports that for GiveMN day, CTV received a total of \$740 in donations ... not too bad considering GiveMN’s site was down for five hours that afternoon. Prepared and sent thank you letters to donors on November 15.
 - Lori prepared and sent five e-newsletters that included the passing of former CTV staff member Gene Jaerg; Give to the Max day reminders, Rotary food drive, Santa Call-In and training on Final Cut Pro X.

CTV North Suburbs
Municipal Assistance Program

Period: **1/1/13 - 12/31/13**
 Updated Through: **11/26/13**

CITY	Production Hours	Tech Hours	TOTAL HOURS	Production Value	Tech Value	TOTAL VALUE	TOTAL LENGTH
ARDEN HILLS	37	4.5	50.5	\$2,560	\$225	\$2,785	0:58:52
FALCON HEIGHTS	96	11	107	\$6,600	\$550	\$7,150	2:53:45
LAUDERDALE	88.5	3	91.5	\$6,358	\$150	\$6,508	4:03:01
LITTLE CANADA	86.5	13.5	100	\$7,643	\$675	\$8,318	0:39:45
MOUNDS VIEW	84	6.5	94.5	\$7,055	\$325	\$7,380	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	150	\$10,003	\$1,225	\$11,228	0:30:11
SAINT ANTHONY	74	17	94	\$7,255	\$850	\$8,105	4:27:49
SHOREVIEW	120	2	125	\$9,815	\$100	\$9,915	2:53:21
TOTALS	782	89	931	\$66,710	\$4,450	\$71,160	18:39:15

TO: Cor Wilson, Executive Director

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

SUBJECT November 2013 Report

Technical Operations

- Pat Cook is continuing to work on B1 encryption issues. DTA needs are being discovered and handled.
- Pat Cook with the assistance of our intern Marshall Luebke has been working on a standard graphics package for use with the ScorePlus Program built by our long time volunteer John Rusterholz.
- There was another MPEG-TS meeting. It was held at the SPNN facility. Topics covered were B1 encryption and shoots at the dome. Overall, the meetings and mailing list have become useful.
- Year-end purchases are arriving so installation and set up of new equipment is ongoing.
- The Oval events are back in full swing. We anticipate a busy winter season of web streaming.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- New switching equipment has been installed and configured.
- The new web encoders have been installed and the network has been rewired. We have started using the new machines and software. It is a better solution, and we are getting the bugs out. The video seems cleaner and audio appears to be syncing up for the web presentation.
- We have set up a firewall for better video device management.
- Intern Marshall Luebke will be working with Teresa during winter break to finalize the interactive volunteer area on the web site. The database is all set up and just needs to be customized.
- Terri Schultz trained two Arden Hills staff members to schedule their own channel on our Tightrope system
- A monthly web streaming activity report is attached.

City and School Assistance

- John Sommer went to Lauderdale and reset camera 3.
- John Sommer and Ian Cobb were at Arden Hills looking at the audio system and repairing a microphone. Pat Cook also did some audio adjusting and has acquired the drawings from Tierney Brothers to make additional changes.

Trucks

- There were 15 truck shoots in November. There were no cancelations.
- Truck updates are on going now that both are active and techs have had a chance to test things.

Don Swenson's Monthly Report

Nov '13

Studio

- 1) Moved the lighting board and control cabling.
- 2) Repaired intercom for camera 4.
- 3) Installed a keyboard tray in the audio booth.
- 4) Installed a TBC to fix a nonsynchronous camera return problem.

Trucks

- 1) White - Repaired camera plate lock on the Yellow tripod.
- 2) Both - Installed 2 of the new announcer cables on the reels with the DT-12 connectors.
- 3) Both - Wired the CCUs to enable camera video at the RCPs.

Machine room

- 1) Installed the air shields for the RTU for the winter.
- 2) Changed out some of the outlets to accept 20A power plugs.

Prop Storage

- 1) Fixed a sagging shelf problem

Cities

- 1) St. Anthony - Fixed a genlock problem with camera 4 in the council chambers.

Page Title	Unique		Bounce Rate
	Pageviews	Pageviews	
Arden Hills City Council August 26, 2013	1	1	0.00%
Arden Hills City Council May 28, 2013	1	1	0.00%
Arden Hills City Council November 12, 2013	13	11	0.00%
Arden Hills City Council November 25, 2013	13	6	100.00%
Arden Hills City Council October 14, 2013	8	8	100.00%
Arden Hills City Council October 28, 2013	77	57	62.50%
Arden Hills City Council September 30, 2013	2	2	0.00%
Arden Hills City Council September 9, 2013	2	2	0.00%
Arden Hills Planning Commission November 6, 2013	5	4	0.00%
Arden Hills Planning Commission October 9, 2013	2	2	0.00%
Arden Hills Planning Commission September 4, 2013	1	1	0.00%
Lauderdale City Council November 12, 2013	2	2	0.00%
Lauderdale City Council November 26, 2013	3	2	0.00%
Lauderdale City Council October 8, 2013	1	1	0.00%
Little Canada City Council August 14, 2013	1	1	0.00%
Little Canada City Council August 28, 2013	1	1	0.00%
Little Canada City Council July 10, 2013	1	1	0.00%
Little Canada City Council July 24, 2013	1	1	0.00%
Little Canada City Council June 12, 2013	1	1	100.00%
Little Canada City Council November 13, 2013	13	9	0.00%
Little Canada City Council November 25, 2013	23	16	100.00%
Little Canada City Council October 23, 2013	25	14	50.00%
Little Canada City Council October 9, 2013	12	8	0.00%
Little Canada City Council September 11, 2013	1	1	0.00%
Little Canada City Council September 25, 2013	1	1	0.00%
Little Canada Parks & Recreation November 7, 2013	5	4	0.00%
Little Canada Planning Commission November 14, 2013	2	2	0.00%
Mounds View City Council August 26, 2013	1	1	0.00%
Mounds View City Council November 12, 2013	8	8	0.00%
Mounds View City Council November 25, 2013	7	5	0.00%
Mounds View City Council October 14, 2013	1	1	0.00%
Mounds View City Council October 28, 2013	7	7	0.00%
Mounds View City Council September 23, 2013	1	1	0.00%
Mounds View Economic Development Authority October 28, 2013	4	3	0.00%
Mounds View Economic Development Commission September 27, 2013	1	1	0.00%
Mounds View Parks & Recreation & Forestry Commission November 21, 2013	11	10	100.00%
Mounds View Planning Commission November 6, 2013	4	4	0.00%
Mounds View Schools School Board August 20, 2013	5	4	0.00%
Mounds View Schools School Board June 11, 2013	1	1	0.00%
Mounds View Schools School Board June 25, 2013	2	2	0.00%
Mounds View Schools School Board May 21, 2013	2	2	0.00%
Mounds View Schools School Board November 12, 2013	401	324	79.27%
Mounds View Schools School Board October 22, 2013	44	41	100.00%
Mounds View Schools School Board October 8, 2013	4	4	0.00%
Mounds View Schools School Board September 17, 2013	11	8	0.00%
Mounds View Street & Utilities Committee October 21, 2013	4	3	100.00%
Mounds View Truth & Taxation November 25, 2013	8	7	100.00%
Mounds View Work Session November 4, 2013	4	4	0.00%
North Oaks City Council November 14, 2013	9	9	0.00%
North Oaks City Council October 10, 2013	5	5	0.00%

North Oaks Home Owners Assn October 3, 2013	1	1	0.00%
North Oaks Planning Commission May 30, 2013	2	2	0.00%
North Oaks Planning Commission October 31, 2013	28	19	100.00%
NSAC NSCC Joint Meeting November 7, 2013	34	26	33.33%
NSAC NSCC Joint Meeting October 3, 2013	7	6	0.00%
Ramsey / Washington Suburban Cable Commission July 11, 2013	2	2	0.00%
Ramsey / Washington Suburban Cable Commission May 9, 2013	49	35	26.47%
Ramsey / Washington Suburban Cable Commission November 14, 2013	24	18	100.00%
Ramsey / Washington Suburban Cable Commission September 12, 2013	10	6	100.00%
Roseville City Council July 22, 2013	1	1	0.00%
Roseville City Council November 18, 2013	94	66	70.97%
Roseville City Council November 25, 2013	49	37	87.50%
Roseville City Council October 14, 2013	1	1	0.00%
Roseville City Council October 21, 2013	3	3	0.00%
Roseville City Council October 28, 2013	12	12	0.00%
Roseville Ethics Commission August 14, 2013	3	3	0.00%
Roseville Ethics Commission November 13, 2013	5	3	0.00%
Roseville Housing & Redevelopment Authority November 19, 2013	3	3	0.00%
Roseville Housing & Redevelopment Authority October 15, 2013	2	2	0.00%
Roseville Humans Rights Commission November 20, 2013	2	2	0.00%
Roseville Humans Rights Commission October 16, 2013	3	3	100.00%
Roseville Humans Rights Commission September 18, 2013	1	1	100.00%
Roseville Parks & Recreation Commission November 7, 2013	2	2	0.00%
Roseville Planning Commission November 6, 2013	5	3	0.00%
Roseville Public Works & Transportation May 28, 2013	2	1	0.00%
Roseville Public Works & Transportation November 26, 2013	20	10	0.00%
Roseville Public Works & Transportation October 22, 2013	6	6	0.00%
Roseville Public Works & Transportation September 24, 2013	1	1	0.00%
Shoreview City Council August 19, 2013	1	1	0.00%
Shoreview City Council August 5, 2013	1	1	0.00%
Shoreview City Council July 1, 2013	1	1	0.00%
Shoreview City Council July 15, 2013	1	1	0.00%
Shoreview City Council June 17, 2013	1	1	0.00%
Shoreview City Council June 3, 2013	1	1	0.00%
Shoreview City Council May 20, 2013	1	1	0.00%
Shoreview City Council May 6, 2013	2	1	0.00%
Shoreview City Council November 18, 2013	6	6	0.00%
Shoreview City Council November 4, 2013	7	7	0.00%
Shoreview City Council October 21, 2013	9	6	0.00%
Shoreview City Council October 7, 2013	3	3	0.00%
Shoreview City Council September 16, 2013	1	1	0.00%
Shoreview City Council September 3, 2013	1	1	0.00%
Shoreview Planning Commission August 27, 2013	1	1	0.00%
Shoreview Planning Commission August 6, 2013	1	1	0.00%
Shoreview Planning Commission June 25, 2013	1	1	0.00%
Shoreview Planning Commission May 28, 2013	1	1	0.00%
Shoreview Planning Commission October 22, 2013	6	4	0.00%
Shoreview Planning Commission September 24, 2013	1	1	0.00%
St. Anthony / NB ISD School Board August 12, 2013	1	1	0.00%
St. Anthony / NB ISD School Board June 4, 2013	3	1	0.00%
St. Anthony / NB ISD School Board May 7, 2013	4	1	0.00%
St. Anthony / NB ISD School Board November 13, 2013	4	2	0.00%

St. Anthony / NB ISD School Board October 1, 2013	1	1	0.00%
St. Anthony / NB ISD School Board September 3, 2013	1	1	0.00%
St. Anthony City Council November 12, 2013	13	9	0.00%
St. Anthony City Council November 26, 2013	2	2	0.00%
St. Anthony City Council October 22, 2013	2	2	0.00%
St. Anthony Parks & Recreation Commission June 10, 2013	1	1	0.00%
St. Anthony Planning Commission October 28, 2013	2	2	0.00%
St. Anthony Planning Commission September 23, 2013	1	1	0.00%

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North Suburban Access Corporation

2013 Financial Report Summary

For the Ten Months Ending October 31, 2013

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	452.29	a.	74,745.63	(6.23)	10,000.00	12,000.00
Cable Company Grants	351,497.41		1,405,989.73	(1.00)	1,405,990.00	1,405,990.00
Interest Income	232.41		2,554.15	(0.73)	2,900.00	3,500.00
Reimburs/WEBstream	0.00		22,505.01	(0.75)	22,500.00	30,000.00
Earned Income	9,279.14	b.	41,954.49	(0.76)	44,000.00	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	361,461.25		1,597,759.01	(1.04)	1,485,390.00	1,533,700.00
Expenses Summary						
Personnel Services	99,392.65		718,606.29	0.85	672,880.54	841,000.00
Operating Expenses	65,858.48		410,454.36	0.81	449,994.32	532,700.00
Capital Expenses	42,697.95		128,841.85	0.81	125,470.50	160,000.00
Total Expenses	207,949.08		1,280,923.75	0.84	1,248,345.36	1,533,700.00
Net	\$ 153,512.17		\$ 316,835.26	0.00	237,044.64	0.00

a. Tuition/Misc -- DVD's and classes

b. Earned Income -- Payment by South Washington County Commission for technical services

North Suburban Access Corporation

2013 Detail Financial Report

For the Ten Months Ending October 31, 2013

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services						
Full Time Salaries	73,360.92		496,724.18	0.86	455,634.62	576,500.00
Part Time Salaries	8,301.86		62,238.67	0.96	52,500.00	65,000.00
FICA	5,933.91		41,699.46	0.82	41,192.30	51,000.00
Retirement	3,021.55		21,916.52	0.73	25,000.00	30,000.00
Unemployment	210.05		3,318.36	0.74	3,634.62	4,500.00
Workers Comp	231.47		2,231.41	0.45	4,085.00	5,000.00
Health/Life Insurance	8,332.89		90,477.69	0.83	90,834.00	109,000.00
Total Personal Services	99,392.65		718,606.29	0.85	672,880.54	841,000.00
Operating Expenses						
General						
Printing	(209.48)	c.	732.97	0.13	4,900.00	5,500.00
Publications	0.00		146.75	0.29	375.00	500.00
Memberships	2,750.00	d.	11,216.00	0.81	12,050.00	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	2,540.52		15,636.22	0.67	20,975.00	23,450.00
Supplies						
Office Supplies	2,421.94		6,354.04	0.79	7,100.00	8,000.00
Video Supplies	2,563.24		16,830.89	0.70	21,250.00	24,000.00
Software Supplies	1,339.98	e.	10,497.55	0.68	13,850.00	15,500.00
Volunteer Supplies	258.39		10,755.72	0.90	10,300.00	12,000.00
Total Supplies	6,583.55		44,438.20	0.75	52,500.00	59,500.00

c. Printing -- Re-allocate letterhead expense to NSCC (split 1/2)

d. Memberships -- MN Council of Nonprofits and ACM annual dues

e. Software Supplies -- Windows server software

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	1,381.93	f.	3,675.66	0.74	3,800.00	5,000.00
Video Equipment	2,019.19		21,281.62	1.12	16,000.00	19,000.00
Van Operations	1,566.81		11,724.42	0.59	18,000.00	20,000.00
Building Janitorial	5,725.05		50,903.69	0.78	55,000.00	65,000.00
Total Maintenance	10,692.98		87,585.39	0.80	92,800.00	109,000.00
Travel						
Conferences	87.00	g.	16,010.23	1.39	11,000.00	11,500.00
Mileage & Meals	436.44		2,993.03	0.86	2,920.00	3,500.00
Total Travel	523.44		19,003.26	1.27	13,920.00	15,000.00
Tuition & Training						
Tuition & Training	325.00	h.	2,627.16	0.70	3,250.00	3,750.00
	325.00		2,627.16	0.70	3,250.00	3,750.00
Utilities						
Utilities	1,969.44		23,311.90	0.78	25,000.00	30,000.00
	1,969.44		23,311.90	0.78	25,000.00	30,000.00
Leases						
Rent	6,785.60		67,856.00	0.83	67,916.66	81,500.00
Miscellaneous	0.00		2,787.00	1.11	2,500.00	2,500.00
Postage Meter	0.00		252.00	0.42	450.00	600.00
Total Leases	6,785.60		70,895.00	0.84	70,866.66	84,600.00

f. Office Equip. Maint. -- Includes printer and computer maintenance

g. Conferences -- Minneapolis Underground Film Fest; NYFS Taste of the Arts

h. Tuition/Training -- Lighting workshop; wellness reimbursements

	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	5,156.79	15,297.29	1.02	12,500.00	15,000.00
Payroll	270.25	2,977.31	0.78	3,166.00	3,800.00
Insurance	640.57	6,812.67	0.43	12,500.00	16,000.00
Legal	0.00	38,090.00	0.95	43,150.00	55,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Producers/Trainers	1,600.00	17,752.00	0.89	17,000.00	20,000.00
Intrnet Connect	1,000.00	10,000.00	0.79	10,500.00	12,600.00
Miscellaneous	775.87 i.	23,862.11	0.73	37,000.00	45,000.00
Total Contractual	32,464.73	121,341.38	0.83	142,616.00	174,200.00
Communications					
Postage	833.30	4,848.55	0.93	3,400.00	5,200.00
Telephone	1,064.52	10,962.25	0.78	11,666.66	14,000.00
Advertising & Promotion	2,075.40 j.	9,805.05	0.82	11,000.00	12,000.00
Total Communications	3,973.22	25,615.85	0.82	26,066.66	31,200.00
Recruiting					
Recruiting	0.00	0.00	0.00	2,000.00	2,000.00
Total Operating	65,858.48	410,454.36	0.81	449,994.32	532,700.00

i. Misc. Contractual -- Roseville IT services; Dish and Lifestream subscriptions

j. Advertising/Promotion -- Coffee mugs; e-newsletter template subscription; banner for CTV teens; OVALumination sponsorship; ads for election coverage

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		6,375.00	0.35	14,000.00	18,000.00
Video Equip.	41,925.96	k.	116,905.31	1.11	74,970.50	104,970.50
Office Equipment	771.99	l.	5,561.54	0.15	36,500.00	37,029.50
Total Capital	42,697.95		128,841.85	0.81	125,470.50	160,000.00
Total Expenses	207,949.08		1,280,923.75	0.84	1,248,345.36	1,533,700.00
Net	\$ 153,512.17	\$	316,835.26	0.00	237,044.64	0.00

k. Video Equipment -- Tektronix digital content monitor; server expansion; display monitor for lobby

l. Office Equipment -- Laptop for executive director

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**NSAC Item VI.B.
November 29, 2013**

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

The proposed 2014 Budget is attached for your review. The changes in this document primarily reflect updates based on the financial report for the ten months ending October 31, 2013. If you have any questions about the budget, feel free to call or e-mail me.

Action Requested: Motion to approve the 2014 Budget as proposed.

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**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Oct	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Revenues							
Cable Company Grants	1,339,037	1,405,990	1,405,990	1,405,990	1,476,290	5.0%	5.0%
Interest Income	3,582	3,500	2,554	3,065	3,000	-14.3%	-2.1%
Tuition/Training/Misc.	12,461	12,000	74,746	79,000	14,000	16.7%	-82.3%
Reimbursements	38,039	30,000	22,505	30,007	30,000	0.0%	0.0%
Earned Income	56,239	55,000	41,954	55,939	55,000	0.0%	-1.7%
Donations	600	1,000	10	710	1,000	0.0%	40.8%
Transfer from Reserves	0	26,210	50,000	50,000	0	-100.0%	-100.0%
Total Revenues	1,449,957	1,533,700	1,597,759	1,624,710	1,579,290	3.0%	-2.8%
Expenses							
Personal Services	919,868	841,000	718,606	848,327	862,902	2.6%	1.7%
Operating Expenses	430,409	532,700	410,453	478,204	543,350	2.0%	13.6%
Capital Expenses	100,596	160,000	128,842	160,000	116,949	-26.9%	-26.9%
Total Expenses	1,450,873	1,533,700	1,257,901	1,486,531	1,523,201	-0.7%	2.5%
Net Revenue (less Expenses)	-915	0	339,858	138,179	56,089		

Cable Company Grant -- Increases by a minimum of 5% per year

Interest Income -- Interest on funds at banking institution

Tuition/Training/Misc -- 2013 amount includes sales tax refund of \$66,295.

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.

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.

Transfer from Reserves -- Includes transfers from NSAC reserves and/or the Equipment Replacement Fund.

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Oct	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Personal Services							
Full-Time Salaries	655,461	576,500	496,724	576,500	590,000	2.3%	2.3%
Part-Time Salaries	65,217	65,000	62,239	74,687	72,000	10.8%	-3.6%
Retirement	26,598	30,000	21,917	25,943	26,550	-11.5%	2.3%
Health/Life Insurance	111,128	109,000	90,478	114,500	114,500	5.0%	0.0%
Unemployment	3,129	4,500	3,318	3,982	4,600	2.2%	15.5%
Workers Compensation	2,691	5,000	2,231	2,677	3,000	-40.0%	12.1%
FICA	55,643	51,000	41,699	50,039	52,252	2.5%	4.4%
Total Personal Services	919,868	841,000	718,606	848,327	862,902	2.6%	1.7%

Full-Time Salaries -- The 2014 Budget includes 2% increase.

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).

Health/Life Insurance -- Staff pays 20% of the cost of medical insurance, in addition to co-pays for office visits and prescription drugs.

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.

**North Suburban Access Corporation
2014 Budget**

	2012 Actual	2013 Budget	2013 Jan-Oct YTD	2013 Estimated Total	2014 Budget	Percent Change to 2013 Budget	Percent Change to 2013 Projected
OPERATING EXPENSES							
General							
Printing	1,446	5,500	733	880	2,500	-54.5%	184.2%
Publications	167	500	147	176	500	0.0%	183.4%
Memberships	10,827	13,800	11,216	11,500	14,000	1.4%	21.7%
Entry Fees	2,817	3,500	3,540	3,540	4,000	14.3%	13.0%
Video Programming	60	150	0	0	150	0.0%	0.0%
Total General	15,317	23,450	15,636	16,096	21,150	-9.8%	31.4%
Supplies							
Office Supplies	12,298	8,000	6,354	7,625	7,500	-6.3%	-1.6%
Video Supplies	18,432	24,000	16,831	20,197	24,000	0.0%	18.8%
Software	23,626	15,500	10,497	12,596	33,800	118.1%	168.3%
Volunteer Program	12,368	12,000	10,756	12,907	14,000	16.7%	8.5%
Total Supplies	66,724	59,500	44,438	53,326	79,300	33.3%	48.7%
Maintenance							
Office Equipment	5,542	5,000	3,676	4,411	4,500	-10.0%	2.0%
Video Equipment	19,478	19,000	21,282	25,538	19,000	0.0%	-25.6%
Van Operations	14,307	20,000	11,724	14,069	15,000	-25.0%	6.6%
Building & Janitorial	62,772	65,000	50,903	61,084	61,500	-5.4%	0.7%
Total Maintenance	102,099	109,000	87,585	105,102	100,000	-8.3%	-4.9%
<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-Oct	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Travel							
Conferences	7,789	11,500	16,010	16,500	13,000	13.0%	-21.2%
Mileage & Meals	3,713	3,500	2,993	3,592	3,500	0.0%	-2.6%
Total Travel	11,501	15,000	19,003	20,092	16,500	10.0%	-17.9%
Tuition & Training	2,479	3,750	2,627	3,152	3,000	-20.0%	-4.8%
Utilities	26,660	30,000	23,312	27,974	30,000	0.0%	7.2%
Leases							
Rent	81,427	81,500	67,856	81,427	81,500	0.0%	0.1%
Postage Machine	1,948	600	252	302	500	-16.7%	65.3%
Miscellaneous	2,323	2,500	2,787	3,000	3,000	20.0%	0.0%
Total Leases	85,698	84,600	70,895	84,730	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	15,297	18,356	15,000	0.0%	-18.3%
Accounting & Payroll	3,509	3,800	2,977	3,572	4,000	5.3%	12.0%
Insurance	9,895	16,000	6,813	8,176	8,500	-46.9%	4.0%
Legal Fees	4,094	55,000	38,090	45,708	50,000	-9.1%	9.4%
Producers/Trainers	5,343	20,000	17,752	21,302	22,500	12.5%	5.6%
Internet Connection	12,000	12,600	10,000	12,000	12,600	0.0%	5.0%
Miscellaneous Contractual	30,620	45,000	17,579	21,095	25,000	-44.4%	18.5%
Franchise Renewal Consulting			6,283	15,000	25,000		66.7%
Total Contractual	81,582	174,200	121,341	136,760	169,400	-2.8%	23.9%
Communications							
Postage	4,486	5,200	4,849	5,819	5,500	5.8%	-5.5%
Telephone	14,334	14,000	10,962	13,154	13,500	-3.6%	2.6%
Advertising & Promotions	19,528	12,000	9,805	12,000	18,000	50.0%	50.0%
Total Communications	38,348	31,200	25,616	30,973	37,000	18.6%	19.5%
Recruiting	0	2,000	0	0	2,000	0.0%	#DIV/0!
Total Operating Expenses	430,409	532,700	410,453	478,204	543,350	2.0%	13.6%

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.

**North Suburban Access Corporation
2014 Budget**

	2012	2013	2013	2013	2014	Percent	Percent
	Actual	Budget	Jan-Oct	Estimated	Budget	Change	Change
			YTD	Total		to	to
						2013 Budget	2013 Projected
Capital Expenses							
Capital Improvements	8,630	18,000	6,375	16,000	10,000	-44.4%	-37.5%
Video Equipment	74,828	104,971	116,905	136,000	79,149	-24.6%	-41.8%
Office Furniture & Equipment	17,137	37,030	5,562	8,000	27,800	-24.9%	247.5%
Total Capital Expenses	100,596	160,000	128,842	160,000	116,949	-26.9%	-26.9%
Total Expenses	1,450,873	1,533,700	1,257,901	1,486,531	1,523,201	-0.7%	2.5%
Net Revenue (less Expenses)	-915	0	339,858	138,179	56,089		
<p>Capital Improvements -- 2012 included handicapped door opener for interior main entrance and track lighting for studio control room. 2013 includes acoustical treatment for the studio, the edit suites and the large conference room.</p>							
<p>Video Equipment -- The 2013 equipment purchases included an HD character generator for the studio; 2 large LCD displays; equipment in trucks used to convert and process signals from one format to another (HD capable); a stepdown transformer for Master Control; a production monitor; and equipment for connecting to remote cameras.</p>							
<p>Office Equipment -- In 2012, included mass data storage; a network switch; new phones (conference room, front desk and office models); and a conference room computer for presentations in large conference room, as well as miscellaneous office equipment. In 2013, includes server storage (\$18,500); a network switch, replacement telephones; and two to three staff computers.</p>							