



**NORTH SUBURBAN ACCESS CORPORATION
October 9, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

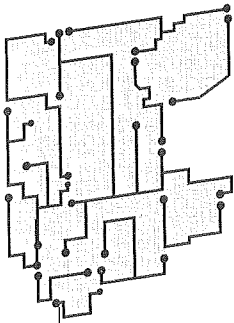
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of September 4, 2014, Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – August 2014
 - B. 2015 NSAC Budget Discussion
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – November 6, 2014

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North Suburban Communications Commission



NORTH SUBURBAN ACCESS CORPORATION MINUTES September 4, 2014

I. Call to Order

Board President Steve Beilke called the meeting to order at 7:48 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, Secretary/Treasurer
- Gina Bauman, New Brighton, Vice President
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- Hal Gray, St. Anthony

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

IV. Approval of Minutes

Mr. Roe moved, seconded by Mr. Montour, to approve the July 2014 minutes. The motion was approved unanimously.

V. Reports

A. Executive Director

Ms. Wilson reported that staff is currently busy with sports season and that the new CTEP employee started today to work in the Youth Media Program.

Mr. Montour asked when the 2015 budget would be available for review. Ms. Wilson noted that a two track process would be taken with the budget process this year, due to the uncertainty surrounding franchise funding. She noted that the budget process is more complicated this year because of the uncertainty about funding for 2015, and several scenarios will be developed for review in October or November. Mr. Montour requested that the City Managers be involved with the scenario review. Ms. Bauman noted she would

like to have the Strategic Planning and Finance Committee do the initial reviews before submitting the budgets to review to the City Managers. Mr. Roe noted that, after the Committee meetings, he would like input from the member cities to be included. Ms. Wilson noted she would schedule meetings of the Strategic Planning Committee and Finance Committee to review budget scenarios.

B. Production and Outreach Manager

Mr. Domke reported that election coverage was underway. He said that candidates will begin coming in on Monday, September 11, and through September 19 to record their "Speak Out" segments. Ninety-four (94) Speak Out invitations were mailed and, as of tonight, 18 candidates were scheduled and staff was beginning to make follow-up calls. In addition to the Speak Outs, four (4) candidate forums are on the calendar. He noted that social media will be part of the coverage this year, and he is looking for volunteers to help on election night.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that staff was working on upgrades at the member cities. He noted that a master plan for future upgrades and upgrade documentation was being put together.

Mr. Cook noted that as of the time of the meeting a live Roseville soccer game was being cablecast and simultaneously being streamed on the web. He noted that 120 viewers had watched the previous soccer game that day, and the webstreaming allows for viewer quantification.

VI. General Business

A. Treasurer's Report

Ms. Haake moved, seconded by Mr. Talbot, to approve the July 2014 Treasurer's report. The motion was approved unanimously.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:
Kevin O'Brien, Camera
Spencer Knott, Intern, Camera
Kevin Schmitz, Producer, Master Control
Teresa Renneke, Graphics / Audio

VIII. Adjournment

Ms. Bauman moved, seconded by Mr. Talbot, to adjourn the meeting. The motion was approved, and the meeting adjourned at 8:06 pm.

Respectfully Submitted

Barb Haake, Secretary/Treasurer

**NSAC Item V.A.
October 3, 2014**

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

Election Coverage -- As you can see from Tim Domke's report, we invited 93 candidates to record a "Speak Out" message, and 46 came into the studio. Of those who did not, most were running unopposed. In the meantime, planning for election night coverage has begun. If any directors are interested in helping out that night, please contact Tim Domke or Dale Irving.

Reduction in Hours – As we prepare for a future with reduced funding, we are evaluating the hours that we are open, starting with a look at Saturday usage of the facilities. This does not include truck productions. We have not yet made decisions, but I expect that we will be closed on most, if not all, Saturdays.

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NSAC Item V.C.
September 25, 2014

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: September 2014 Report

Truck/Remote Productions – (14 productions 12 live)

- Public events
 - Korean Veterans Appreciation Picnic – Doug Isiminger
- Educational events
 - St. Anthony High School
 - Sports Programing – 4 events
 - Roseville High School
 - Sports Programing – 8 events
 - Bethel University
 - Sports Programing – 1 event
-

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

- Staff
 - **North Suburban Beat** – (Four shows)
 - Guests/Organizations
 - HANC Wild Rice Festival
 - Mounds View Apple Tree Dental
 - University of Northwestern Fields
 - Ramsey Co. Conservation Officer – Paul Gardner
 - Roseville Picnic Operetta
 - New Irondale Principal – Eric Nelson
 - Arden Hills Lexington Station
 - Roseville FORparks Tapped & Uncorked
 - Christine Fournier – local author
 - Bent Brewstillery Grand Opening
 - Military Child Education Coalition
 - RAHS Volleyball Player – Monica Burich
 - **Election Coverage**
 - Sent 93 letters to candidates for the annual Candidates Speak Out. Of those, 46 candidates came in and recorded a message, which will be cablecast on channel 15 through the month of October and at CTVNorthSuburbs.org/elections.
 - Weekly meetings have begun regarding Election Night coverage.
 - **ADA 24th Anniversary Celebration**
 - Award presentation produced by CTV interns.
 - **What's Brewin'**

- Guest organization: Twin Cities in Motion Marathon
- Volunteer Producers
 - Christ the King Church Service
 - Disability Viewpoints
 - Health Now – Hair Loss and Growth
 - Adventures in Public Speaking
 - Country Music Jubilee – Little City Allstars
 - Ramco Waterfest
 - Mounds View Today
 - WWA Talk Show – Two programs
 - Lyme Disease Association, Inc., Conference, Part 4
 - In The District with Blake Huffman
 - A Day in the Life of a Zombie? (Teen Youth)
 - DigiDaze Technology Fair (Teen Youth)
 - Get it Right or Go Back (Teen Youth)
 - Feudal Families (Teen Youth)

National Awards – Currently

- NATOA Programming Awards – CTV’s Shannon Hunter is a finalist for her CTV 101 Orientation Video.

Earned Income – (currently in production or recently completed)

- River Valley Riders – Editing continues.

Youth Media

CreaTV

At the time of this report there were some openings available. Applications were due on September 26. Sessions will begin October 7 and October 8.

Make A TV Show Screening

This group of students wrapped up their summer session on August 19. The students produced four mini-episodes titled *The Disease*. A screening for all participants takes place October 2 at 7pm.

Teen Internships

CTV Teens was awarded two Right Track interns (funded by the City of Saint Paul), for the 2014-15 school year. The interns will begin the week of October 6.

CTEP

CTV welcomes Chelsea Arden Parker as our third Community Technology Empowerment Project (CTEP) AmeriCorps member. Chelsea is currently working on many youth projects for CTV, including includes a new CTV Teens brochure, website and a new logo. Chelsea will also be helping to develop three CTV Teens programs: Documentary Production Club, Elementary-University Unite and moving the mobile workshop residencies to local school classrooms for media literacy workshops.

Education and Outreach

- **CTV Classes** – 55 Certifications/Attendees
 - **CTV 101**– (6 classes) 4 students and 36 students from Roseville Adult Ed

- **Camcorder** – (No class)
 - **Basic Truck** – (4 sessions) 3 students from Bethel University
 - **Basic Studio** – (No class)
 - **Final Cut Pro** – (1 class) 2 students
 - **Mini Mobile System** – (1 session) 2 students
- **Producers Club** – GoPro Workshop. 8 students

Municipal Services

- **Production Services**
 - **Roseville** – Recorded the Wild Rice Festival at Harriet Alexander Nature Center.
 - Completed the Roseville Night to Unite & Family Night Out.
 - **Mounds View** – Recorded the 5K Family Run/Walk.
 - **Little Canada** – Recorded additional footage for the Veteran’s Memorial Documentary.
 - **Lauderdale/Falcon Heights** – 5K Fun Run.
 - **Arden Hills** – Provided technical support for the Arden Hills State of City from Flaherty’s Bowl.
 - **Falcon Heights** – Completed Ice Cream Social
 - **St. Anthony** – Completed the St. Anthony Village Fest.

Marketing and Volunteer Activity

- **Promotional Activities**
 - **Website** –
 - Created images for the slideshow to promote many activities, including the GoPro workshop, CreaTV application deadline, studio class, Final Cut Pro Editing class, and LIVE high school.
 - **Print/ Electronic**
 - Prepared informational packets for candidates that stopped by for Candidates Speak Out.
 - Ordered business cards for Jordan, Chelsea and Terri.
 - Ordered CTV brochures and folders.
 - Prepared informational packets for NATOA tour on October 2.
 - Sent out two e-newsletters.
 - **Other**
 - Prepared giveaways for NATOA tour participants.
 - Hosted a meeting with 12 Roseville Rotarians. The meeting ended with the group creating a Rotary promo for CTV.

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TO: Cor Wilson, Executive Director

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

SUBJECT September Report

Technical Operations

- The preparation for the NATOA facility tour is going well. The facility will be at its best.
- The white truck will be on display for the NATOA conference in downtown St. Paul Wednesday, October 1, for a display of the many types of Minnesota PEG production trucks.
- Pat Cook is working on pricing items for this year and budgeting for 2015. While we have been holding off on capital purchases this year, we have determined that we need to replace at least two of the Character Generators.
- Don Swenson and Pat Cook attended the Alpha Video C3 Expo. They had a number of speakers and many vendors displaying equipment and services.
- Pat Cook has been working with our volunteer, Bob Schultz, preparing the mini-mobile unit for his use on another shoot. He has had very good luck with it and continues to check it out.
- Don Swenson's monthly report is included.

IT and I-Net Operations

- We have begun using the Video On Demand capability included with our Tightrope Cablecast system. That allows us to have archived events on the web available at a much faster rate than previously.
- A monthly city meeting web stream report is included.

City and School Assistance

- Pat Cook is continuing with the ongoing upgrade projects for a number of the cities.
- We have assisted Mounds View School Board in updating their calendar RSS feed for their event bulletin monitor at the Snail Lake location.

Trucks

- There were 14 truck shoots in September, 12 of which were live. We had one shoot canceled by the producer.
- Fall sports are under way and going well. We are including swimming, volleyball, soccer and football.
- We have completed the replacement of the flooring in the white truck and now will work on the blue truck. We have had rubber installed that should be more resilient and easier to clean than carpet.
- As the studio was in use for Speak Outs, we used the White Truck for four mornings to conduct the Roseville Adult Education classes.
- We have added one new contractual truck technician, Brandon Rickert. He is a former Irondale student and also works for the Fox channel.

Don Swenson's Monthly Report

August & Sept. '14

Portable

- 1) Checked one of the batteries after being immersed in water.
- 2) Replaced the windscreen for Camcorder 1

Trucks

- 1) White - Green viewfinder - Re-assembled connector cable and tightened mount
- 2) White - Red tripod - repaired camera plate lock.
- 3) White - Cleaned a dirty pot for the CG operator's intercom station.
- 4) White - Master station - Re-programmed the IFB buttons.
- 5) White - Replaced the hard drive for the Red Omega.
- 6) White - Replaced the shore power cable connector.
- 7) Blue - Checked audio output on KiPro deck.
- 8) Blue - Repaired a static sound on the announcers channel intercom.
- 9) Blue - Yellow camera - Tightened the triad cable mount.
- 10) Blue - Corrected the audio wiring for the Omega decks.
- 11) Blue - Checked the current draw on the batteries.
- 12) Blue - Changed some menu items on the FS2 and KiPro to be able to control them from the Mac Mini again.
- 13) Blue - Cam 1 PTT - Checked to make sure it was working.
- 14) Blue - Moved pattern generator to improve airflow on CCU 2.
- 15) Blue - Cleaned the optics on DVD 2.
- 16) Blue - Replaced the hard drives for the Red and Green Omega decks.
- 17) Both - Got the cell phone repeaters to work.

Cities

- 1) Roseville - Found a replacement bulb for the council chambers video projector.
- 2) Roseville - Looked at the PD DVR to determine a recording issue. Became a RV network issue.
- 3) Arden Hills - Found a replacement and then replaced the projector bulb for the council chambers projector.

Misc.

- 1) Ordered more key FOBs for key entry system
 - 2) Determined the square footage for some of the rooms in the facility.
 - 3) Updated alarm panel and key card system as needed.
 - 4) Cleaned the door latch for the NE entry door because it was not unlocking with the key cards.
 - 5) Six headsets repaired.
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Page Title	Pageviews	Unique Pageviews	Avg. Time on Page
Arden Hills City Council August 11, 2014	5	5	69.13
Arden Hills City Council August 25, 2014	24	18	73.14
Arden Hills City Council December 9, 2013	2	1	55.00
Arden Hills City Council July 14, 2014	3	1	11.50
Arden Hills City Council June 9, 2014	2	2	514.50
Arden Hills City Council September 8, 2014	20	13	185.25
Arden Hills Planning Commission April 9, 2014	1	1	6.00
Arden Hills Planning Commission January 8, 2014	1	1	30.00
Arden Hills Planning Commission November 6, 2013	1	1	11.00
Arden Hills Planning Commission September 3, 2014	6	4	114.00
Ham Lake City Council August 4, 2014	1	1	0.00
Lauderdale City Council April 22, 2014	1	1	0.00
Lauderdale City Council August 26, 2014	5	4	44.00
Lauderdale City Council May 13, 2014	1	1	85.00
Lauderdale City Council May 27, 2014	3	2	420.33
Lauderdale City Council September 23, 2014	7	5	57.00
Lauderdale City Council September 9, 2014	9	9	104.33
Little Canada City Council August 13, 2014	1	1	114.00
Little Canada City Council August 18, 2014	1	1	10.00
Little Canada City Council June 11, 2014	3	3	186.50
Little Canada City Council October 23, 2013	1	1	0.00
Little Canada City Council September 10, 2014	12	6	128.38
Little Canada City Council September 24, 2014	12	6	215.38
Little Canada City Council September 25, 2013	3	3	152.00
Little Canada Parks & Recreation August 7, 2014	1	1	71.00
Little Canada Planning Commission August 14, 2014	3	3	12.00
Little Canada Planning Commission July 10, 2014	2	1	79.50
Maplewood City Council August 11, 2014	4	4	399.00
Maplewood City Council August 25, 2014	30	24	325.15
Maplewood City Council January 13, 2014	1	1	771.00
Maplewood City Council July 14, 2014	1	1	0.00
Maplewood City Council July 28, 2014	2	1	614.50
Maplewood City Council May 12, 2014	2	2	629.00
Maplewood City Council September 22, 2014	14	12	7.00
Maplewood City Council September 8, 2014	26	20	443.00
Maplewood City Council Workshops August 25, 2014	8	8	3.00
Maplewood City Council Workshops September 8, 2014	4	4	209.33
Maplewood Community Design Review Board August 26, 2014	8	5	212.00
Maplewood Env & Natural Resources Comm September 15, 2014	3	3	14.00
Maplewood Historical Preservation Commission September 11, 2014	9	8	6.00
Maplewood Housing & EDC August 13, 2014	6	2	19.20
Maplewood Housing & EDC July 9, 2014	1	1	67.00
Maplewood Human Rights Commission September 9, 2014	2	1	33.00
Maplewood Parks & Recreation Commission September 17, 2014	4	2	11.50
Maplewood Planning Commission August 19, 2014	3	2	250.50

Mounds View Charter Commission September 11, 2014	2	2	12.00
Mounds View City Council August 25, 2014	26	18	144.43
Mounds View City Council July 28, 2014	2	2	1.00
Mounds View City Council June 9, 2014	3	3	347.00
Mounds View City Council September 22, 2014	6	5	18.67
Mounds View City Council September 8, 2014	19	16	92.89
Mounds View Economic Development Authority April 14, 2014	4	1	11.00
Mounds View Economic Development Authority Feb 24, 2014	1	1	19.00
Mounds View Economic Development Commission May 23, 2014	2	2	0.00
Mounds View Parks & Recreation & Forestry Comm Aug 28, 2014	11	8	216.83
Mounds View Parks & Recreation & Forestry Comm Sept 25, 2014	1	1	26.00
Mounds View Planning Commission April 16, 2014	1	1	13.00
Mounds View Planning Commission August 20, 2014	5	4	483.25
Mounds View Planning Commission January 8, 2014	1	1	8.00
Mounds View Planning Commission July 16, 2014	2	2	27.00
Mounds View Planning Commission July 2, 2014	1	1	22.00
Mounds View Planning Commission July 9, 2013	1	1	16.00
Mounds View Planning Commission June 19, 2013	1	1	10.00
Mounds View Planning Commission June 4, 2014	1	1	0.00
Mounds View Planning Commission June 5, 2013	2	1	9.50
Mounds View Planning Commission October 2, 2013	1	1	16.00
Mounds View Planning Commission September 17, 2014	7	5	134.33
Mounds View Schools School Board April 22, 2014	2	2	47.50
Mounds View Schools School Board April 8, 2014	4	4	283.00
Mounds View Schools School Board August 19, 2014	36	33	336.21
Mounds View Schools School Board December 10, 2013	1	1	0.00
Mounds View Schools School Board January 28, 2014	6	4	726.50
Mounds View Schools School Board June 10, 2014	1	1	99.00
Mounds View Schools School Board June 24, 2014	1	1	359.00
Mounds View Schools School Board March 11, 2014	1	1	213.00
Mounds View Schools School Board May 13, 2014	1	1	29.00
Mounds View Schools School Board May 21, 2013	1	1	12.00
Mounds View Schools School Board May 27, 2014	1	1	0.00
Mounds View Schools School Board September 16, 2014	107	93	295.00
Mounds View Street & Utilities Committee March 17, 2014	3	3	54.00
Mounds View Street & Utilities Committee November 18, 2013	4	4	20.00
Mounds View Street & Utilities Committee September 15, 2014	7	6	9.00
Mounds View Work Session August 4, 2014	2	1	5.00
Mounds View Work Session July 7, 2014	1	1	9.00
Mounds View Work Session September 2, 2014	8	5	245.20
North Oaks City Council August 14, 2014	5	5	76.67
North Oaks City Council June 12, 2014	3	2	273.33
North Oaks City Council September 11, 2014	13	11	58.88
North Oaks Planning Commission August 28, 2014	3	3	135.00
North Oaks Planning Commission July 31, 2014	1	1	317.00
North St. Paul City Council August 19, 2014	6	5	798.33
North St. Paul City Council July 15, 2014	1	1	6.00

North St. Paul City Council September 16, 2014	6	3	9.33
North St. Paul City Council September 2, 2014	12	10	13.17
NSAC NSCC Joint Meeting December 5, 2013	1	1	24.00
NSAC NSCC Joint Meeting July 31, 2014	17	14	694.75
NSAC NSCC Joint Meeting June 5, 2014	2	2	734.00
NSAC NSCC Joint Meeting May 15, 2014	6	5	370.75
NSAC NSCC Joint Meeting September 4, 2014	15	13	188.00
Ramsey / Washington Suburban Cable Commission July 10, 2014	4	2	532.33
Ramsey / Washington Suburban Cable Commission May 9, 2013	13	9	20.00
Ramsey / Washington Suburban Cable Com September 11, 2014	6	5	376.25
Roseville City Council August 11, 2014	1	1	0.00
Roseville City Council August 12, 2013	1	1	3.00
Roseville City Council August 18, 2014	3	3	0.00
Roseville City Council August 25, 2014	18	17	252.00
Roseville City Council February 24, 2014	2	1	28.00
Roseville City Council January 27, 2014	3	2	448.00
Roseville City Council June 16, 2014	2	2	433.50
Roseville City Council June 9, 2014	1	1	8.00
Roseville City Council May 12, 2014	1	1	4.00
Roseville City Council May 13, 2013	1	1	82.00
Roseville City Council November 18, 2013	9	7	232.83
Roseville City Council November 25, 2013	11	6	250.56
Roseville City Council September 15, 2014	13	10	829.20
Roseville City Council September 22, 2014	4	4	16.50
Roseville City Council September 8, 2014	18	16	407.86
Roseville City Council Special Meetings May 22, 2014	1	1	0.00
Roseville Community Engagement Commission August 14, 2014	9	7	396.50
Roseville Community Engagement Commission July 10, 2014	4	3	109.00
Roseville Community Engagement Commission June 12, 2014	2	2	787.50
Roseville Community Engagement Commission May 8, 2014	2	2	7.00
Roseville Community Engagement Commission September 11, 2014	6	6	8.00
Roseville Ethics Commission August 13, 2014	1	1	63.00
Roseville Finance Commission August 21, 2014	6	6	51.00
Roseville Finance Commission July 8, 2014	2	1	29.00
Roseville Finance Commission September 9, 2014	8	6	19.40
Roseville Housing & Redevelopment Authority August 19, 2014	1	1	6.00
Roseville Human Rights Commission April 16, 2014	1	1	58.00
Roseville Human Rights Commission August 20, 2014	7	5	65.50
Roseville Human Rights Commission February 19, 2014	1	1	130.00
Roseville Human Rights Commission June 18, 2014	1	1	29.00
Roseville Human Rights Commission March 28, 2014	1	1	88.00
Roseville Human Rights Commission May 21, 2014	1	1	74.00
Roseville Human Rights Commission September 17, 2014	11	10	55.33
Roseville Human Rights Commission September 18, 2013	3	3	139.00
Roseville Parks & Recreation Commission August 5, 2014	2	1	38.00
Roseville Parks & Recreation Commission June 3, 2014	2	1	36.00
Roseville Parks & Recreation Commission May 6, 2014	1	1	0.00

Roseville Planning Commission August 6, 2014	2	1	196.50
Roseville Planning Commission September 3, 2014	9	3	105.50
Roseville Public Works & Transportation April 22, 2014	1	1	0.00
Roseville Public Works & Transportation August 26, 2014	8	6	15.17
Roseville Public Works & Transportation July 22, 2014	1	1	18.00
Roseville Public Works & Transportation September 23, 2014	6	3	102.20
Roseville Variance Board September 3, 2014	4	2	200.75
Shoreview City Council April 7, 2014	3	1	22.00
Shoreview City Council August 18, 2014	6	6	78.00
Shoreview City Council August 4, 2014	1	1	19.00
Shoreview City Council July 21, 2014	1	1	202.00
Shoreview City Council June 16, 2014	3	3	358.67
Shoreview City Council September 15, 2014	11	11	7.00
Shoreview City Council September 2, 2014	13	10	189.75
Shoreview City Council September 23, 2014	3	1	44.67
Shoreview Planning Commission August 26, 2014	10	9	10.00
Shoreview Planning Commission July 22, 2014	1	1	359.00
Shoreview Planning Commission June 24, 2014	1	1	17.00
Shoreview Planning Commission May 27, 2014	1	1	39.00
Shoreview Planning Commission September 23, 2014	3	3	25.67
St. Anthony / NB ISD School Board August 6, 2014	3	3	14.00
St. Anthony / NB ISD School Board September 2, 2014	6	6	181.50
St. Anthony City Council August 12, 2014	2	1	63.00
St. Anthony City Council August 26, 2014	7	6	154.00
St. Anthony City Council July 8, 2014	1	1	146.00
St. Anthony City Council June 30, 2014	1	1	21.00
St. Anthony City Council May 14, 2013	1	1	351.00
St. Anthony City Council May 27, 2014	2	2	0.00
St. Anthony City Council September 23, 2014	9	5	146.88
St. Anthony City Council September 9, 2014	8	8	500.00
St. Anthony Parks & Recreation Commission June 9, 2014	1	1	3.00
St. Anthony Parks & Recreation Commission September 8, 2014	2	2	53.00

North Suburban Access Corporation

2014 Financial Report Summary
For the Eight Months Ending August 31, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	848.77	a.	6,861.23	(0.49)	9,200.00	14,000.00
Cable Company Grants	0.00		1,107,216.84	(0.75)	1,107,217.50	1,476,290.00
Interest Income	211.44		1,740.44	(0.58)	1,860.00	3,000.00
Reimburs/WEBstream	0.00		15,441.46	(0.51)	15,000.00	30,000.00
Earned Income	5,409.54	b.	47,495.01	(0.86)	32,000.00	55,000.00
Donations	0.00		0.00	0.00	0.00	1,000.00
Total Revenues	6,469.75		1,178,754.98	(0.75)	1,165,277.50	1,579,290.00
Expenses Summary						
Personnel Services	61,144.67		529,443.82	0.61	553,490.00	862,902.00
Operating Expenses	35,783.62		366,053.64	0.67	402,377.32	543,350.00
Capital Expenses	0.00		43,486.28	0.37	78,450.00	116,949.00
Total Expenses	96,928.29		938,983.74	0.62	1,034,317.32	1,523,201.00
Net	(\$ 90,458.54)		\$ 239,771.24	(4.27)	130,960.18	56,089.00

a. Tuition/Misc. -- Class fees and sale of DVD's

b. Earned Income -- Includes out-of-area webstreaming; NAFA 16u Nationals; city meeting coverage

North Suburban Access Corporation
 2014 Detail Financial Report
 For the Eight Months Ending August 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	44,185.03	365,648.51	0.62	375,600.00	590,000.00
Part Time Salaries	4,325.30	48,164.90	0.67	44,500.00	72,000.00
FICA	3,528.93	32,523.01	0.62	34,152.00	52,252.00
Retirement	1,843.83	16,946.90	0.64	17,702.00	26,550.00
Unemployment	195.52	3,053.54	0.66	3,200.00	4,600.00
Workers Comp	600.73	2,374.06	0.79	2,000.00	3,000.00
Health/Life Insurance	6,465.33	60,732.90	0.53	76,336.00	114,500.00
Total Personal Services	61,144.67	529,443.82	0.61	553,490.00	862,902.00
Operating Expenses					
General					
Printing	0.00	543.42	0.22	1,800.00	2,500.00
Publications	111.00	c. 216.56	0.43	350.00	500.00
Memberships	5,497.00	d. 13,453.00	0.96	13,750.00	14,000.00
Entry Fees	78.00	e. 2,531.00	0.63	3,850.00	4,000.00
Video Programming	0.00	0.00	0.00	150.00	150.00
Total General	5,686.00	16,743.98	0.79	19,900.00	21,150.00
Supplies					
Office Supplies	274.28	6,545.94	0.87	6,250.00	7,500.00
Video Supplies	490.85	12,072.56	0.50	19,600.00	24,000.00
Software Supplies	279.56	8,813.15	0.26	22,532.00	33,800.00
Volunteer Supplies	604.53	f. 7,541.19	0.54	11,800.00	14,000.00
Total Supplies	1,649.22	34,972.84	0.44	60,182.00	79,300.00

g.c. Publications -- Pioneer Press (1/2)

d. Memberships -- Alliance for Community Media; Roseville Rotary Club

e. Entry Fees -- Duplicate plaque

f. Volunteer Supplies -- Crew food

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	1,844.84	0.41	2,200.00	4,500.00
Video Equipment	1,177.81	13,678.47	0.91	12,800.00	15,000.00
Van Operations	687.00	4,506.24	0.24	13,300.00	19,000.00
Building Janitorial	4,902.12	47,982.22	0.78	41,200.00	61,500.00
Total Maintenance	6,766.93	68,011.77	0.68	69,500.00	100,000.00
Travel					
Conferences	2,668.89 g.	8,345.06	0.64	12,000.00	13,000.00
Mileage & Meals	370.20	2,577.18	0.74	2,340.00	3,500.00
Total Travel	3,039.09	10,922.24	0.66	14,340.00	16,500.00
Tuition & Training					
Tuition & Training	150.00 h.	1,832.95	0.61	2,000.00	3,000.00
	150.00	1,832.95	0.61	2,000.00	3,000.00
Utilities					
Utilities	2,558.95	18,909.81	0.63	20,000.00	30,000.00
	2,558.95	18,909.81	0.63	20,000.00	30,000.00
Leases					
Rent	6,785.60	54,284.80	0.67	54,333.32	81,500.00
Miscellaneous	0.00	2,787.00	0.93	3,000.00	3,000.00
Postage Meter	0.00	168.00	0.34	250.00	500.00
Total Leases	6,785.60	57,239.80	0.67	57,583.32	85,000.00

g. Conferences -- ACM annual conference expense

h. Tuition & Training -- eNATOA webinar; wellness program 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	285.07	6,295.50	0.42	10,000.00	15,000.00
Payroll	399.51	2,738.95	0.68	2,872.00	4,000.00
Insurance	1,120.80	6,841.71	0.80	5,600.00	8,500.00
Legal	0.00	55,021.21	1.10	38,000.00	50,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Producers/Trainers	3,475.00	15,246.75	0.68	15,700.00	22,500.00
Internet Connect	1,000.00	8,000.00	0.63	8,400.00	12,600.00
Miscellaneous	1,808.65	i. 38,154.14	0.76	42,000.00	50,000.00
Total Contractual	8,089.03	138,848.26	0.82	129,372.00	169,400.00
Communications					
Postage	22.23	2,136.20	0.39	3,500.00	5,500.00
Telephone	981.73	6,891.86	0.51	9,000.00	13,500.00
Advertising & Promotion	54.84	9,184.43	0.51	15,000.00	18,000.00
Total Communications	1,058.80	18,212.49	0.49	27,500.00	37,000.00
Recruiting					
Recruiting	0.00	359.50	0.18	2,000.00	2,000.00
Total Operating	35,783.62	366,053.64	0.67	402,377.32	543,350.00

i. Misc. Contractual -- Includes Roseville IT services; contract with Ian Cobb for transition assistance; DISH network

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses					
Capital Improvements	0.00	0.00	0.00	10,000.00	10,000.00
Video Equip.	0.00	14,032.38	0.18	44,650.00	79,149.00
Office Equipment	0.00	29,453.90	1.06	23,800.00	27,800.00
	<hr/>				
Total Capital	0.00	43,486.28	0.37	78,450.00	116,949.00
	<hr/>				
Total Expenses	96,928.29	938,983.74	0.62	1,034,317.32	1,523,201.00
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Net	(\$ 90,458.54)	\$ 239,771.24	(4.27)	130,960.18	56,089.00
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**NSCC Item VI.B.
October 7, 2014**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: 2015 NSAC Budget

A preliminary draft of the 2015 NSAC Budget is attached for your review. The Finance Committee is meeting on Wednesday, October 8, at 4 p.m. and will have an opportunity for a preliminary review.

Some comments on the draft:

Revenues

1. The Operating Grant increases by 5%, assuming the approval of the extension agreement, less 20% with the City of Shoreview leaving the NSCC.
2. The loss of reimbursement revenue for programming and webstreaming will be made up by the addition of webstreaming services for the City of Falcon Heights. We have not yet calculated the rates for 2015.
3. We anticipate growing additional revenues from sponsorships, membership fees, grants and donations, but we have not yet calculated this revenue at this time.

Expenses

1. The amount for full-time staff reflects the elimination of two full-time positions over the course of the year and a 2% COLA for the remaining staff.
2. On page 3, we may increase the amount for Producers & Trainers in 2015 in order to meet the needs of our paid production, but this will be offset by the fees charged to the clients.
3. We have put a contingency amount in Legal Fees.
4. We will discuss Video Equipment Capital with you at the meeting.

This document is being presented for your review and comment. We hope to present a final budget for adoption at the November 2014 meeting.

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**North Suburban Access Corporation
2015 Budget
DRAFT**

	2013	2014	2014	2014	2015	Percent	Percent
	Actual	Budget	Jan-Aug	Estimated	Budget	Change	Change
			YTD	Total	Proposed	to	to
						2014 Budget	2014 Projected
Revenues							
Cable Company Grants	1,455,990	1,467,290	1,107,217	1,467,290	1,232,524	#REF!	-16.0%
Interest Income	2,984	3,000	1,740	2,610	2,500	#REF!	-4.2%
Tuition/Training/Misc.	75,391	14,000	6,861	10,292	10,000	#REF!	-2.8%
Reimbursements	30,032	30,000	15,441	30,000	30,000	#REF!	0.0%
Earned Income	52,097	55,000	47,495	65,000	55,000	#REF!	-15.4%
Donations	1,321	1,000	0	1,000	1,000	#REF!	0.0%
Transfer from Reserves	0	0	0	0	0	#REF!	#DIV/0!
Total Revenues	1,617,815	1,570,290	1,178,754	1,576,192	1,331,024	#REF!	-15.6%
Expenses							
Personal Services	891,218	862,902	529,444	827,062	770,050	#REF!	-6.9%
Operating Expenses	468,218	543,350	366,054	477,596	460,200	#REF!	-3.6%
Capital Expenses	129,476	116,949	43,486	109,149	15,000	#REF!	-86.3%
Total Expenses	1,488,912	1,523,201	938,984	1,413,807	1,245,250	#REF!	-11.9%
Net Revenue (less Expenses)	128,903	47,089	239,770	162,385	85,774		

Cable Company Grant -- Increases by a minimum of 5% per year. The amount for 2015 assumes a 20% cut with Shoreview leaving the NSCC.

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. 2014 budget amount included a % increase, and we anticipate a % increase in 2015.

Earned Income -- for rental of equipment and/or facilities; for paid production and technical services, including webstreaming outside our service territory. This will also include the provision of staff to cover city council meetings for several cities.

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

	2013	2014	2014	2014	2015	Percent	Percent
	Actual	Budget	Jan-Aug	Estimated	Budget	Change	Change
			YTD	Total	Proposed	to	to
						2014 Budget	2014 Projected
Personal Services							
Full-Time Salaries	623,512	590,000	365,648	590,000	550,000	#REF!	-6.8%
Part-Time Salaries	76,222	72,000	48,165	68,165	72,000	#REF!	5.6%
Retirement	26,023	26,550	16,947	25,947	24,750	#REF!	-4.6%
Health/Life Insurance	109,633	114,500	60,733	87,500	77,200	#REF!	-11.8%
Unemployment	3,495	4,600	3,054	3,950	4,600	#REF!	16.5%
Workers Compensation	2,694	3,000	2,374	3,000	3,000	#REF!	0.0%
FICA	49,639	52,252	32,523	48,500	38,500	#REF!	-20.6%
Total Personal Services	891,218	862,902	529,444	827,062	770,050	#REF!	-6.9%

Full-Time Salaries -- The 2015 Budget includes 2% COLA. The 2015 proposed amount reflects the elimination of two full-time positions within the year.

Part-Time Salaries -- Includes funding for van technicians and receptionists. Total amount is offset by reimbursements from NSCC for interns (from Scholarship Grant). The 2013 amount includes part-time administrative position, but we eliminated this position in 2014.

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
2015 Budget
DRAFT**

	2013	2014	2014	2014	2015	Percent	Percent
	Actual	Budget	Jan-Aug	Estimated	Budget	Change	Change
			YTD	Total	Proposed	to	to
						2014 Budget	2014 Projected
OPERATING EXPENSES							
General							
Printing	828	2,500	543	815	1,000	#REF!	22.8%
Publications	147	500	217	326	500	#REF!	53.6%
Memberships	11,216	14,000	13,453	14,000	8,000	#REF!	-42.9%
Entry Fees	3,541	4,000	2,531	2,531	3,000	#REF!	18.5%
Video Programming	0	150	0	0	0	#REF!	0.0%
Total General	15,732	21,150	16,744	17,671	12,500	#REF!	-29.3%
Supplies							
Office Supplies	7,540	7,500	6,546	9,819	8,000	#REF!	-18.5%
Video Supplies	19,417	24,000	12,073	16,000	22,000	#REF!	37.5%
Software	13,157	33,800	8,813	13,220	20,000	#REF!	51.3%
Volunteer Program	11,226	14,000	7,541	11,312	12,000	#REF!	6.1%
Total Supplies	51,340	79,300	34,973	50,350	62,000	#REF!	23.1%
Maintenance							
Office Equipment	4,014	4,500	1,845	2,768	3,500	#REF!	26.5%
Video Equipment	22,204	19,000	13,678	20,517	20,000	#REF!	-2.5%
Van Operations	12,943	15,000	4,506	8,000	10,000	#REF!	25.0%
Building & Janitorial	61,400	61,500	47,982	71,973	75,000	#REF!	4.2%
Total Maintenance	100,561	100,000	68,011	103,258	108,500	#REF!	5.1%

Printing -- Includes banquet invitations and program, letterhead, and brochures.

Publications -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, and several other miscellaneous publications.

Memberships -- Includes Channel 6 (in 2014), 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. We are dropping our Channel 6 membership in 2015.

Entry Fees -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.

Video Supplies -- Includes purchase of videotapes, batteries, studio lights and props.

Software -- We are on a multi-year cycle for some software. This amount includes office, website building and management and video production software.

Office Equip. Maint.-- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per allocation formula)

Video Equipment Maintenance -- Includes maintenance on our playback system.

Van Operations -- Includes registration of and maintenance for the production trucks and the mini-van, as well as increased gas purchases.

Building/Janitorial -- Includes the common area maintenance costs at 2670 Arthur. (80% NSAC/20% NSCC)
We exceeded budget in 2014 primarily because of increases in the lease common area maintenance costs. We also cleaned the carpets this year for the first time since moving in.

**North Suburban Access Corporation
2015 Budget
DRAFT**

	2013	2014	2014	2014	2015	Percent	Percent
	Actual	Budget	Jan-Aug	Estimated	Budget	Change	Change
			YTD	Total	Proposed	to	to
						2014 Budget	2014 Projected
Travel							
Conferences	16,010	13,000	8,345	9,700	10,000	#REF!	3.1%
Mileage & Meals	4,214	3,500	2,577	3,866	4,000	#REF!	3.5%
Total Travel	20,224	16,500	10,922	13,566	14,000	#REF!	3.2%
Tuition & Training	3,022	3,000	1,833	2,750	3,000	#REF!	9.1%
Utilities	26,822	30,000	18,910	28,365	30,000	#REF!	5.8%
Leases							
Rent	81,427	81,500	54,285	81,428	81,500	#REF!	0.1%
Postage Machine	2,787	500	168	252	300	#REF!	19.0%
Miscellaneous	336	3,000	2,787	3,000	3,000	#REF!	0.0%
Total Leases	84,550	85,000	57,240	84,680	84,800	#REF!	0.1%
Contractual							
Audit	6,550	6,800	6,550	6,550	6,800	#REF!	3.8%
Sales Tax	10,594	15,000	6,296	9,444	11,000	#REF!	16.5%
Accounting & Payroll	3,507	4,000	2,739	4,109	4,500	#REF!	9.5%
Insurance	8,094	8,500	6,842	9,921	10,000	#REF!	0.8%
Legal Fees	45,980	50,000	55,021	60,000	25,000	#REF!	-58.3%
Producers/Trainers	20,187	22,500	15,247	22,871	25,000	#REF!	9.3%
Internet Connection	12,000	12,600	8,000	12,600	12,600	#REF!	0.0%
Miscellaneous Contractual	31,193	25,000	12,948	19,422	20,000	#REF!	3.0%
Franchise Renewal Consulting		25,000	25,206	25,206	0		-100.0%
Total Contractual	138,105	169,400	138,849	144,916	114,900	#REF!	-20.7%
Communications							
Postage	3,248	5,500	2,136	3,204	3,500	#REF!	9.2%
Telephone	13,399	13,500	6,892	10,338	11,000	#REF!	6.4%
Advertising & Promotions	11,215	18,000	9,184	18,000	15,000	#REF!	-16.7%
Total Communications	27,862	37,000	18,212	31,542	29,500	#REF!	-6.5%
Recruiting	0	2,000	360	500	1,000	#REF!	100.0%
Total Operating Expenses	468,218	543,350	366,054	477,596	460,200	#REF!	-3.6%

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

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

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 amounts in 2013 and 2014 have been increased to help pay for legal fees associated with franchise renewal. We anticipate that this will not be needed in 2015.

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 2014, we paid a portion of consulting fees relating to the needs ascertainment that were 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 and purchase of promotional items. In 2014, we will apply the graphics to the new mini-van.

Recruiting -- Advertising for open positions.

