



**NORTH SUBURBAN ACCESS CORPORATION
March 6, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

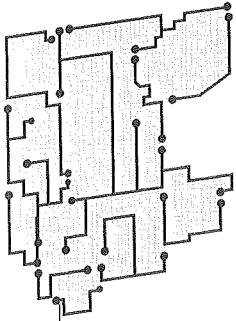
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of February 6, 2014, Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – January 2014
 - B. Strategic Plan -- Marketing and Training
- VII. Announcements
 - A. Crew introductions
- VIII. Executive Session to Discuss the Performance Evaluation Of the Executive Director in Accordance with Minnesota Statutes 13.D.
- VIII. Adjournment

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

Next Regular Meeting – April 3, 2014

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North
Suburban
Communications
Commission



NORTH SUBURBAN ACCESS CORPORATION
MINUTES
February 6, 2014

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

I. Call to Order

Board President Steve Beilke called the meeting to order at 7:40 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
- Nancy Kracl, Alternate, 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

III. Approval of Agenda

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

IV. Approval of Minutes

Mr. Dains moved, seconded by Ms. Kracl, to approve the January, 2014 minutes, as corrected. The motion was approved unanimously.

V. Reports

A. Executive Director

Ms. Wilson announced the Volunteer Recognition Awards (VRAs) will be held April 16, 2014, in the Rose Vine Hall at Grumpy's on Snelling Avenue.

Ms. Wilson reported Mark Hughes will be on a segment of Life to the Max on Channel 4 which will use segments produced at our studio.

B. Production and Outreach Manager

Mr. Domke reported that the program "STEAM Learning Center at TCAAP" is currently airing. The program was produced in a collaboration with Ramsey County, the St. Paul Chamber of Commerce, and the Mounds View School District. He also reported that a production for ECHO had been completed.

Mr. Domke introduced the new sports website, an undertaking by an intern and staff. The multiple capabilities of the new website were introduced, via video, by Dale Irving.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that there is new intern in technical services doing maintenance and installation of computer equipment. He also noted that, under the Municipal Assistance Program, staff had completed work on the video systems at the Roseville Police Department.

Mr. Cook reported on equipment that had been purchased at the MetroDome auction, demonstrating the capabilities of the new camera lens acquired. He noted that the lens is compatible with an HD camera.

VI. General Business

A. Treasurer's Report

Approval of the December 2013 Treasurer's report (unaudited) was deferred.

B. Nominating Committee Report and Recommendation

Ms. Wickstrom reported for the nominating committee. Nominations for 2014 are Mr. Beilke, President; Ms. Baumann, Vice President and Ms. Haake, Secretary/Treasurer.

Mr. Roe moved, seconded by Mr. Talbot, to approve the slate of candidates as submitted. The motion was approved unanimously.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:

Jake Folska, Camera

Sharon Parrill, Camera

Kevin O'Brien, Camera

Zak Burggraf, Camera

Kevin Schmitz, Producer, Master Control

Dustin Cooper, Graphics

Teresa Renneke, Graphics

VIII. Adjournment

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

Respectfully Submitted

Barb Haake, Secretary/Treasurer

**NSAC Item V.A.
March 1, 2014**

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

Volunteer Recognition Awards – The 2014 Volunteer Recognition Awards program is scheduled for April 16 at Grumpy’s in the restaurant’s Rose Vine Hall. The social hour is scheduled to start at 6:30 p.m., with the program itself starting at 7:30 p.m., and Mayor Dan Roe will be there to welcome us to Roseville. The theme this year is “The ‘80’s.” Because of the expected public hearing on Comcast’s formal renewal proposal on April 17, we will not be asking Board Directors to participate in the presentation of awards. If you do want to be involved, feel free to contact me or Shannon Hunter.

Kruger v. NSCC Lawsuit – As required by state law, the Kruger v. NSCC, et al, lawsuit went to mediation in February, and the matter was settled. According to our litigation attorney, Patrick Arneson, the League of Minnesota Cities Insurance Trust will pay \$20,000 on behalf of NSCC/NSAC, and the other defendants’ insurer will pay \$25,000 on behalf of Roy Wilkins Auditorium/Saint Paul Arena Company and the Mounds View School District. This issue should now be closed.

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NSAC Item V.C.
February 24, 2014

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: February 2014 Report

Truck/Remote Productions – (21 in all, including 3 cancelations)

- Public events
 - MN John Rose Oval – 4 events (Oval equipment)
 - NET Lifeline - Keith Flanagan
 - Wrestling Events – Town Square
- Educational events
 - Roseville High School
 - Sports Programs – 8 events
 - Variety/Music Shows – 3 events
 - St. Anthony High School
 - Sports Programs – 2 events
 - Northwestern College
 - Sports Program
- Staff produced
 - Sports – Girls Hockey Playoffs – 2 events

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

- Staff
 - **North Suburban Beat** – (Three shows)
 - Guests/Organizations
 - STEAM Learning with TCAAP Project
 - Falcon Heights Winter Fest
 - Little Canada Ice Fishing Competition
 - Singing Valentines
 - Great Gatsby Gala
 - Little Canada Ice-Skating Party
 - CTV's CreaTV
 - Canines for Companions (Jan McQuillan)
 - Local Drug Use & Dangers
 - Mounds View High School Girls Hockey Team
 - St. Anthony Fire Chief, Mark Sitarz
 - Capitol Code
 - Minnesota Wild at the Guidant John Rose Oval
 - **Volunteer Recognition Awards** – Planning of the VRAs is in full swing. Details to date:
 - Location/Date – Rose Vine Hall at Grumpy's, April 16
 - Social Hour – 6:30 pm and Program at 7:30

- Welcome Speaker – Mayor Dan Roe
 - Theme is the 80's!
 - Designed and ordered invitations.
- **Hockey's last game at the Coliseum** – Documentary produced by Pat Cook and Teresa Renneke is recorded. Editing to begin in March.
- Volunteer Productions
 - Public Safety Spotlight
 - New Brighton Now
 - Christ the King Church Service
 - Disability Viewpoints
 - Light on the Gospel – Black History Month
 - Country Music Jubilee – Good News Brothers & Company
 - WWA Talk Show

National Awards – Currently

- Wisconsin Community Media and Alliance for Community Media – Shannon Hunter, Pat Cook and Teresa Renneke will be speakers at the regional conference. Shannon and Teresa are also on the conference's committee recruiting speakers.
- Hometown Media Awards – Early call out for entries just received.
- Telly Awards – First call for entries also just received.

Production For Hire – (currently in production)

- Youth Legacy Foundation – Waiting Script Approval.
- City of Maplewood – Finalizing contract for production services.
- Preparing new sponsorship package for clients.

Youth Media

CreaTV – Youth Coordinator Alex Betzler reports that under the chosen theme of Supernatural, CreaTV students are working on the following projects:

- Phobias short film / PSA
- Makerspace @ Roseville Library
- Supernatural Book Recommendations from a Teen Librarian
- Zombie Movie comedy
- Making of a Zombie Movie
- 28 Days Later at CTV
- **Teen Production Club** - TPC is on the road to serve other youth-serving organizations. Organizations include the Girls Getting Ahead in Leadership (GGAL) organization from Roseville High School, Solid Ground, Young Lenses @ NYFS and the Roseville Library.
 - **Solid Ground:** Alex trained and certified six students from Solid Ground, an organization that serves homeless youth and families in the north metro. Alex reported that because of the canceling of three of the six sessions due to the weather CTV will return in April to finish shooting and editing their project.

- ***Girls Getting Ahead in Leadership (GGAL)***: Students are producing a video on how to navigate the education system after an immigrant turns 21. All students will be certified on most of CTV's equipment when finished.
- ***Young Lenses at NYFS***: The Young Lenses program has started and will run through early March. Two interns from NYFS were certified on the camcorders and will be assisting with the training of 12 middle school students. They will be producing PSAs on issues of representation and gender stereotyping.
- ***Young Lenses at Roseville Library***: Registration for the upcoming spring program (March 17-22) is now available.
- **Other Youth News –**
 - CTV was awarded a grant from the Best Buy Children's Foundation (\$10,000). The award will support the internship program and the expansion of our mobile classroom. We've purchased two new laptops for a total of four in our mobile computer lab.
 - CTV is working with nine students and three mentors from the Irondale Robotics Team to create a video for a Chairman's Award contest in February.
 - CTEP representative Jordan Lee Thompson will begin teaching basic computer skills classes in March. Jordan will also be teaching this curriculum to a group of students in the Diversion program at NYFS. He will also offer a one-day "Resume Café" in March prior to the Right Track Career Expo on March 16 and 23.
- **Partnerships**
 - The 2014 TCYMN Media Market and Showcase is planned for Saturday, March 22nd at the Walker Art Center, from 11 – 2 pm. "Six Millions Stars" by Marta Vander Top, "Insecurity PSA" by youth at NYFS, and "My Friend Rocky" by Meng Her and Marin Jaszewski and the Summer Production Club will be part of the showcase.
 - The City of Saint Paul Right Track (formerly Youth Job Corps) application was submitted February 14th. The request is for 4 interns for 10 weeks this summer (mid-June – mid-August).
 - CTV is planning to join the Sprockets after school network and have been invited by this group to speak at one of the networking meetings.

Education and Outreach

- **CTV Classes – 83 Certifications/Attendees**
 - **CTV 101**– (6 classes) 25 students
 - **Camcorder** – (3 classes) 8 students
 - **Basic Truck** – (3 sessions) 25 students
 - **Basic Studio** – (1 class) 2 students
 - **Final Cut Pro** – (3 classes) 11 students
 - **Producers Club — Green Screen Workshop** – (10 attendees)
 - **Basic Computer (CTEP)** – N/A
- See Dale's full report.

Municipal Services

- **Production Services**
 - **Roseville** – Roseville State of the City Address.
 - **Little Canada** – Little Canada Recreation Association Winter Events. Editing is underway.
 - **Arden Hills City Tour Video** – Pre-production begins on this important economic video.
 - **Mounds View** – Editing continues for the Mounds View Event Center Promo.

Marketing and Volunteer Activity

- **Promotional Activities**
 - **Website** – Designed images for:
 - Created images for the slideshow on topics including Young Lenses girls' media camp, computer skills classes, ACM Hometown Award submissions, LIVE coverage of Minnesota John Rose Oval, local high school and college sports.
 - Updated the internship program information.
 - **Print/ Electronic**
 - Created and submitted an ad for the program of Roseville Area Middle School's production of *Groovy!*.
 - Prepared Internship materials for booth at internship and job fair.
 - Created Script Writing flyers.
 - Gathered quotes to wrap the new van with graphics.
 - **Other**
 - Teresa met with volunteer Zakk Burggraf to design a Script Writing class and a possible Mentoring program.



PRODUCTION & TRAINING REPORT
By Dale Irving

February 2014

Goal: To train and educate our volunteer producers and others from our ten-city area who request our help.

TRAINING

83 CERTIFICATIONS/ATTENDEES

CLASSES

CTV 101 (6 classes)

Paw Tja Mu	Lara Sykes
Nga Phan	Char Terrana
Laura Wang	Ken Ronnan
Demontre Harvey	Naomi Williams
Ariela swarn	Lakiya Boyd
Katrell Jackson	Jada Harvey
Carlana Harvey	Lay Paw
Paw Knee	Mu Shi
Lah Soe	Eh Ku Soe
Kiki Paw	Sha Htoo
Maidawn Yang	Se Blue Wah
Saw Meh	Misha Ardichvili
Akondaye Elicerio	

Camcorder (3 Classes)

Lara Sykes	Chelsea Parker
Devyn Smith	Alex Loveland
Sharon Parrill	Torchy Beach
Fehintola Olumide	Laura Wang

Basic Studio (1 Class)

Zakk Burgraff	Sharon Parrill
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Basic Truck Crewing (3 sessions)

Jeremy Dorzweiler	JasminDorzweiler
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(+ 11 NWC Students and 12 Bethel Students)

Final Cut Pro X Editing (3 Classes)

Lola Sykes	Bret Sebring
Lara Sykes	Aaron Monn
Alex Bjerke	Alane Matko
Nate Cmiel	Aracelli Renteria
Connor Burrows	Morgan Matlock
Chelsea Parker	

Teen Prodcution Workshops

Sophie Jaszenski	Chelsea Parker
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Producers Club

(Feb. 27: Green Screen workshop)
10 Attendees

PRODUCTION NOTES

CTV SPORTS HIGHLIGHTS:

21 - Total Sports Events for the month

- **(4) OVAL LIVE** events; bandy, hockey & speedskating
- **(7) 623/RAHS Sports** games: RV/Hill Murray 4AA Girls Hockey FINAL & RV/Mounds View 4AA Boys hockey Qtrs.
- **(2) 282/SAHS Sports** boys & girls basketball – Live
- **(3) Girls Hockey playoff games** produced by CTV including Irondale v Mounds view 4AA semifinals
- **(3) Games from other stations** w/CTV Teams including 4AA girls hockey final Mounds view/Blaine
- **(1) Northwestern** Mens Basketball game - Live
- **(1) ID Youth Hockey** Game from Parent collaboration

BRANDING/MARKETING/MAINTENANCE:

- **CTV SPORTS WEBSITE;** CTV Sports **Twitter** and **Facebook**
- Design GFX & Scheduling of CTV Sports **LIVESTREAM**
- *Weekly scheduling & branding of **Cable Channel 14***

COLLEGE TRUCK TRAINING

- Bethel College (2/27) prepping for 2 March concerts
- Northwestern (2/14) prep for mens basketball game

CAPITOL CODE: Mark Ritchie

Dustin & Fehintola shot video+interview w/SOS Mark Ritchie, 2/28

MN WILD AT THE OVAL

Hillary documented the NHL teams' practice at the Oval 2/23

BEL AIR ELEMENTARY PATRIOTIC PERFORMANCE

Hillary recorded students performing at Capitol Rotunda 2/27

JERRY OTTO INTERVIEWS FOR CTV SPORTS 14

- USA Olympic women's hockey, Lee Stecklein (Roseville grad)
- Dave Wright, historic look at hockey in the Coliseum

MACTA 2014 SUMMER CONFERENCE Conference Call Feb. 12

MANAGING CURRENT INTERNS:

Hillary: assisting with NSB shoots; Wild @ Oval
Jake B & Jake F: assisting w/RV Adult Ed or editing
Brandon & Dustin: Shooting/Editing City projects;

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TO: Cor Wilson, Executive Director

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

SUBJECT January Report

Technical Operations

- Pat Cook has been working on a software upgrade for the Tightrope Carousel product used by us and a few of our cities. There are several new features including the ability to include your social media on your channel bulletin board.
- Pat Cook went with Teresa Renneke to shoot a short video on the closing of the ice rink at the Coliseum. While there, they had an opportunity to use the lens purchased through the Metrodome auction, and it worked well.
- Pat Cook worked with Dale Irving on creating a pre-shoot checklist for studio users and on duty personnel to fill out to be sure everything they need is working at or near the beginning of their time in the studio.
- Pat Cook viewed a webinar and continues to research best practices in encoding and transcoding.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- Pat Cook and Terri Schultz have been taking turns covering web stream/live Oval events. It has been going well this year. Terri Schultz is getting the archived program up on the website in a timely manner and we are selling a few DVDs.
- We have sold items from the surplus list on eBay and to date have made over \$350.00. We also sold the old mini-van for \$700 in cash, although it cost \$344 to have the decals removed.
- We are demonstrating our web-streaming product to North Metro's Commission. They are interested in our service.
- Ian Cobb is attending NATOA's Cyber Security conference in Washington, D.C.
- No monthly web streaming report this month. It will return next month. Google Analytics changed its format again and we need to reconfigure our report.

City and School Assistance

- John Sommer and Don Swenson are working to update the wiring diagrams for the video/audio system at Arden Hills City Hall.
- Pat Cook has been working with St. Anthony and Arden Hills to get new Carousel bulletin board systems working. For St. Anthony, we are replacing the channel bulletin board and adding a lobby monitor. This was precipitated because the old bulletin board computer needed to be replaced. Also, for the lobby, we wanted a clean, clear signal that we can't get from the SD cable signal. For Arden Hills, we already replaced the channel bulletin board last year, but are doing a similar installation for the lobby monitor. The new units are in, and Pat Cook is working on installation and design.

Trucks

- There were 17 truck shoots in February. Two events were postponed due to snow. Three shoots were canceled due to crew conflicts with other events.

Don's Report Monthly Report

Feb '14

Trucks -

White - Replaced power converter for 12volt/battery charger system.

White - Replaced two circuit breakers.

White - Red camera - Repaired the triax swivel connector.

White - Reterminated the network cable for the building connection.

White - Repaired one of the BNC cables for the announcer whip.

White - Repaired one of the announcer headsets.

Cities/Misc.

Lauderdale - Installed a mulit switch power strip for the council chambers equipment.

Roseville Arena - Repaired the triax connector for the east feed.

St. Anthony Gymnasium - Repaired the triax cable on the bleacher end.

Mounds View - Replaced a power supply for a camera in the police department.

North Suburban Access Corporation

2014 Financial Report Summary
For the One Month Ending January 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Tuition/Training/Misc.	131.01	131.01	(0.01)	800.00	14,000.00
Cable Company Grants	0.00	0.00	0.00	369,072.50	1,476,290.00
Interest Income	211.21	211.21	(0.07)	215.00	3,000.00
Reimburs/WEBstream	0.00	0.00	0.00	0.00	30,000.00
Earned Income	2,409.14	2,409.14	(0.04)	3,500.00	55,000.00
Donations	0.00	0.00	0.00	0.00	1,000.00
Total Revenues	2,751.36	2,751.36	(0.00)	373,587.50	1,579,290.00
Expenses Summary					
Personnel Services	36,106.94	36,106.94	0.04	45,937.00	862,902.00
Operating Expenses	44,547.98	44,547.98	0.08	50,769.67	543,350.00
Capital Expenses	5,236.08	5,236.08	0.04	12,750.00	116,949.00
Total Expenses	85,891.00	85,891.00	0.06	109,456.67	1,523,201.00
Net	(\$ 83,139.64)	(\$ 83,139.64)	1.48	264,130.83	56,089.00

North Suburban Access Corporation

2014 Detail Financial Report
For the One Month Ending January 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	17,801.10	17,801.10	0.03	24,520.00	590,000.00
Part Time Salaries	3,973.83	3,973.83	0.06	5,000.00	72,000.00
FICA	3,901.58	3,901.58	0.07	4,000.00	52,252.00
Retirement	1,850.53	1,850.53	0.07	2,218.00	26,550.00
Unemployment	390.05	390.05	0.08	400.00	4,600.00
Workers Comp	231.47	231.47	0.08	250.00	3,000.00
Health/Life Insurance	7,958.38	7,958.38	0.07	9,549.00	114,500.00
Total Personal Services	36,106.94	36,106.94	0.04	45,937.00	862,902.00
Operating Expenses					
General					
Printing	0.00	0.00	0.00	150.00	2,500.00
Publications	0.00	0.00	0.00	100.00	500.00
Memberships	6,731.00	a. 6,731.00	0.48	6,950.00	14,000.00
Entries Fees	0.00	0.00	0.00	100.00	4,000.00
Video Programming	0.00	0.00	0.00	0.00	150.00
Total General	6,731.00	6,731.00	0.32	7,300.00	21,150.00
Supplies					
Office Supplies	708.20	708.20	0.09	1,000.00	7,500.00
Video Supplies	1,839.16	1,839.16	0.08	1,500.00	24,000.00
Software Supplies	1,449.22	b. 1,449.22	0.04	2,813.00	33,800.00
Volunteer Supplies	659.21	c. 659.21	0.05	1,000.00	14,000.00
Total Supplies	4,655.79	4,655.79	0.06	6,313.00	79,300.00

a. Memberships -- Metro Cable Network/Channel 6 (\$6,400); Roseville Rotary Club

b. Software Supplies -- Includes 13 Photoshop licenses for editing

c. Volunteer Supplies -- T-shirts for "North Suburban Beat" crew; deposit for volunteer picnic at Falcon Heights Community Park

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	796.87	d.	796.87	0.18	600.00	4,500.00
Video Equipment	5,345.66	e.	5,345.66	0.36	3,000.00	15,000.00
Van Operations	643.48		643.48	0.03	500.00	19,000.00
Building Janitorial	5,156.87		5,156.87	0.08	5,150.00	61,500.00
Total Maintenance	11,942.88		11,942.88	0.12	9,250.00	100,000.00
Travel						
Conferences	0.00		0.00	0.00	0.00	13,000.00
Mileage & Meals	270.29		270.29	0.08	290.00	3,500.00
Total Travel	270.29		270.29	0.02	290.00	16,500.00
Tuition & Training						
Tuition & Training	92.95	f.	92.95	0.03	250.00	3,000.00
	92.95		92.95	0.03	250.00	3,000.00
Utilities						
Utilities	2,394.08		2,394.08	0.08	2,500.00	30,000.00
	2,394.08		2,394.08	0.08	2,500.00	30,000.00
Leases						
Rent	6,785.60		6,785.60	0.08	6,791.67	81,500.00
Miscellaneous	0.00		0.00	0.00	150.00	3,000.00
Postage Meter	0.00		0.00	0.00	0.00	500.00
Total Leases	6,785.60		6,785.60	0.08	6,941.67	85,000.00

d. Office Equip. Maint. -- Maintenance agreement on copier (1/2)

e. Video Equip. Maint. -- Includes Tightrope (playback system) maintenance agreement

f. Tuition/Training -- Wellness reimbursements

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	0.00	0.00	0.00	6,800.00
Sales Tax	(1,215.89)	(1,215.89)	(0.08)	1,250.00	15,000.00
Payroll	707.13	707.13	0.18	800.00	4,000.00
Insurance	640.57	640.57	0.08	650.00	8,500.00
Legal	0.00	0.00	0.00	5,000.00	50,000.00
Producers/Trainers	1,387.50	1,387.50	0.06	1,800.00	22,500.00
Internet Connect	1,000.00	1,000.00	0.08	1,050.00	12,600.00
Miscellaneous	7,031.57 g.	7,031.57	0.14	5,000.00	50,000.00
Total Contractual	9,550.88	9,550.88	0.06	15,550.00	169,400.00
Communications					
Postage	51.15	51.15	0.01	250.00	5,500.00
Telephone	1,038.18	1,038.18	0.08	1,125.00	13,500.00
Advertising & Promotion	765.18 h.	765.18	0.04	1,000.00	18,000.00
Total Communications	1,854.51	1,854.51	0.05	2,375.00	37,000.00
Recruiting					
Recruiting	270.00 i.	270.00	0.14	0.00	2,000.00
Total Operating	44,547.98	44,547.98	0.08	50,769.67	543,350.00

g. Misc. Contractual -- Roseville IT services; Livestream and Dish Network subscriptions

h. Advertising/Promotion -- Logo printed USB drives; giveaways for Twin Cities North Chamber of Commerce event

i. Recruiting -- Intern job fair registration

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		0.00	0.00	0.00	10,000.00
Video Equip.	2,934.00	j.	2,934.00	0.04	7,950.00	79,149.00
Office Equipment	2,302.08	k.	2,302.08	0.08	4,800.00	27,800.00
Total Capital	5,236.08		5,236.08	0.04	12,750.00	116,949.00
Total Expenses	85,891.00		85,891.00	0.06	109,456.67	1,523,201.00
Net	(\$ 83,139.64)		(\$ 83,139.64)	1.48	264,130.83	56,089.00

j. Video Equipment -- Used Metrodome equipment

k. Office Equipment -- Workstation for staff

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**NSAC Item VI.B.
March 1, 2014**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Report on the Strategic Plan

The report will be provided next week.

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