



**NORTH SUBURBAN ACCESS CORPORATION
April 3, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

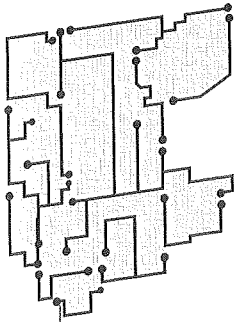
A G E N D A

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

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

Next Regular Meeting – May 1, 2014

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North
Suburban
Communications
Commission



NORTH SUBURBAN ACCESS CORPORATION
MINUTES
March 6, 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:

- Patrick Klaers, Alternate, Arden Hills
- Rick Talbot, Falcon Heights
- Jeff Dains, Lauderdale
- Rick Montour, Little Canada
- Nancy Kracl, Alternate, Mounds View
- Gina Bauman, New Brighton, Vice President
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- Hal Gray, St Anthony
- Ady Wickstrom, Shoreview

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. Roe moved, seconded by Mr. Talbot, to table Item VIII, Executive Session to Discuss the Performance Evaluation of the Executive Director in Accordance with Minnesota Statutes 13.D. until the April Meeting.

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

IV. Approval of Minutes

Mr. Dains moved, seconded by Mr. Gray, to approve the February 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. She also reported the Kruger lawsuit had been settled.

B. Production and Outreach Manager

Mr. Domke announced CTV's Best of the Midwest Video Fest First Place Winners: Website/Social Media Site - CTV's web site; Short Form Documentary/Featurette - Amateur (Youth Program winner) - Six Million Stars; Documentary/Feature - New Brighton Exchange Marketing Video. The Second Place Winners are: Performing Arts - Mounds View Community Theater "Les Miserables;" Public Service Announcement - Give To The Max Day 2014

Ms. Wilson noted that a duplicate award will be ordered for Mounds View.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported on issues that have been encountered with the HVAC unit in the machine room/data center, noting that staff had received conflicting reports on the cause and the cure.

Mr. Cook reported that staff is continuing to work on projects for the cities which include wiring and documentation and installing lobby message boards, and he noted that five of the ten cities and one of the schools are HD ready due to systems upgrades.

VI. General Business

A. Treasurer's Report

Mr. Dains moved, seconded by Mr. Gray, to approve the January 2014 Treasurer's report. The motion was approved unanimously.

Mr. Roe asked if the omission of the operating grant in revenues was a timing issue and it was confirmed that it was.

B. Strategic Plan – Marketing and Training

Ms. Wilson and Mr. Domke reported on progress made during 2013, on Strategic Plan Goals 1 and 4 - marketing and training.

In training, items of note include:

- Buildup of live webstreaming
- Redesign of training courses offered and the design and implementation of additional training courses
- Expansion of the Roseville Adult Education training program from 12 to 30 students, which has included expansion of the duration of the program
- Introduction and expansion of the mentoring program to include experienced producers/volunteers assisting with classes and to

Plans for 2014 include channel redesign, expansion of collaboration with other groups and controlled expansion of training and mentoring programs to include additional offerings designed to attract a diverse audience.

Mr. Dains noted that impressive work was being done by staff.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:

Kevin O'Brien, Camera

Riley O'Brien, Camera

Teresa Renneke, Camera

Kevin Schmitz, Producer, Master Control

Dustin Cooper, Graphics

VIII. Adjournment

Mr. Dains moved, seconded by Mr. Gray, to adjourn the meeting. The motion was approved, and the meeting adjourned at 8:30 pm.

Respectfully Submitted

Barb Haake, Secretary/Treasurer

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

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

Volunteer Recognition Awards – Staff is busy preparing for the 2014 Volunteer Recognition Awards program, 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 public hearing on Comcast's formal renewal proposal on April 17, we did not ask Board Directors to participate in the presentation of awards. If you do want to be involved, feel free to contact me or Shannon Hunter.

Municipal Assistance Program – Kevin Schmitz, our municipal production coordinator, created a spreadsheet, which I have attached, showing the historical use by our cities of the Municipal Assistance Program from 2003 to 2013. We came close to 1,000 hours last year.

Municipal Assistance Program Yearly Totals (Jan. - Dec.)											
	2003	2004	Jan-Nov 2005	2006	2007	2008	2009	2010	2011	2012	2013
Arden Hills	62	52.5	18.5	4	4	0	0	25.5	33	70	55.5
Falcon Heights	43.5	42.5	21.5	5	89.5	45	8.5	70.25	69	59	111
Lauderdale	47.5	46.5	5.5	0	0	11	90.5	99	75.5	86	102.5
Little Canada	44.5	96	17	11	90.5	27.5	64	53.75	22	83	100
Mounds View	67	68.5	60	258	103	70.5	31.25	105.5	25.25	102.5	112
New Brighton	84.5	95	33	0	2.5	1.5	1	3	34	83	72.5
North Oaks	15.5	36.5	9	3	6.5	16.5	11	11.25	1	50	46
Roseville	96.5	76	65	100	52.5	92.5	30.5	86.5	91	120	163.5
Saint Anthony	98	70.5	5	5	8	16.5	23.5	1.5	4	84	94
Shoreview	69	78	62	69	48	28.5	43.5	62.75	99	111	130
School Boards								4.5	2.5	0	0
Technical	248	168.5	126.5	368	189	109	158.75	86.75	52.5	112.25	93
Production	380	493.5	170	87	215.5	200.5	145	436.75	403.75	736.25	894
Total	628	662	296.5	455	404.5	309.5	303.75	523.5	456.25	848.5	987

NSAC Item V.C.
March 27, 2014

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: March 2014 Report

Truck/Remote Productions – (12 in all)

- Public events
 - First Robotics Competition – Brian Brady
 - NET Lifeline - Keith Flanagan
 - Simley vs. New Prague Basketball – Joe Conlon
- Educational events
 - Roseville High School
 - Sports Programs – 1 event
 - Variety/Music Shows – 3 events
 - St. Anthony High School
 - Variety/Music Shows – 1 event
 - Bethel University
 - Variety/Music Shows – 2 events
- Staff produced
 - 623 Adult Education Cultural Festival
 - TedX Mahtomedi (Mini remote syst.)

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

- Staff
 - **North Suburban Beat** – (Three shows)
 - Guests/Organizations
 - Ramsey County Sheriff’s Department (Squad Cars)
 - Bel Air Elementary Patriotic Program at the Capitol Rotunda
 - Warner Coliseum (last hockey game)
 - Coverage Wayne Powers as WCCO’s Excellent Educator
 - Toppers Pizza in Falcon Heights
 - Visit with the Irondale Girls Basketball team
 - Roseville Area High School’s Screen Printing Award Winners
 - Ralph Reeder Food Shelf
 - Minneapolis Commodores Concert at Bethel University
 - Zero Gravity
 - MACTA Day at the Capitol coverage
 - Beyond the Yellow Ribbon Purple-Up Day at the Capital
 - Mounds View Senior Housing Groundbreaking
 - Tae Kwon Do – Little Tigers in Falcon Heights

- **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!
 - Sent out invitations.
 - Video is recorded and editing of the intro is underway.
- **Hockey’s last game at the Coliseum** – Editing of the documentary produced by Pat Cook and Teresa Renneke to be completed early April.
- **Governor Mark Ritchie Interview** – Produced by CTV interns.
- Volunteer Producers
 - 4President Show: Barrack Obama Union Depot
 - Groovy
 - Christ the King Church Service
 - Disability Viewpoints
 - Light on the Gospel – Black History Month
 - The Real Deal in Real Estate – 3 episodes
 - WWA Talk Show
 - Health Now – Medication Center

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 planning committee recruiting speakers. CTV entered five entries into their Best of the Midwest Video Fest and received five awards! They are: Website/Social Media site – 1st place, Short Form Documentary/Featurette (Amateur) – 1st place, Documentary/Feature – 1st Place, Performing Arts – 2nd place and Public Service Announcement – 2nd.
- 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 – Editing to begin.
- City of Maplewood – Finalized contract and hired a producer.
- TedX Conference event on March 29.
- Preparing new sponsorship package for clients.

Youth Media

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

- Phobias short film / PSA
- Makerspace @ Roseville Library
- 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.
 - **Girls Getting Ahead in Leadership (GGAL)**: This month projects were put on hold in order for students to complete other projects at LEAP High School. Productions will resume in early April.
 - **Young Lenses at NYFS**: The Young Lenses wrapped up a successful program that resulted in two PSA's regarding bullying and appearance.
 - **Young Lenses at Roseville Library**: CTV had three participants at its spring break camp along with one peer mentor. Together they produced a strong PSA about the stigma of depression.
- **Other Youth News** –
 - CTEP awarded CTV another member for 2014-2015. Interviews begin March 28.
- **Partnerships**
 - The 2014 TCYMN Media Market and Showcase hosted an event that featured “Six Millions Stars” by Marta Vander Top, “Insecurity PSA” by youth at NYFS, and “My Friend Rocky” by Meng Her and Marin Jaszewski. The Summer Production Club was part of the showcase.
 - The City of Saint Paul Right Track (formerly Youth Job Corps) awarded CTV three interns. The length of internships run 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** – 60 Certifications/Attendees
 - **CTV 101**– (3 classes) 11 students
 - **Camcorder** – (2 classes) 5 students
 - **Basic Truck** – (4 sessions) 27 students (18 Roseville Adult Ed students)
 - **Basic Studio** – (1 class) 3 students
 - **Final Cut Pro** – (2 classes) 5 students
- **Producers Club — Script Writing Workshop** – (7 attendees)
- **Basic Computer (CTEP)** – 1 student

Municipal Services

- **Production Services**
 - **Roseville** – PSA/promo that features the Community Service Center located in New Brighton.
 - **Mounds View** – Editing continues for the Mounds View Event Center Promo.

- **Falcon Heights/Lauderdale** – Joint production regarding the changes, updates, history and future of the State Fair, hosted by the Executive Vice President Mr. Jerry Hammer.

Marketing and Volunteer Activity

- **Promotional Activities**

- **Website** – Designed images for:
 - Created images for the slideshow on topics including: script writing workshop, computer skills classes, ACM Hometown Award submissions, NSCC scholarships, Volunteer Recognition Awards, Like Us on Face Book and the youth media position through CTEP AmeriCorps.

- **Print/ Electronic**
 - Designed and ordered rack cards to promote the public hearing on Comcast's proposal for franchise renewal, April 17.
 - Designed and ordered invitation and a banner for the VRA's.
 - Prepared flyers for: the Northern Senior Living Network meeting at CTV's studio and the Twin Cities North Business Expo, March 25.
 - Prepared and wrote two e-newsletters for March.

- **Other**
 - CTV hosted the Northern Senior Living Network group. About 30 Organizations attended.
 - Lori and I meet with Brenda Sewell of Roseville Area Schools to identify opportunities for shared projects and shared information for our news program The North Suburban Beat.

TO: Cor Wilson, Executive Director

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

SUBJECT February Report

Technical Operations

- Pat Cook has been working with Tim Domke on the use of the remote system in a production for hire event. It is a TEDx event at Century College on March 29.
- We also have the FIRST Robotics 10,000 Lakes Regional competition shoot at Williams Arena again this year on the same day. Pat Cook and John Sommer have been preparing for this with the producer, Brian Brady.
- The seventh Metro Public Education Government Technical Syndicate (MPEG-TS) meeting was held on March 19. That was the one-year anniversary of the group meetings. It is still growing strong and adding members frequently.
- Don Swenson's monthly report is included.

IT and I-Net Operations

- All software has been updated on NSAC owned HP switches.
- The migration DHCP to Metro-INet is expected to be completed by month's end, which will alleviate some network problems. All of the multicast streams will then be restored.
- The demonstration of our web-streaming product to the North Metro Communications Commission has been postponed until April 1 due to the Executive Director having an accident on the way to work the day of our original meeting.
- We had some playback issues in the last week. With the assistance of RayTiley, our Tightrope contact, we have re-indexed our library, and the system is functioning at full capacity again.
- A new workstation has been deployed for Lori Pulkrabek, and we are expecting a new machine for our Youth Coordinator, Alex Betzler, to arrive soon.
- A monthly web streaming is included.

City and School Assistance

- The lobby Carousels for Arden Hills and St. Anthony have been installed. We are assisting with the initial layouts and training.
- Pat Cook has been working on a budgetary design for Little Canada to use in upgrading their council chambers equipment. This will be the template for use in other cities as we move them to HD.

Trucks

- There were 11 truck shoots in March. We carried one section playoff game live on the web but not on the channel due to league rules.
- There was truck training for Bethel students.

Don Swenson's Monthly Report

Mar '14

Trucks

- 1) Blue - Repaired a broken BNC on the 2 of the announcer reels.
- 2) Blue - Changed a menu item for the CDK-111 card because it stopped switching between channels.
- 3) White - Repaired the announcer whip BNC.
- 4) White - Repaired the mic mount for Camera 1
- 5) White - Cleaned the patch point for DPS475
- 6) White - Green triax - reterminated camera end.
- 7) White - Repaired one of the BNC on the announcer reel.
- 8) White - Repaired the grounding blades for the 220v adaptor cable.
- 9) White - Intern Matt White washed the outside.

Misc.

- 1) Tightened the hot shoe for Wireless Mic #1
- 2) Tightened the tripod head for Staff Tripod #1
- 3) Cut a new ceiling tile to replaced a damaged one from a leaky roof.
- 4) Installed the HD Homerun in New Brighton data hub.

Cities

- 1) Lauderdale - Replaced the program switcher for the council chambers.
- 2) New Brighton - Furnished two VBricks to use on the Town Hall Meeting.

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page
Arden Hills City Council April 29, 2013	1	1	264.00
Arden Hills City Council August 12, 2013	2	2	43.00
Arden Hills City Council August 26, 2013	1	1	40.00
Arden Hills City Council December 9, 2013	7	3	96.14
Arden Hills City Council February 10, 2014	15	9	52.50
Arden Hills City Council February 24, 2014	56	40	209.36
Arden Hills City Council January 13, 2014	6	4	36.20
Arden Hills City Council January 27, 2014	21	13	139.21
Arden Hills City Council July 29, 2013	3	2	200.50
Arden Hills City Council July 8, 2013	2	1	512.00
Arden Hills City Council June 10, 2013	1	1	28.00
Arden Hills City Council June 24, 2013	2	2	21.50
Arden Hills City Council March 10, 2014	33	18	219.11
Arden Hills City Council May 13, 2013	1	1	27.00
Arden Hills City Council May 28, 2013	2	2	23.50
Arden Hills City Council November 12, 2013	2	2	22.00
Arden Hills City Council November 25, 2013	3	2	16.67
Arden Hills City Council October 14, 2013	2	2	32.50
Arden Hills City Council October 28, 2013	3	2	272.33
Arden Hills City Council September 30, 2013	1	1	55.00
Arden Hills City Council September 9, 2013	2	2	43.00
Arden Hills Planning Commission December 4, 2013	1	1	4.00
Arden Hills Planning Commission February 5, 2014	6	5	19.00
Arden Hills Planning Commission January 8, 2014	1	1	3.00
Arden Hills Planning Commission March 5, 2014	22	15	321.64
Arden Hills Planning Commission November 6, 2013	1	1	4.00
Arden Hills Planning Commission October 9, 2013	1	1	5.00
Lauderdale City Council August 13, 2013	1	1	43.00
Lauderdale City Council August 27, 2013	1	1	39.00
Lauderdale City Council December 10, 2013	6	3	363.40
Lauderdale City Council February 11, 2014	1	1	60.00
Lauderdale City Council February 25, 2014	5	5	212.50
Lauderdale City Council January 14, 2014	6	4	154.00
Lauderdale City Council January 28, 2014	1	1	49.00
Lauderdale City Council July 23, 2013	1	1	65.00
Lauderdale City Council July 9, 2013	1	1	53.00
Lauderdale City Council June 11, 2013	1	1	39.00
Lauderdale City Council June 25, 2013	1	1	30.00
Lauderdale City Council March 11, 2014	5	5	61.00
Lauderdale City Council March 25, 2014	1	1	0.00
Lauderdale City Council May 14, 2013	1	1	1159.00
Lauderdale City Council May 28, 2013	1	1	46.00
Lauderdale City Council November 12, 2013	1	1	39.00
Lauderdale City Council November 26, 2013	1	1	79.00
Lauderdale City Council October 22, 2013	1	1	50.00
Lauderdale City Council October 8, 2013	1	1	46.00
Lauderdale City Council September 10, 2013	1	1	40.00
Lauderdale City Council September 24, 2013	1	1	44.00
Little Canada City Council August 14, 2013	1	1	27.00
Little Canada City Council August 28, 2013	1	1	37.00

Little Canada City Council December 18, 2013	2	2	45.50
Little Canada City Council February 12, 2014	10	6	164.71
Little Canada City Council February 26, 2014	12	10	191.67
Little Canada City Council January 22, 2014	3	3	61.00
Little Canada City Council January 6, 2014	2	2	107.50
Little Canada City Council July 10, 2013	1	1	29.00
Little Canada City Council July 24, 2013	1	1	35.00
Little Canada City Council June 12, 2013	1	1	34.00
Little Canada City Council June 26, 2013	1	1	29.00
Little Canada City Council March 12, 2014	15	10	323.56
Little Canada City Council May 22, 2013	1	1	41.00
Little Canada City Council May 8, 2013	14	10	90.00
Little Canada City Council November 13, 2013	1	1	31.00
Little Canada City Council November 25, 2013	1	1	26.00
Little Canada City Council October 23, 2013	1	1	33.00
Little Canada City Council October 9, 2013	1	1	28.00
Little Canada City Council September 11, 2013	1	1	39.00
Little Canada City Council September 25, 2013	1	1	35.00
Little Canada Parks & Recreation March 6, 2014	3	2	22.33
Little Canada Planning Commission February 13, 2014	5	5	58.33
Little Canada Planning Commission March 13, 2014	7	5	300.20
Maplewood City Council February 10, 2014	24	15	35.29
Maplewood City Council February 24, 2014	11	11	172.00
Maplewood City Council January 13, 2014	5	4	222.40
Maplewood City Council January 27, 2014	6	4	231.60
Maplewood City Council Workshops February 10, 2014	12	11	48.17
Maplewood City Council Workshops January 27, 2014	1	1	3.00
Maplewood Parks & Recreation Commission January 15, 2014	1	1	8.00
Maplewood Planning Commission January 21, 2014	1	1	36.00
Maplewood Planning Commission March 18, 2014	4	4	17.50
Mounds View Charter Commission February 12, 2014	2	2	6.00
Mounds View Charter Commission March 13, 2014	5	4	5.00
Mounds View City Council August 12, 2013	1	1	31.00
Mounds View City Council August 26, 2013	1	1	55.00
Mounds View City Council December 9, 2013	1	1	30.00
Mounds View City Council February 10, 2014	3	3	484.67
Mounds View City Council February 24, 2014	21	15	206.50
Mounds View City Council January 13, 2014	3	3	324.00
Mounds View City Council January 27, 2014	2	2	21.00
Mounds View City Council July 22, 2013	2	2	540.00
Mounds View City Council July 8, 2013	1	1	33.00
Mounds View City Council June 10, 2013	1	1	40.00
Mounds View City Council June 24, 2013	1	1	27.00
Mounds View City Council March 10, 2014	38	25	464.71
Mounds View City Council March 24, 2014	8	3	105.88
Mounds View City Council May 13, 2013	1	1	63.00
Mounds View City Council May 28, 2013	1	1	28.00
Mounds View City Council November 12, 2013	1	1	21.00
Mounds View City Council November 25, 2013	1	1	26.00
Mounds View City Council October 14, 2013	1	1	36.00
Mounds View City Council October 28, 2013	1	1	50.00
Mounds View City Council September 23, 2013	1	1	88.00

Mounds View City Council September 9, 2013	1	1	33.00
Mounds View Economic Development Authority August 26, 2013	1	1	9.00
Mounds View Economic Development Authority February 24, 2014	11	11	895.67
Mounds View Economic Development Authority January 13, 2014	2	1	11.00
Mounds View Economic Development Authority March 24, 2014	6	4	317.80
Mounds View Economic Development Authority May 13, 2013	1	1	1.00
Mounds View Economic Development Authority October 14, 2013	1	1	5.00
Mounds View Economic Development Authority October 28, 2013	1	1	8.00
Mounds View Economic Development Commission December 20, 2013	2	2	16.00
Mounds View Economic Development Commission March 21, 2014	6	4	44.25
Mounds View Parks & Recreation & Forestry Comm February 27, 2014	3	3	17.00
Mounds View Parks & Recreation & Forestry Comm January 23, 2014	1	1	0.00
Mounds View Planning Commission February 19, 2014	1	1	9.00
Mounds View Planning Commission March 19, 2014	4	4	7.00
Mounds View Schools School Board December 10, 2013	6	3	12.25
Mounds View Schools School Board February 11, 2014	26	18	112.24
Mounds View Schools School Board January 14, 2014	9	3	314.86
Mounds View Schools School Board January 28, 2014	5	4	18.00
Mounds View Schools School Board March 11, 2014	51	46	322.06
Mounds View Schools School Board May 21, 2013	2	2	55.00
Mounds View Schools School Board November 12, 2013	2	2	12.00
Mounds View Schools School Board October 22, 2013	1	1	10.00
Mounds View Schools School Board October 8, 2013	1	1	9.00
Mounds View Schools School Board September 17, 2013	2	2	18.50
Mounds View Street & Utilities Committee March 17, 2014	3	3	14.50
Mounds View Work Session February 3, 2014	3	2	94.50
Mounds View Work Session March 3, 2014	9	9	152.50
North Oaks City Council August 7, 2013	3	2	139.00
North Oaks City Council December 9, 2013	1	1	42.00
North Oaks City Council February 13, 2014	9	6	173.17
North Oaks City Council January 9, 2014	1	1	74.00
North Oaks City Council July 11, 2013	1	1	228.00
North Oaks City Council June 13, 2013	1	1	31.00
North Oaks City Council March 13, 2014	13	10	138.50
North Oaks City Council May 9, 2013	1	1	698.00
North Oaks City Council November 14, 2013	1	1	46.00
North Oaks City Council October 10, 2013	2	2	24.00
North Oaks City Council September 12, 2013	1	1	127.00
North Oaks Planning Commission February 27, 2014	12	11	489.60
North St. Paul City Council February 4, 2014	7	3	236.29
North St. Paul City Council January 21, 2014	2	2	238.00
North St. Paul City Council March 4, 2014	11	6	103.38
North St. Paul Meetings - CTV North Suburbs	24	15	4.20
NSAC NSCC Joint Meeting February 6, 2014	18	18	163.50
NSAC NSCC Joint Meeting June 6, 2013	1	1	0.00
NSAC NSCC Joint Meeting March 6, 2014	7	5	119.25
Ramsey / Washington Suburban Cable Commission January 9, 2014	3	3	0.00
Ramsey / Washington Suburban Cable Commission March 13, 2014	10	9	153.83
Ramsey / Washington Suburban Cable Commission May 9, 2013	29	16	35.63
Roseville City Council August 12, 2013	5	3	378.75
Roseville City Council August 19, 2013	1	1	20.00
Roseville City Council August 26, 2013	2	2	20.50

Roseville City Council December 2, 2013	1	1	177.00
Roseville City Council December 9, 2013	2	2	132.00
Roseville City Council February 10, 2014	37	29	177.08
Roseville City Council February 20, 2014	10	10	335.50
Roseville City Council February 24, 2014	40	35	149.69
Roseville City Council January 13, 2014	2	2	21.00
Roseville City Council January 27, 2014	4	4	14.33
Roseville City Council January 6, 2014	3	3	49.33
Roseville City Council July 1, 2013	1	1	25.00
Roseville City Council July 15, 2013	2	2	22.00
Roseville City Council July 18, 2013	1	1	34.00
Roseville City Council July 22, 2013	2	2	119.00
Roseville City Council July 8, 2013	1	1	42.00
Roseville City Council June 10, 2013	1	1	48.00
Roseville City Council June 17, 2013	1	1	34.00
Roseville City Council June 3, 2013	4	4	71.67
Roseville City Council March 10, 2014	33	31	278.46
Roseville City Council March 13, 2014	32	26	157.67
Roseville City Council March 24, 2014	18	14	114.71
Roseville City Council March 3, 2014	30	25	83.50
Roseville City Council May 13, 2013	3	3	59.00
Roseville City Council May 20, 2013	3	3	41.00
Roseville City Council November 18, 2013	1	1	70.00
Roseville City Council November 25, 2013	3	2	649.00
Roseville City Council October 14, 2013	1	1	26.00
Roseville City Council October 21, 2013	1	1	20.00
Roseville City Council October 28, 2013	1	1	20.00
Roseville City Council September 16, 2013	1	1	20.00
Roseville City Council September 23, 2013	1	1	24.00
Roseville City Council September 9, 2013	1	1	55.00
Roseville City Council Special Meetings March 13, 2014	15	12	249.00
Roseville Ethics Commission August 14, 2013	1	1	7.00
Roseville Ethics Commission May 8, 2013	1	1	3.00
Roseville Ethics Commission November 13, 2013	1	1	35.00
Roseville Human Rights Commission February 19, 2014	14	14	1332.00
Roseville Human Rights Commission January 15, 2014	1	1	10.00
Roseville Parks & Recreation Commission February 6, 2014	2	2	1342.00
Roseville Parks & Recreation Commission January 7, 2014	1	1	0.00
Roseville Parks & Recreation Commission March 4, 2014	4	2	74.50
Roseville Planning Commission March 5, 2014	5	5	178.00
Roseville Public Works & Transportation February 25, 2014	15	12	156.75
Roseville Public Works & Transportation January 28, 2014	2	1	195.00
Roseville Public Works & Transportation March 25, 2014	1	1	437.00
Shoreview City Council August 19, 2013	1	1	43.00
Shoreview City Council August 5, 2013	3	3	121.00
Shoreview City Council December 16, 2013	1	1	36.00
Shoreview City Council December 2, 2013	1	1	29.00
Shoreview City Council February 18, 2014	6	6	407.33
Shoreview City Council February 3, 2014	3	3	96.33
Shoreview City Council January 21, 2014	2	2	120.50
Shoreview City Council January 6, 2014	1	1	68.00
Shoreview City Council July 1, 2013	1	1	37.00

Shoreview City Council July 15, 2013	2	2	54.00
Shoreview City Council June 17, 2013	1	1	42.00
Shoreview City Council June 3, 2013	1	1	55.00
Shoreview City Council March 17, 2014	5	5	20.00
Shoreview City Council March 3, 2014	69	53	280.14
Shoreview City Council May 20, 2013	1	1	38.00
Shoreview City Council May 6, 2013	1	1	123.00
Shoreview City Council November 18, 2013	1	1	326.00
Shoreview City Council November 4, 2013	1	1	36.00
Shoreview City Council October 21, 2013	1	1	37.00
Shoreview City Council October 7, 2013	1	1	36.00
Shoreview City Council September 16, 2013	1	1	25.00
Shoreview City Council September 3, 2013	1	1	31.00
Shoreview Planning Commission February 25, 2014	8	6	95.50
Shoreview Planning Commission September 24, 2013	1	1	0.00
St. Anthony / NB ISD School Board December 3, 2013	2	1	63.00
St. Anthony / NB ISD School Board February 12, 2014	3	2	113.00
St. Anthony / NB ISD School Board January 7, 2014	1	1	101.00
St. Anthony / NB ISD School Board March 10, 2014	11	10	66.50
St. Anthony / NB ISD School Board November 13, 2013	1	1	33.00
St. Anthony City Council August 13, 2013	1	1	28.00
St. Anthony City Council August 27, 2013	1	1	48.00
St. Anthony City Council December 10, 2013	2	1	58.50
St. Anthony City Council February 11, 2014	3	3	29.00
St. Anthony City Council February 25, 2014	6	6	169.67
St. Anthony City Council January 14, 2014	1	1	34.00
St. Anthony City Council January 28, 2014	1	1	33.00
St. Anthony City Council July 23, 2013	3	3	470.67
St. Anthony City Council July 9, 2013	1	1	36.00
St. Anthony City Council June 11, 2013	1	1	40.00
St. Anthony City Council June 25, 2013	1	1	38.00
St. Anthony City Council March 11, 2014	34	24	196.79
St. Anthony City Council March 25, 2014	3	1	54.33
St. Anthony City Council May 14, 2013	1	1	258.00
St. Anthony City Council May 28, 2013	1	1	139.00
St. Anthony City Council November 12, 2013	1	1	35.00
St. Anthony City Council November 26, 2013	1	1	63.00
St. Anthony City Council October 22, 2013	1	1	34.00
St. Anthony City Council October 8, 2013	1	1	31.00
St. Anthony City Council September 10, 2013	1	1	45.00
St. Anthony City Council September 24, 2013	1	1	42.00
St. Anthony Parks & Recreation Commission December 9, 2013	1	1	0.00
St. Anthony Planning Commission January 27, 2014	2	1	50.50

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North Suburban Access Corporation
 2014 Financial Report Summary
 For the Two Months Ending February 28, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	1,241.37	a.	1,372.38	(0.10)	1,600.00	14,000.00
Cable Company Grants	369,072.28	b.	369,072.28	(0.25)	369,072.50	1,476,290.00
Interest Income	190.81		402.02	(0.13)	435.00	3,000.00
Reimburs/WEBstream	0.00		0.00	0.00	0.00	30,000.00
Earned Income	3,956.54	c.	6,365.68	(0.12)	6,000.00	55,000.00
Donations	0.00		0.00	0.00	0.00	1,000.00
Total Revenues	374,461.00		377,212.36	(0.24)	377,107.50	1,579,290.00
Expenses Summary						
Personnel Services	69,213.94		105,320.88	0.12	114,290.00	862,902.00
Operating Expenses	47,198.62		91,746.60	0.17	94,489.34	543,350.00
Capital Expenses	853.00		6,089.08	0.05	15,750.00	116,949.00
Total Expenses	117,265.56		203,156.56	0.13	224,529.34	1,523,201.00
Net	\$ 257,195.44		\$ 174,055.80	(3.10)	152,578.16	56,089.00

- a. Tuition/Training/Misc. -- includes sale of old mini-van for \$700.
- b. Cable Company Grants -- First Quarter 2014
- c. Earned Income -- Primarily technical services and council meeting services.

North Suburban Access Corporation

2014 Detail Financial Report

For the Two Months Ending February 28, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services						
Full Time Salaries	47,912.40		65,713.50	0.11	71,470.00	590,000.00
Part Time Salaries	6,659.20		10,633.03	0.15	10,000.00	72,000.00
FICA	3,993.06		7,894.64	0.15	8,000.00	52,252.00
Retirement	2,029.57		3,880.10	0.15	4,430.00	26,550.00
Unemployment	429.86		819.91	0.18	800.00	4,600.00
Workers Comp	231.47		462.94	0.15	500.00	3,000.00
Health/Life Insurance	7,958.38		15,916.76	0.14	19,090.00	114,500.00
Total Personal Services	69,213.94		105,320.88	0.12	114,290.00	862,902.00
Operating Expenses						
General						
Printing	43.00	d.	43.00	0.02	300.00	2,500.00
Publications	0.00		0.00	0.00	100.00	500.00
Memberships	50.00	e.	6,781.00	0.48	6,950.00	14,000.00
Entries Fees	338.00	f.	338.00	0.08	450.00	4,000.00
Video Programming	0.00		0.00	0.00	0.00	150.00
Total General	431.00		7,162.00	0.34	7,800.00	21,150.00
Supplies						
Office Supplies	2,987.19		3,695.39	0.49	1,750.00	7,500.00
Video Supplies	2,609.62		4,448.78	0.19	2,700.00	24,000.00
Software Supplies	3,107.97	g.	4,557.19	0.13	5,630.00	33,800.00
Volunteer Supplies	146.99	h.	806.20	0.06	2,000.00	14,000.00
Total Supplies	8,851.77		13,507.56	0.17	12,080.00	79,300.00

d. Printing -- CTV Thank You cards

e. Memberships -- Twin Cities Youth Media Network

f. Entry Fees -- NATAS (National Academy of Television Arts & Sciences) for regional Emmy awards and Wisconsin Community Media Awards

g. Software Supplies -- Includes McAfee security software; Final Cut Pro editing software; and Crash Plan cloud backup software (50/50)

h. Volunteer Supplies -- Crew food and meeting refreshments.

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	229.94	1,026.81	0.23	800.00	4,500.00
Video Equipment	787.20	6,132.86	0.41	4,000.00	15,000.00
Van Operations	1,122.84 i.	1,766.32	0.09	1,300.00	19,000.00
Building Janitorial	7,706.63	12,863.50	0.21	10,300.00	61,500.00
Total Maintenance	9,846.61	21,789.49	0.22	16,400.00	100,000.00
Travel					
Conferences	179.00 j.	179.00	0.01	1,200.00	13,000.00
Mileage & Meals	205.24	475.53	0.14	580.00	3,500.00
Total Travel	384.24	654.53	0.04	1,780.00	16,500.00
Tuition & Training					
Tuition & Training	705.00 k.	797.95	0.27	500.00	3,000.00
	705.00	797.95	0.27	500.00	3,000.00
Utilities					
Utilities	2,353.19	4,747.27	0.16	5,000.00	30,000.00
	2,353.19	4,747.27	0.16	5,000.00	30,000.00
Leases					
Rent	6,785.60	13,571.20	0.17	13,583.34	81,500.00
Miscellaneous	0.00	0.00	0.00	250.00	3,000.00
Postage Meter	0.00	0.00	0.00	0.00	500.00
Total Leases	6,785.60	13,571.20	0.16	13,833.34	85,000.00

i. Van Operations -- Includes annual registration fee and removal of wrap from old mini-van.

j. Conferences -- MN Council of Non-Profits workshop

k. Tuition & Training -- Wellness reimbursements and graphic design course.

	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	954.24		(261.65)	(0.02)	2,250.00	15,000.00
Payroll	276.46		983.59	0.25	1,096.00	4,000.00
Insurance	640.57		1,281.14	0.15	1,300.00	8,500.00
Legal	8,122.50		8,122.50	0.16	10,000.00	50,000.00
Producers/Trainers	1,200.00		2,587.50	0.12	3,600.00	22,500.00
Internet Connect	1,000.00		2,000.00	0.16	2,100.00	12,600.00
Miscellaneous	4,295.78	l.	11,327.35	0.23	10,000.00	50,000.00
Total Contractual	16,489.55		26,040.43	0.15	30,346.00	169,400.00
Communications						
Postage	445.17	m.	496.32	0.09	500.00	5,500.00
Telephone	881.49		1,919.67	0.14	2,250.00	13,500.00
Advertising & Promotion	0.00		765.18	0.04	4,000.00	18,000.00
Total Communications	1,326.66		3,181.17	0.09	6,750.00	37,000.00
Recruiting						
Recruiting	25.00	n.	295.00	0.15	0.00	2,000.00
Total Operating	47,198.62		91,746.60	0.17	94,489.34	543,350.00

l. Misc. Contractual -- DISH and Livestream subscriptions; Roseville IT services; The Buske Group for renewal.

m. Postage -- Replenish postage meter (split w/NSCC)

n. Recruiting -- Listing on Craigslist for council meeting producers.

	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.	853.00 o.	3,787.00	0.05	10,950.00	79,149.00
Office Equipment	0.00	2,302.08	0.08	4,800.00	27,800.00
Total Capital	853.00	6,089.08	0.05	15,750.00	116,949.00
Total Expenses	117,265.56	203,156.56	0.13	224,529.34	1,523,201.00
Net	\$ 257,195.44	\$ 174,055.80	(3.10)	152,578.16	56,089.00

o. Video Equipment -- Purchase of lens from Metrodome equipment auction.

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