



**NORTH SUBURBAN ACCESS CORPORATION
May 1, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

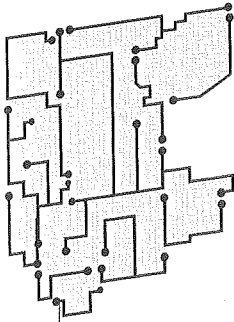
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of April 3, 2014, Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – March 2014
 - B. Strategic Plan
 - C. Report and Recommendation from the Personnel Committee on the Executive Director Performance Evaluation – Dan Roe and Gina Bauman
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – June 5, 2014

THIS PAGE IS INTENTIONALLY LEFT BLANK



**North
Suburban
Communications
Commission**



**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
April 3, 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 8:00 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Rick 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
- 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. Gray moved, seconded by Mr. Montour, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Roe moved, seconded by Mr. Montour, to approve the March 2014 minutes. The motion was approved with two (2) abstentions, Ms. Haake and Mr. Wilson.

V. Reports

A. Executive Director

Ms. Wilson announced that two former staff members, Conor Holt and Dave Schulte, have films in the Minneapolis International Film Fest.

Ms. Wilson reported that staff is busy working on marketing and outreach for the April 17 hearing. She noted that written and broadcast promotional materials are being prepared. Outreach for the hearing will include the public, City Council members, other elected officials and those who have benefitted from use of the facilities or commission funding, such as interns, scholarship winners and community organizations.

B. Production and Outreach Manager

Mr. Domke announced the hiring of Chelsea Parker as the CTEP representative for the Youth Media Program. Her start date is scheduled for later this summer.

Mr. Domke reported that a production contract has been signed with the City of Maplewood to provide staff to cover their city council meetings, and a person has been hired to do the work on that contract.

Mr. Domke noted that Falcon Heights and Lauderdale had combined their Municipal Assistance Program hours to produce a State Fair program.

Mr. Domke introduced the 30-second promotion spot for the April 17 hearing. He noted that the announcement will be available on all of the PEG access channels, including all city channels.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that the Robotics Competition was cablecast live last Saturday, on the channel and on the web. He announced the TedX Event at Century Community College that was a good trial of the remote system. In addition, he noted that the past Saturday it was necessary to borrow camcorders from South Washington Cable Commission, as all of CTV's equipment was in use.

VI. General Business

A. Treasurer's Report

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

B. Strategic Plan

Ms. Wilson requested that the report be tabled until the May meeting. Ms. Haake moved, seconded by Mr. Beilke, to table the Strategic Plan report until May 1, 2014.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:

Stephen Erickson, Camera

Eric Weisman, Camera

Teresa Renneke, Camera

Kevin Schmitz, Producer, Master Control

Dustin Cooper, Intern, Graphics

VIII. Executive Session to Discuss the Performance Evaluation of the Executive Director in Accordance with Minnesota States 13.D

Mr. Roe moved to close the meeting, seconded by Ms. Haake. The motion was approved unanimously.

IX. Adjournment

Mr. Roe moved, seconded by Ms. Haake, to adjourn the meeting. The motion was approved, and the meeting adjourned at 8:45 pm.

Respectfully Submitted

Barb Haake, Secretary/Treasurer

**NSAC Item V.A.
April 24, 2014**

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

Volunteer Recognition Awards – Despite the snow, we had still had a good turnout at the 2014 Volunteer Recognition Awards on April 16 in the Rose Vine Hall at Grumpy’s Restaurant in Roseville. Although some people were unable to attend, we still had almost 100 at this annual event. We want to especially thank the Mayor of Roseville, Commissioner Dan Roe, who welcomed us to his fair city. The program is, of course, being cablecast on Channel 15 and is available for viewing on our website.

New Webstreaming Client – We have a new webstreaming client. Although not all of the details have been worked out, the North Metro Telecommunications Commission (Cities of Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes, and Spring Lake Park) voted to work with us in an arrangement similar to the one we have with the Ramsey/Washington Counties Commission.

THIS PAGE IS INTENTIONALLY LEFT BLANK

TO: Cor Wilson, Executive Director

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

SUBJECT April Report

Technical Operations

- From a technical stand point the Volunteer Recognition Awards program on April 16 was a success.
- Also from a technical standpoint, the public hearing on April 17 was also a success. The hearing was cablecast on every channel and is now being played back on our channel 15, several city channels, and the CTV web site. It was great that we had the technical expertise to put the hearing on the display in the lobby at Shoreview for the overflow.
- The remote system is being use for the Sheldon Theatre Brass Band concert in Red Wing Saturday April 26. We are finding ways to streamline the system with each use.
- Pat Cook is attending and presenting at the Wisconsin Community Media/Midwest NATOA conference.
- The HVAC unit that controls the temperature in the machine room has been causing us problems. We are working with Midwest Maintenance to resolve the over heating of the room.
- Don Swenson's monthly report is included.

IT and I-Net Operations

- Ian Cobb completed all patching for the Heart Bleed virus and testing all potentially affected public services such as our email and web site.
- We are meeting with North Metro's Executive Director in early May to start the contract process for our web streaming services.
- The Youth Media Producer and Marketing Director's new computers have arrived and been deployed.
- A monthly web streaming report is included.

City and School Assistance

- Pat Cook is continuing work with Little Canada's cable producer on the Little Canada budget numbers for the council chamber's video project upgrade.
- Pat Cook is continuing to work on additional city hall lobby information monitors.. The Arden Hills lobby digital signage carousel is now working, and the design layout is being finalized.
- Ian Cobb and Terri Schultz met with Garry Bowman, Roseville Communications Manager, on April 25 to discuss the license center and their lobby and channel digital signage carousels. We did some basic training with him and will be assisting him further.
- The phase one updates to the Roseville police department cameras is complete.

Trucks

- There were 16 truck shoots in April, five of which were live. Six shoots were canceled due to bad weather.

Don's Monthly Report

April '14

Trucks

- 1) White truck - Did the permanent wiring for the KiPro playback/recorder
- 2) Blue truck - Yellow camera large viewfinder fell over - Replaced one part and bent bracket back.
- 3) Truck power extension - Replaced the 50 amp power plug.

Misc.

- 1) Replaced a broken mic mount adaptor for one of the staff cameras
- 2) 7 Headsets repaired.

Cities

- 1) Arden Hills - Did the video & RGBHV drawings.
- 2) Arden Hills - Reset Cam 1 to fix a non-responsive zoom & focus.

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page
Arden Hills City Council April 14, 2014	10	9	319.60
Arden Hills City Council February 10, 2014	10	6	162.71
Arden Hills City Council February 24, 2014	5	2	44.60
Arden Hills City Council January 13, 2014	1	1	164.00
Arden Hills City Council January 27, 2014	2	1	29.00
Arden Hills City Council July 29, 2013	1	1	0.00
Arden Hills City Council March 10, 2014	8	7	151.80
Arden Hills City Council March 31, 2014	29	22	162.31
Arden Hills City Council May 28, 2013	3	3	18.33
Arden Hills Planning Commission April 9, 2014	4	4	364.00
Arden Hills Planning Commission February 5, 2014	1	1	0.00
Arden Hills Planning Commission March 5, 2014	1	1	50.00
Lauderdale City Council April 8, 2014	1	1	36.00
Lauderdale City Council March 11, 2014	1	1	0.00
Lauderdale City Council March 25, 2014	6	5	63.75
Little Canada City Council April 23, 2014	2	2	20.00
Little Canada City Council April 9, 2014	13	11	179.29
Little Canada City Council February 26, 2014	1	1	65.00
Little Canada City Council March 12, 2014	4	4	26.00
Little Canada City Council March 26, 2014	17	14	118.54
Little Canada Parks & Recreation April 3, 2014	3	3	32.33
Little Canada Parks & Recreation February 6, 2014	2	2	54.50
Little Canada Parks & Recreation July 11, 2013	4	4	670.67
Little Canada Parks & Recreation March 6, 2014	4	4	21.00
Little Canada Parks & Recreation November 7, 2013	1	1	47.00
Little Canada Parks & Recreation October 3, 2013	1	1	156.00
Little Canada Parks & Recreation September 5, 2013	1	1	6.00
Little Canada Planning Commission April 10, 2014	1	1	187.00
Little Canada Planning Commission December 12, 2013	2	2	317.50
Little Canada Planning Commission February 13, 2014	3	3	197.67
Little Canada Planning Commission March 13, 2014	7	5	103.43
Little Canada Planning Commission November 14, 2013	1	1	60.00
Little Canada Planning Commission October 10, 2013	1	1	219.00
Maplewood City Council April 14, 2014	1	1	14.00
Maplewood City Council February 10, 2014	4	4	260.33
Maplewood City Council February 24, 2014	13	9	73.08
Maplewood City Council January 13, 2014	1	1	0.00
Maplewood City Council January 27, 2014	3	3	16.50
Maplewood City Council March 10, 2014	9	8	246.43
Maplewood City Council March 11, 2014	2	1	42.00
Maplewood City Council March 14, 2014	1	1	6.00
Maplewood City Council March 24, 2014	22	20	48.31
Maplewood City Council Workshops February 10, 2014	4	1	9.50
Maplewood City Council Workshops January 27, 2014	4	4	88.50
Maplewood City Council Workshops March 17, 2014	6	4	49.00
Maplewood Community Design Review Board April 22, 2014	1	1	8.00
Maplewood Environmental & Natural Resources Comm January 16, 2014	1	1	36.00
Maplewood Historical Preservation Commission January 9, 2014	2	2	30.00
Maplewood Housing & Economic Development Comm February 12, 2014	1	1	24.00

Maplewood Housing & Economic Development Comm January 8, 2014	1	1	25.00
Maplewood Human Rights Commission April 8, 2014	2	1	521.00
Maplewood Human Rights Commission February 11, 2014	2	2	74.00
Maplewood Parks & Recreation Commission January 15, 2014	1	1	36.00
Maplewood Parks & Recreation Commission March 19, 2014	1	1	31.00
Maplewood Planning Commission April 15, 2014	1	1	9.00
Maplewood Planning Commission January 21, 2014	2	1	10.50
Maplewood Planning Commission March 18, 2014	3	2	148.33
Maplewood Police Civil Service Commission February 3, 2014	1	1	6.00
Maplewood Police Civil Service Commission March 2, 2014	1	1	16.00
Mounds View Charter Commission April 10, 2014	3	3	9.00
Mounds View City Council April 14, 2014	16	11	202.11
Mounds View City Council February 10, 2014	1	1	854.00
Mounds View City Council February 24, 2014	1	1	10.00
Mounds View City Council March 10, 2014	3	3	13.00
Mounds View City Council March 24, 2014	25	21	61.69
Mounds View City Council May 28, 2013	3	2	460.00
Mounds View Economic Development Authority April 14, 2014	5	5	263.75
Mounds View Economic Development Authority August 26, 2013	1	1	551.00
Mounds View Economic Development Authority February 24, 2014	1	1	206.00
Mounds View Economic Development Authority January 13, 2014	1	1	645.00
Mounds View Economic Development Authority July 8, 2013	1	1	38.00
Mounds View Economic Development Authority March 24, 2014	6	6	265.80
Mounds View Economic Development Authority May 13, 2013	2	1	11.00
Mounds View Economic Development Commission March 21, 2014	5	3	234.00
Mounds View Environmental & Natural Resources Comm March 17, 2014	3	2	17.33
Mounds View Human Rights Commission March 11, 2014	5	2	10.40
Mounds View Human Rights Commission March 24, 2014	1	1	29.00
Mounds View Parks & Recreation & Forestry Commission April 24, 2014	2	2	23.00
Mounds View Parks & Recreation & Forestry Commission March 27, 2014	3	2	12.00
Mounds View Planning Commission April 16, 2014	4	4	42.00
Mounds View Planning Commission April 2, 2014	6	5	361.33
Mounds View Planning Commission March 19, 2014	8	4	405.43
Mounds View Police Civil Service Commission March 6, 2014	4	3	15.50
Mounds View Schools School Board April 22, 2014	44	40	174.08
Mounds View Schools School Board April 8, 2014	126	95	235.60
Mounds View Schools School Board August 20, 2013	2	2	151.00
Mounds View Schools School Board December 10, 2013	4	3	130.00
Mounds View Schools School Board February 11, 2014	17	12	433.88
Mounds View Schools School Board January 14, 2014	5	4	206.80
Mounds View Schools School Board January 28, 2014	13	11	233.29
Mounds View Schools School Board June 11, 2013	2	1	213.00
Mounds View Schools School Board June 25, 2013	4	4	18.00
Mounds View Schools School Board March 11, 2014	36	29	333.11
Mounds View Schools School Board November 12, 2013	4	2	243.50
Mounds View Schools School Board October 22, 2013	3	3	170.00
Mounds View Schools School Board October 8, 2013	2	2	344.00
Mounds View Schools School Board September 17, 2013	3	2	521.00
Mounds View Street & Utilities Committee March 17, 2014	1	1	0.00
Mounds View Town Hall Meeting March 31, 2014	5	5	11.67
Mounds View Truth & Taxation November 25, 2013	1	1	3.00
Mounds View Work Session April 7, 2014	4	3	42.33

North Oaks City Council April 10, 2014	25	17	71.13
North Oaks City Council December 9, 2013	1	1	128.00
North Oaks City Council February 13, 2014	1	1	0.00
North Oaks City Council January 9, 2014	2	1	162.00
North Oaks City Council March 13, 2014	10	9	84.00
North Oaks Planning Commission April 24, 2014	1	1	14.00
North Oaks Planning Commission February 27, 2014	1	1	1599.00
North Oaks Planning Commission March 27, 2014	8	8	40.00
North St. Paul City Council February 4, 2014	1	1	1560.00
North St. Paul City Council March 4, 2014	2	2	3.50
NSAC NSCC Joint Meeting April 3, 2014	16	12	495.22
NSAC NSCC Joint Meeting March 6, 2014	5	5	7.00
Ramsey / Washington Suburban Cable Commission March 13, 2014	11	10	177.40
Ramsey / Washington Suburban Cable Commission May 9, 2013	13	10	31.00
Roseville City Council April 14, 2014	41	26	88.53
Roseville City Council April 21, 2014	23	19	386.00
Roseville City Council April 7, 2014	43	33	192.73
Roseville City Council December 9, 2013	2	2	0.00
Roseville City Council February 10, 2014	5	2	35.00
Roseville City Council February 20, 2014	6	3	13.83
Roseville City Council February 24, 2014	11	9	114.20
Roseville City Council January 13, 2014	1	1	21.00
Roseville City Council January 27, 2014	6	4	56.50
Roseville City Council January 6, 2014	1	1	32.00
Roseville City Council March 10, 2014	17	13	303.42
Roseville City Council March 13, 2014	16	14	26.25
Roseville City Council March 24, 2014	70	52	160.07
Roseville City Council March 3, 2014	16	12	253.00
Roseville Ethics Commission August 14, 2013	1	1	241.00
Roseville Ethics Commission May 8, 2013	1	1	12.00
Roseville Ethics Commission November 13, 2013	3	3	37.50
Roseville Ethics Training April 9, 2014	21	19	242.60
Roseville Housing & Redevelopment Authority April 15, 2014	4	4	27.67
Roseville Housing & Redevelopment Authority February 18, 2014	4	3	68.33
Roseville Housing & Redevelopment Authority May 21, 2013	1	1	171.00
Roseville Human Rights Commission April 16, 2014	18	12	317.00
Roseville Human Rights Commission February 19, 2014	1	1	131.00
Roseville Human Rights Commission January 15, 2014	1	1	106.00
Roseville Human Rights Commission July 17, 2013	1	1	233.00
Roseville Human Rights Commission June 19, 2013	1	1	120.00
Roseville Human Rights Commission March 28, 2014	15	13	123.75
Roseville Human Rights Commission May 15, 2013	2	2	279.50
Roseville Human Rights Commission November 20, 2013	1	1	87.00
Roseville Human Rights Commission October 16, 2013	1	1	158.00
Roseville Human Rights Commission September 18, 2013	1	1	358.00
Roseville Parks & Recreation Commission April 1, 2014	18	15	524.00
Roseville Parks & Recreation Commission August 6, 2013	1	1	689.00
Roseville Parks & Recreation Commission December 3, 2013	1	1	0.00
Roseville Parks & Recreation Commission February 6, 2014	3	2	724.00
Roseville Parks & Recreation Commission January 7, 2014	1	1	75.00
Roseville Parks & Recreation Commission June 4, 2013	1	1	837.00
Roseville Parks & Recreation Commission March 4, 2014	6	4	325.75

Roseville Parks & Recreation Commission May 7, 2013	1	1	140.00
Roseville Parks & Recreation Commission November 7, 2013	3	1	318.00
Roseville Parks & Recreation Commission October 1, 2013	2	1	256.00
Roseville Planning Commission April 10, 2014	15	11	175.89
Roseville Public Works & Transportation April 22, 2014	9	7	41.60
Roseville Public Works & Transportation March 25, 2014	9	9	201.20
Roseville Public Works & Transportation May 28, 2013	2	1	60.00
Roseville Variance Board April 10, 2014	2	2	323.50
Roseville Variance Board February 5, 2014	2	2	354.00
Roseville Variance Board September 4, 2013	1	1	19.00
Shoreview City Council April 21, 2014	28	19	228.25
Shoreview City Council April 7, 2014	16	13	182.57
Shoreview City Council December 16, 2013	1	1	0.00
Shoreview City Council February 18, 2014	2	2	34.50
Shoreview City Council February 3, 2014	1	1	24.00
Shoreview City Council January 21, 2014	2	2	48.00
Shoreview City Council January 6, 2014	2	2	202.00
Shoreview City Council March 17, 2014	9	9	160.17
Shoreview City Council March 3, 2014	8	8	621.67
Shoreview Planning Commission April 22, 2014	1	1	11.00
Shoreview Planning Commission August 27, 2013	2	2	13.50
Shoreview Planning Commission August 6, 2013	2	2	17.00
Shoreview Planning Commission December 10, 2013	1	1	98.00
Shoreview Planning Commission December 3, 2013	1	1	22.00
Shoreview Planning Commission February 25, 2014	14	3	59.93
Shoreview Planning Commission January 28, 2014	9	6	477.00
Shoreview Planning Commission June 25, 2013	1	1	33.00
Shoreview Planning Commission March 25, 2014	21	13	62.47
Shoreview Planning Commission May 28, 2013	4	3	16.33
Shoreview Planning Commission October 22, 2013	1	1	13.00
Shoreview Planning Commission September 24, 2013	2	1	20.50
St. Anthony / NB ISD School Board April 1, 2014	50	40	210.43
St. Anthony / NB ISD School Board February 12, 2014	1	1	0.00
St. Anthony / NB ISD School Board March 10, 2014	12	12	44.00
St. Anthony City Council April 22, 2014	2	2	8.00
St. Anthony City Council April 8, 2014	3	3	24.00
St. Anthony City Council March 25, 2014	10	8	378.20
	5566	3133	93.35

North Suburban Access Corporation

2014 Financial Report Summary
For the Three Months Ending March 31, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	332.68	a.	1,705.06	(0.12)	2,800.00	14,000.00
Cable Company Grants	0.00		369,072.28	(0.25)	369,072.50	1,476,290.00
Interest Income	211.28		613.30	(0.20)	660.00	3,000.00
Reimburs/WEBstream	7,720.73		7,720.73	(0.26)	7,500.00	30,000.00
Earned Income	6,092.12		12,457.80	(0.23)	10,000.00	55,000.00
Donations	0.00		0.00	0.00	0.00	1,000.00
Total Revenues	14,356.81		391,569.17	(0.25)	390,032.50	1,579,290.00
Expenses Summary						
Personnel Services	68,574.72		173,895.60	0.20	182,643.00	862,902.00
Operating Expenses	46,715.62		138,462.22	0.25	158,125.97	543,350.00
Capital Expenses	5,966.38		12,055.46	0.10	21,800.00	116,949.00
Total Expenses	121,256.72		324,413.28	0.21	362,568.97	1,523,201.00
Net	(\$ 106,899.91)		\$ 67,155.89	(1.20)	27,463.53	56,089.00

a. Tuition/Training/Misc. -- Sales of DVD's; administrative fees on municipal production services contracts

North Suburban Access Corporation

2014 Detail Financial Report

For the Three Months Ending March 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	48,470.40	114,183.90	0.19	118,420.00	590,000.00
Part Time Salaries	5,494.93	16,127.96	0.22	15,000.00	72,000.00
FICA	3,976.93	11,871.57	0.23	12,000.00	52,252.00
Retirement	2,021.85	5,901.95	0.22	6,642.00	26,550.00
Unemployment	420.76	1,240.67	0.27	1,200.00	4,600.00
Workers Comp	231.47	694.41	0.23	750.00	3,000.00
Health/Life Insurance	7,958.38	23,875.14	0.21	28,631.00	114,500.00
Total Personal Services	68,574.72	173,895.60	0.20	182,643.00	862,902.00
Operating Expenses					
General					
Printing	0.00	43.00	0.02	450.00	2,500.00
Publications	105.56	b. 105.56	0.21	125.00	500.00
Memberships	0.00	6,781.00	0.48	7,850.00	14,000.00
Entries Fees	0.00	338.00	0.08	550.00	4,000.00
Video Programming	0.00	0.00	0.00	0.00	150.00
Total General	105.56	7,267.56	0.34	8,975.00	21,150.00
Supplies					
Office Supplies	594.01	4,289.40	0.57	3,000.00	7,500.00
Video Supplies	2,281.26	6,730.04	0.28	5,200.00	24,000.00
Software Supplies	0.00	4,557.19	0.13	11,264.00	33,800.00
Volunteer Supplies	223.18	c. 1,029.38	0.07	3,500.00	14,000.00
Total Supplies	3,098.45	16,606.01	0.21	22,964.00	79,300.00

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

c. Volunteer Supplies -- Volunteer Recognition Awards; crew food

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	0.00		1,026.81	0.23	800.00	4,500.00
Video Equipment	2,423.87		8,556.73	0.57	6,500.00	15,000.00
Van Operations	578.53		2,344.85	0.12	2,100.00	19,000.00
Building Janitorial	6,223.49		19,086.99	0.31	15,450.00	61,500.00
Total Maintenance	9,225.89		31,015.38	0.31	24,850.00	100,000.00
Travel						
Conferences	1,523.40	d.	1,702.40	0.13	2,200.00	13,000.00
Mileage & Meals	224.84		700.37	0.20	870.00	3,500.00
Total Travel	1,748.24		2,402.77	0.15	3,070.00	16,500.00
Tuition & Training						
Tuition & Training	255.00	e.	1,052.95	0.35	750.00	3,000.00
	255.00		1,052.95	0.35	750.00	3,000.00
Utilities						
Utilities	2,267.90		7,015.17	0.23	7,500.00	30,000.00
	2,267.90		7,015.17	0.23	7,500.00	30,000.00
Leases						
Rent	6,785.60		20,356.80	0.25	20,374.97	81,500.00
Miscellaneous	2,787.00	f.	2,787.00	0.93	3,000.00	3,000.00
Postage Meter	84.00		84.00	0.17	125.00	500.00
Total Leases	9,656.60		23,227.80	0.27	23,499.97	85,000.00

d. Conferences -- NATOA Cybersecurity Workshop for Ian Cobb

e. Tuition & Training -- Minnesota Council for Non-Profits Technology Workshop and wellness program reimbursements

f. Misc. Leases -- Music library lease for background music for production

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	0.00		0.00	0.00	4,000.00	6,800.00
Sales Tax	574.72	g.	313.07	0.02	3,750.00	15,000.00
Payroll	0.00		983.59	0.25	1,392.00	4,000.00
Insurance	640.57		1,921.71	0.23	1,950.00	8,500.00
Legal	4,500.00		12,622.50	0.25	15,000.00	50,000.00
Producers/Trainers	1,357.50		3,945.00	0.18	5,400.00	22,500.00
Intrnet Connect	1,000.00		3,000.00	0.24	3,150.00	12,600.00
Miscellaneous	10,300.33	h.	21,627.68	0.43	20,000.00	50,000.00
Total Contractual	18,373.12		44,413.55	0.26	54,642.00	169,400.00
Communications						
Postage	156.98		653.30	0.12	1,250.00	5,500.00
Telephone	617.43		2,537.10	0.19	3,375.00	13,500.00
Advertising & Promotion	1,210.45	i.	1,975.63	0.11	7,250.00	18,000.00
Total Communications	1,984.86		5,166.03	0.14	11,875.00	37,000.00
Recruiting						
Recruiting	0.00		295.00	0.15	0.00	2,000.00
Total Operating	46,715.62		138,462.22	0.25	158,125.97	543,350.00

g. Sales Tax -- For Y-T-D, we started the year with a credit.

h. Misc. Contractual -- Dish Network; Roseville IT services; Survey Monkey; franchise renewal consultants

i. Advertising & Promotion -- Display for MCN Technology Conference

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		0.00	0.00	5,000.00	10,000.00
Video Equip.	4,000.00	j.	7,787.00	0.10	12,000.00	79,149.00
Office Equipment	1,966.38	k.	4,268.46	0.15	4,800.00	27,800.00
<hr/>						
Total Capital	5,966.38		12,055.46	0.10	21,800.00	116,949.00
<hr/>						
Total Expenses	121,256.72		324,413.28	0.21	362,568.97	1,523,201.00
<hr/>						
Net	(\$ 106,899.91)		\$ 67,155.89	(1.20)	27,463.53	56,089.00

j. Video Equipment -- Purchase of two used video cameras and accessories from the South Washington County Commission.

k. Office Equipment -- New computer for Production & Outreach Manager.

THIS PAGE IS INTENTIONALLY LEFT BLANK

**NSAC Item VI.B.
April 26, 2014**

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

Report will be provided at the meeting.

THIS PAGE IS INTENTIONALLY LEFT BLANK