



**NORTH SUBURBAN ACCESS CORPORATION
September 4, 2014
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

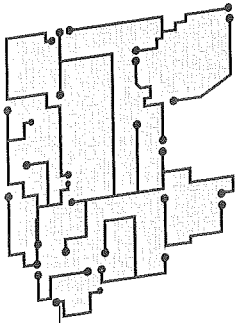
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of July 31, 2014, Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – July 2014
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – October 9, 2014

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North Suburban Communications Commission



NORTH SUBURBAN ACCESS CORPORATION MINUTES July 31, 2014

I. Call to Order

Board President Steve Beilke called the meeting to order at 8:53 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
- Ady Wickstrom, Shoreview

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 Ms. Bauman, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Ms. Haake moved, seconded by Mr. Talbot, to approve the June 2014 minutes. The motion was approved with one (1) abstention (Ms. Wickstrom).

V. Reports

A. Executive Director

Ms. Wilson reported that staff is currently busy with parades and festivals, noting that June had been a busy month for staff with graduations. She reported that sports season will start in September.

Ms. Wilson reported that today was the last day for staff member Mr. Ian Cobb after ten (10) years of service and his contributions to the organization will be missed.

B. Production and Outreach Manager

Mr. Domke reported that staff had worked with the Military Teens (associated with the National Guard) to review videos made by the group and make recommendations for improvement. Mr. Domke reported that the partnership with Fairview Community Center has been expanded next year to add an advanced course for students who finished the program this year. The programming produced during this year's Fairview Community Center program was diverse and multicultural and can be viewed on the channels.

Mr. Domke reported on the Power Hockey Cup (held at Roy Wilkins Arena) and the NAFA 16u Tournament. Both were webstreamed and, because both were national events, there were over a thousand unique views on the webstream from across the US.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that webstreaming reported by Mr. Domke was using LiveStream, but the statistics that were obtained were from a program designed in-house by staff. He also noted that the new technology will allow for access using mobile devices and that most of the parades and softball games will be webstreamed, in addition to being programmed on the channels.

Mr. Cook reported that staff will be contracting with Mr. Cobb for assistance on an as needed basis, following his last day.

Mr. Roe said that he was appreciated the ability to view programming across multiple platforms.

VI. General Business

A. Treasurer's Report

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

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

B. Temporary Personnel Hire

Ms. Wilson noted that she would like to offer Jordan Thompson, currently with CTEP, a full-time temporary position, dependent on funding, to manage the youth media program. She noted that the salary was already included in the 2014 approved budget. Ms. Wickstrom noted that this might not be the time to hire a new person with the loss of PEG funding approaching. Ms. Bauman noted that the youth media program is a viable program and this hire won't negatively impact the budget. No action was taken, as this was an information only item.

VII. Announcements

Crew introductions

Mr. Beilke introduced the production crew:
Kevin Schmitz, Producer, Master Control

VIII. Adjournment

Mr. Talbot moved, seconded by Ms. Bauman, to adjourn the meeting. The motion was approved, and the meeting adjourned at 9:15 pm.

Respectfully Submitted

Barb Haake, Secretary/Treasurer

**NSAC Item V.A.
August 29, 2014**

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

Election Coverage -- We began August with parades and festivals and ended the month with the beginning of our annual election coverage. Letters to candidates inviting them to participate in "Candidates Speak Out" were sent out after the filing deadline, and we already have several candidates who have scheduled time to come in and record their five-minute message. Staff will meet next week to begin planning election night coverage.

ACM Conference Report – Tim Domke, Dale Irving and I joined our colleagues from across the country for the annual conference of the Alliance for Community Media in Philadelphia, PA, August 6-8. I concentrated on sessions relating to fund development, the most interesting of which were "Innovative and Successful Models for Earned Income" and "Small Donors, Big Impact: The Power of Community Giving." The latter focused on microgrant and crowdfunding methodologies. In addition to lots of ideas, both sessions provided links to on-line resources to explore in the future. Another interesting session was "Measuring Impact: Output or Outcome?," which again provided additional resources. In addition, at the vendor showcase, I picked up literature from several exhibitors who provide software for web-based facilities and equipment reservations and tracking volunteers and producers which we may use to replace our current database, which is not web-based.

2015 Budget Preparation – Budget preparation will be more challenging this year since, at this point, we do not know what our funding will be for 2015. In addition, it appears that a number of people would like to provide input on restructuring the organization for a smaller funding base. In order to help with the process, staff is working on developing information that will show the cost of providing various public, education and government functions and services at CTV North Suburbs and their offsets, where available, from other funding sources. We will work with the Finance and Strategic Planning Committees this month to refine the information and its presentation.

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NSAC Item V.C.
August 26, 2014

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: August 2014 Report

Truck/Remote Productions – (Eight productions)

- Public events
 - Parades – St. Anthony, Little Canada, New Brighton & Mounds View
 - New Brighton – Denny Ross Memorial, One Pitch Softball & Coronation– John Rusterholz
- Educational events
 - St. Anthony High School
 - Sports Programs – 1 event
- Staff produced

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

- Staff
 - **North Suburban Beat** – (Nine shows)
 - Guests/Organizations
 - CPY Golf Ball Drop
 - MN State Fair – New West End Market
 - Roseville Night to Unite
 - Mounds View 5K Fun Run
 - CTV and Mobile Streaming
 - Guns N’Hoses Softball
 - Minnesota State Fair
 - Falcon Heights Community Garden
 - Stew Thornley – Official Scorer for the Twins
 - **Election Coverage**
 - Letters were sent to all candidates for the annual Candidates Speak Out. This year candidates will be given five minutes for their speech. Candidates Speak Out starts September 8 through September 19.
- Volunteer Producers
 - Christ the King Church Service
 - Disability Viewpoints
 - Light on the Gospel – August
 - New Brighton Now
 - Public Safety Spotlight
 - Ramco Waterfest
 - Mounds View Today
 - WWA Talk Show – Two programs

- Lyme Disease Association, Inc., Conference Part 4
- In The District with Blake Huffman

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 – Recording interviews and cover footage has finished and logging the video has begun.
- Studio session with PadillaCRT was completed.
- Created a new sponsorship form for Channel 14 Sports

Youth Media

CTV’s CTEP Youth Coordinator Jordan Lee Thompson reports that the summer class “Make a TV Show,” ended successfully on August 19, with all of our students learning valuable skills and producing four mini-shows around a fictional plot they created. Those episodes will be dropped to the channels once the youth premiere them at a screening in September (date TBA).

CreaTV

Applications are now being accepted for the 2014-15 school year. Submissions are due on September 19. Sessions will begin on October 7 and October 8.

Teen Studio Class

This group of seven students wrapped up their summer session having produced four game shows and a game-show-themed murder mystery. These episodes are now playing on the channel and are accessible online.

Girls Getting Ahead in Leadership

This summer young women in the GGAL group created three videos about their stories as recent immigrants.

Teen Internships

This summer we hired three Right Track interns (funded by the City of Saint Paul), as well as two interns from our regularly attending CreaTV students (funded by the Best Buy Children’s Foundation). They finished their internships in late August, and most of them have expressed a desire in returning as a volunteer. We have also applied for 1-2 Right Track interns (funded by the City of Saint Paul) for the 2014-15 school year.

Education and Outreach

- **CTV Classes** – 13 Certifications/Attendees
 - **CTV 101**– (1 class) 1 student
 - **Camcorder** – (1 class) 6 students
 - **Basic Truck** – (No class)
 - **Basic Studio** – (No class)
 - **Final Cut Pro** – (1 class) 6 students
- **Producers Club** – No events in August.

Municipal Services

- **Production Services**
 - **Roseville** – Recorded the Family Night Out and Night to Unite blocks parties.
 - **Mounds View** – Recorded the 5K Family Run/Walk.
 - **Little Canada** – Recorded highlights of events from Little Canada Days.
 - **Lauderdale** – Recorded highlights of Lauderdale’s Day in the Park.

Marketing and Volunteer Activity

- **Promotional Activities**
 - **Website** –
 - Created images for the slideshow to promote many activities, including the GoPro workshop, CTV 101, camcorder class, 2014 parades, and LIVE high school.
 - **Print/ Electronic**
 - Prepared and sent press releases to local media about upcoming parades, the NSCC and NSAC meetings on July 31.
 - Prepared and sent press releases to local media about the ability to watch live and archived meetings on mobile devices.
 - Created flyers promoting sponsorships for CTV parades and High School Sports.
 - Sent e-newsletters.
 - **Other**
 - Lauderdale Day in the Park – Hands on demo with our truck.

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TO: Cor Wilson, Executive Director

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

SUBJECT August Report

Technical Operations

- Parade season is now over, and we are now ramping up for sports season.
- We are working on cleaning up both trucks and the machine room. We want to look good for the NATOA tour, and it is a good excuse to do fall cleaning.
- Don Swenson is on vacation. He will submit a two-month report in October.

IT and I-Net Operations

- The migration to our new mail server has been completed, and all known bugs have been resolved.
- Interns are returning to school and the web site intern, Marshall Luebke, will continue to work remotely.
- The remaining technical staff is getting used to their added duties, and everything seems to be going well.
- Intern Marshall and Terri are working with the production staff on how to present potential sponsors on our web site.
- A monthly city meeting web stream report is included.

City and School Assistance

- We have been working with Little Canada and Arden Hills on updates/fixes to their council chamber A/V systems. For Arden Hills, we are working on improving the audio system. There have been problems with hearing individuals speak along with general noise on the meeting recordings
- Little Canada is planning to freshen up the physical council chambers and at the same time will upgrade the A/V system to a new HD Video/Automatic Audio system. We have met a number of times with city staff and will continue to do so as the project proceeds.
- We have supplied Roseville with budget numbers for replacing their chamber cameras with new, HD units, using our master template for equipment choice and pricing.
- John and Pat replaced the updated carousel unit at Shoreview City Hall. We had loaned the city a spare unit while we updated the operating system and TRMS software on their unit.
- John and Don have replaced bulbs in projectors at both Roseville and Arden Hills City Halls.

Trucks

- There were eight truck shoots in August. Those include four live parades and one live football game. We are now also web streaming all live events.
- Both trucks have recently had their yearly DOT inspection and are now good for another year.
- We are getting prices to replace the flooring in the production area of the trucks.

Page Title	Pageviews	Unique Pageviews	Avg. Time on Page
Arden Hills City Council August 11, 2014	15	14	342.00
Arden Hills City Council August 25, 2014	14	9	67.30
Arden Hills City Council July 14, 2014	2	2	28.00
Arden Hills City Council July 28, 2014	22	15	225.92
Arden Hills City Council June 30, 2014	2	2	0.00
Lauderdale City Council August 12, 2014	9	8	9.67
Lauderdale City Council August 26, 2014	1	1	40.00
Lauderdale City Council July 22, 2014	1	1	0.00
Lauderdale City Council May 27, 2014	2	1	289.50
Little Canada City Council August 13, 2014	11	9	68.38
Little Canada City Council August 18, 2014	14	13	156.00
Little Canada City Council July 23, 2014	5	4	99.40
Little Canada City Council July 9, 2014	3	2	40.00
Little Canada City Council June 11, 2014	2	2	25.00
Little Canada City Council June 25, 2014	1	1	53.00
Little Canada Parks & Recreation August 7, 2014	5	4	91.75
Little Canada Parks & Recreation February 6, 2014	1	1	143.00
Little Canada Parks & Recreation July 11, 2013	2	1	78.00
Little Canada Parks & Recreation June 5, 2014	3	2	115.00
Little Canada Parks & Recreation June 6, 2013	2	1	6.00
Little Canada Parks & Recreation March 6, 2014	1	1	47.00
Little Canada Parks & Recreation May 1, 2014	2	1	77.00
Little Canada Parks & Recreation November 7, 2013	1	1	133.00
Little Canada Parks & Recreation September 5, 2013	1	1	456.00
Little Canada Planning Commission August 14, 2014	12	9	108.22
Little Canada Planning Commission July 10, 2014	3	3	18.00
Maplewood City Council April 14, 2014	2	1	64.50
Maplewood City Council April 28, 2014	2	1	31.50
Maplewood City Council August 11, 2014	11	9	95.50
Maplewood City Council August 25, 2014	12	7	295.71
Maplewood City Council July 14, 2014	7	7	517.50
Maplewood City Council July 28, 2014	34	30	63.38
Maplewood City Council June 9, 2014	1	1	0.00
Maplewood City Council March 24, 2014	1	1	8.00
Maplewood City Council May 12, 2014	2	1	31.50
Maplewood City Council Workshops August 11, 2014	3	3	9.00
Maplewood City Council Workshops August 25, 2014	8	5	16.00
Maplewood City Council Workshops July 28, 2014	8	6	439.20
Maplewood Community Design Review Board August 26, 2014	4	2	300.25
Maplewood Economic Development Authority May 12, 2014	1	1	0.00
Maplewood Environl & Nat Resources Comm August 18, 2014	4	4	43.00
Maplewood Housing & Economic Dev Comm August 13, 2014	16	13	93.88
Maplewood Housing & Economic Dev Comm July 9, 2014	5	5	0.00
Maplewood Parks & Recreation Commission August 20, 2014	5	4	165.00

Maplewood Parks & Recreation Commission July 16, 2014	2	2	13.00
Maplewood Planning Commission August 19, 2014	5	5	0.00
Maplewood Planning Commission June 17, 2014	1	1	0.00
Mounds View Charter Commission August 14, 2014	2	2	8.50
Mounds View Charter Commission July 10, 2014	1	1	0.00
Mounds View City Council April 14, 2014	1	1	39.00
Mounds View City Council April 28, 2014	2	1	101.00
Mounds View City Council August 11, 2014	18	16	107.33
Mounds View City Council August 25, 2014	13	7	166.00
Mounds View City Council February 10, 2014	1	1	108.00
Mounds View City Council July 14, 2014	4	3	21.75
Mounds View City Council July 22, 2013	3	1	68.00
Mounds View City Council July 28, 2014	40	37	191.10
Mounds View City Council July 8, 2013	1	1	34.00
Mounds View City Council June 10, 2013	1	1	27.00
Mounds View City Council June 23, 2014	4	3	21.75
Mounds View City Council June 24, 2013	2	1	349.00
Mounds View City Council June 9, 2014	6	3	82.50
Mounds View City Council March 24, 2014	1	1	129.00
Mounds View City Council May 13, 2013	1	1	129.00
Mounds View City Council May 27, 2014	1	1	35.00
Mounds View City Council September 23, 2013	1	1	42.00
Mounds View City Council September 9, 2013	1	1	194.00
Mounds View Economic Development Authority April 14, 2014	1	1	765.00
Mounds View Economic Development Commission May 23, 2014	1	1	0.00
Mounds View Parks & Recreation & Forestry Comm July 24, 2014	4	3	23.00
Mounds View Parks & Recreation & Forestry Comm July 25, 2013	1	1	23.00
Mounds View Parks & Recreation & Forestry Comm May 22, 2014	1	1	0.00
Mounds View Planning Commission August 20, 2014	8	4	185.43
Mounds View Planning Commission July 16, 2014	3	3	28.00
Mounds View Schools School Board April 8, 2014	1	1	9.00
Mounds View Schools School Board August 19, 2014	71	55	162.48
Mounds View Schools School Board December 10, 2013	1	1	52.00
Mounds View Schools School Board January 28, 2014	2	2	3.00
Mounds View Schools School Board June 10, 2014	2	2	0.00
Mounds View Schools School Board June 24, 2014	19	15	111.11
Mounds View Schools School Board May 21, 2013	1	1	10.00
Mounds View Schools School Board May 27, 2014	2	1	60.00
Mounds View Schools School Board November 12, 2013	1	1	0.00
Mounds View Schools School Board September 17, 2013	1	1	122.00
Mounds View Work Session August 4, 2014	5	4	13.75
Mounds View Work Session July 7, 2014	10	6	83.00
North Oaks City Council August 14, 2014	6	6	17.50
North Oaks City Council July 10, 2014	2	2	32.00
North Oaks City Council June 12, 2014	1	1	0.00
North Oaks Planning Commission July 31, 2014	6	6	47.00
North St. Paul City Council August 19, 2014	1	1	14.00

North St. Paul City Council July 15, 2014	7	6	15.50
NSAC NSCC Joint Meeting April 3, 2014	1	1	264.00
NSAC NSCC Joint Meeting July 31, 2014	110	84	307.74
NSAC NSCC Joint Meeting June 5, 2014	1	1	12.00
NSAC NSCC Joint Meeting May 15, 2014	1	1	0.00
Ramsey / Washington Suburban Cable Commission May 9, 2013	5	4	39.00
Roseville City Council August 11, 2014	32	28	142.29
Roseville City Council August 18, 2014	30	23	108.67
Roseville City Council August 25, 2014	9	8	410.33
Roseville City Council December 9, 2013	2	2	0.00
Roseville City Council February 24, 2014	1	1	0.00
Roseville City Council July 21, 2014	9	8	64.50
Roseville City Council June 9, 2014	1	1	88.00
Roseville City Council November 18, 2013	1	1	0.00
Roseville City Council November 25, 2013	2	1	20.00
Roseville City Council Special Meetings May 22, 2014	1	1	0.00
Roseville Community Engagement Commission August 14, 2014	6	5	259.33
Roseville Community Engagement Commission July 10, 2014	9	9	69.67
Roseville Community Engagement Commission June 12, 2014	2	2	342.50
Roseville Community Engagement Commission May 8, 2014	1	1	0.00
Roseville Ethics Commission August 11, 2014	5	4	515.75
Roseville Ethics Commission August 13, 2014	3	3	282.67
Roseville Ethics Commission August 14, 2013	3	2	135.33
Roseville Ethics Commission May 14, 2014	7	2	310.17
Roseville Ethics Commission May 8, 2013	5	2	12.80
Roseville Ethics Commission November 13, 2013	3	2	99.33
Roseville Ethics Training April 9, 2014	3	3	61.00
Roseville Finance Commission August 21, 2014	4	3	54.33
Roseville Finance Commission July 8, 2014	3	3	299.00
Roseville Finance Commission June 10, 2014	2	2	73.00
Roseville Finance Commission May 13, 2014	3	3	44.33
Roseville Housing & Redevelopment Authority August 19, 2014	10	9	87.00
Roseville Housing & Redevelopment Authority July 28, 2014	9	8	199.20
Roseville Human Rights Commission April 16, 2014	2	2	95.50
Roseville Human Rights Commission August 20, 2014	7	5	241.00
Roseville Human Rights Commission February 19, 2014	1	1	149.00
Roseville Human Rights Commission January 15, 2014	1	1	34.00
Roseville Human Rights Commission June 18, 2014	2	2	80.00
Roseville Human Rights Commission June 19, 2013	1	1	307.00
Roseville Human Rights Commission March 28, 2014	2	2	62.50
Roseville Human Rights Commission May 15, 2013	1	1	47.00
Roseville Human Rights Commission May 21, 2014	3	3	130.00
Roseville Parks & Recreation Commission August 5, 2014	10	8	145.50
Roseville Parks & Recreation Commission June 3, 2014	1	1	0.00
Roseville Planning Commission August 6, 2014	23	20	270.07
Roseville Planning Commission July 9, 2014	1	1	49.00
Roseville Public Works & Transportation August 26, 2014	3	2	24.33

Roseville Public Works & Transportation July 22, 2014	2	2	206.00
Roseville Variance Board July 9, 2014	1	1	8.00
Shoreview City Council August 18, 2014	28	25	123.86
Shoreview City Council August 4, 2014	13	13	344.75
Shoreview City Council July 21, 2014	6	5	223.75
Shoreview City Council July 7, 2014	1	1	12.00
Shoreview City Council June 16, 2014	2	2	0.00
Shoreview City Council May 19, 2014	3	3	532.50
Shoreview Planning Commission August 26, 2014	2	1	9.50
Shoreview Planning Commission July 22, 2014	2	2	359.00
Shoreview Planning Commission June 24, 2014	1	1	17.00
Shoreview Planning Commission May 27, 2014	1	1	39.00
St. Anthony / NB ISD School Board August 6, 2014	11	9	51.17
St. Anthony / NB ISD School Board June 3, 2014	1	1	49.00
St. Anthony / NB ISD School Board May 7, 2013	1	1	0.00
St. Anthony City Council August 12, 2014	12	9	318.83
St. Anthony City Council August 26, 2014	1	1	272.00
St. Anthony City Council July 22, 2014	3	3	52.00
St. Anthony City Council July 8, 2014	3	3	61.00

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North Suburban Access Corporation

2014 Financial Report Summary
For the Seven Months Ending July 31, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	948.85	a.	6,012.46	(0.43)	7,800.00	14,000.00
Cable Company Grants	369,072.28		1,107,216.84	(0.75)	1,107,217.50	1,476,290.00
Interest Income	261.10		1,529.00	(0.51)	1,610.00	3,000.00
Reimburs/WEBstream	0.00		15,441.46	(0.51)	15,000.00	30,000.00
Earned Income	9,239.04		42,085.47	(0.77)	27,000.00	55,000.00
Donations	0.00		0.00	0.00	0.00	1,000.00
Total Revenues	379,521.27		1,172,285.23	(0.74)	1,158,627.50	1,579,290.00
Expenses Summary						
Personnel Services	67,426.55		468,299.15	0.54	485,137.00	862,902.00
Operating Expenses	37,128.12		330,270.02	0.61	357,257.65	543,350.00
Capital Expenses	8,478.81		43,486.28	0.37	72,500.00	116,949.00
Total Expenses	113,033.48		842,055.45	0.55	914,894.65	1,523,201.00
Net	\$ 266,487.79		\$ 330,229.78	(5.89)	243,732.85	56,089.00

North Suburban Access Corporation

2014 Detail Financial Report

For the Seven Months Ending July 31, 2014

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	48,344.53	321,463.48	0.54	328,650.00	590,000.00
Part Time Salaries	5,154.25	43,839.60	0.61	39,500.00	72,000.00
FICA	3,893.17	28,994.08	0.55	30,152.00	52,252.00
Retirement	2,128.47	15,103.07	0.57	15,490.00	26,550.00
Unemployment	266.55	2,858.02	0.62	2,800.00	4,600.00
Workers Comp	269.73	1,773.33	0.59	1,750.00	3,000.00
Health/Life Insurance	7,369.85	54,267.57	0.47	66,795.00	114,500.00
Total Personal Services	67,426.55	468,299.15	0.54	485,137.00	862,902.00
Operating Expenses					
General					
Printing	0.00	543.42	0.22	1,600.00	2,500.00
Publications	0.00	105.56	0.21	350.00	500.00
Memberships	0.00	7,956.00	0.57	8,500.00	14,000.00
Entries Fees	0.00	2,453.00	0.61	3,850.00	4,000.00
Video Programming	0.00	0.00	0.00	150.00	150.00
Total General	0.00	11,057.98	0.52	14,450.00	21,150.00
Supplies					
Office Supplies	369.73	6,271.66	0.84	5,950.00	7,500.00
Video Supplies	866.18	11,581.71	0.48	17,600.00	24,000.00
Software Supplies	1,918.46	b. 8,533.59	0.25	19,715.00	33,800.00
Volunteer Supplies	240.12	c. 6,936.66	0.50	11,550.00	14,000.00
Total Supplies	3,394.49	33,323.62	0.42	54,815.00	79,300.00

b. Software Supplies -- Includes software upgrade for Cisco switch

c. Volunteer Supplies -- Crew food (parades and festivals)

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	1,844.84	0.41	2,000.00	4,500.00
Video Equipment	1,581.09	12,500.66	0.83	11,900.00	15,000.00
Van Operations	362.14	3,819.24	0.20	10,300.00	19,000.00
Building Janitorial	5,563.15	43,080.10	0.70	36,050.00	61,500.00
Total Maintenance	7,506.38	61,244.84	0.61	60,250.00	100,000.00
Travel					
Conferences	3,156.25 d.	5,676.17	0.44	11,550.00	13,000.00
Mileage & Meals	203.26	2,206.98	0.63	2,050.00	3,500.00
Total Travel	3,359.51	7,883.15	0.48	13,600.00	16,500.00
Tuition & Training					
Tuition & Training	310.00 e.	1,682.95	0.56	1,750.00	3,000.00
	310.00	1,682.95	0.56	1,750.00	3,000.00
Utilities					
Utilities	2,766.05	16,350.86	0.55	17,500.00	30,000.00
	2,766.05	16,350.86	0.55	17,500.00	30,000.00
Leases					
Rent	6,785.60	47,499.20	0.58	47,541.65	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	50,454.20	0.59	50,791.65	85,000.00

d. Conferences -- Alliance for Community Media

e. Tuition & Training -- On-line IT training courses; wellness program reimbursements

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	2,550.00	6,550.00	0.96	6,800.00	6,800.00
Sales Tax	1,166.47	6,010.43	0.40	8,750.00	15,000.00
Payroll	262.43	2,339.44	0.58	2,576.00	4,000.00
Insurance	769.80	5,720.91	0.67	4,850.00	8,500.00
Legal	0.00	55,021.21	1.10	34,000.00	50,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Producers/Trainers	2,519.25	11,771.75	0.52	13,900.00	22,500.00
Intrnet Connect	1,000.00	7,000.00	0.56	7,350.00	12,600.00
Miscellaneous	828.72 f.	36,345.49	0.73	39,000.00	50,000.00
Total Contractual	9,096.67	130,759.23	0.77	117,226.00	169,400.00
Communications					
Postage	141.62	2,113.97	0.38	3,000.00	5,500.00
Telephone	619.20	5,910.13	0.44	7,875.00	13,500.00
Advertising & Promotion	3,123.60 g.	9,129.59	0.51	14,000.00	18,000.00
Total Communications	3,884.42	17,153.69	0.46	24,875.00	37,000.00
Recruiting					
Recruiting	25.00 h.	359.50	0.18	2,000.00	2,000.00
Total Operating	37,128.12	330,270.02	0.61	357,257.65	543,350.00

f. Misc. Contractual -- Roseville IT services; bank fees; Dish & Livestream fees

g. Advertising/Promotion -- Includes ads for parade and festival programming

h. Recruiting -- Craigslist ad for interns

	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	38,700.00	79,149.00
Office Equipment	8,478.81	i. 29,453.90	1.06	23,800.00	27,800.00
Total Capital	8,478.81	43,486.28	0.37	72,500.00	116,949.00
Total Expenses	113,033.48	842,055.45	0.55	914,894.65	1,523,201.00
Net	\$ 266,487.79	\$ 330,229.78	(5.89)	243,732.85	56,089.00

i. Office Equipment -- Staff computer workstations

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