

A G E N D A

**BUENA PARK CABLE FOUNDATION
SEPTEMBER 10, 2013
3:00 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

ROLL CALL:
PRESIDENT STEVE BERRY
VICE PRESIDENT ART BROWN
DIRECTOR GRANT BARNET
DIRECTOR JIM BASS
DIRECTOR DON HARBERT
DIRECTOR BARON NIGHT
DIRECTOR MILLER OH
DIRECTOR FRED SMITH
DIRECTOR BETH SWIFT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of June 11, 2013
2. Resolutions approving claims and demands

RECOMMENDED ACTION

**Approve
Approve**

UNFINISHED BUSINESS:

3. Public Access Channel 95
Report by Aaron France

Discussion

NEW BUSINESS:

4. Review Scholarship Program
Report by Myrna Holmquist
5. 2014 Director's Meeting Schedule
Report by Aaron France

Discussion

CITY GOVERNMENT ACCESS REPORT:

6. Report by Myrna Holmquist

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, January 14, 2014 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
June 11, 2013**

Vice President Art Brown called the Buena Park Cable Foundation Meeting of June 11, 2013 to order at 4:02 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

PRESENT: Barnet, Bass, Brown, Night, Oh, Smith and Swift.

ABSENT: Berry and Harbert

ALSO PRESENT:

Myrna Holmquist, Communications and Marketing Manager, Aaron France, Asst. to the City Manager and Marsha Cook, Executive Assistant.

PLEDGE OF ALLEGIANCE

Director Baron Night led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES OF MAY 14, 2013

Motion to APPROVE: Barnet/Smith
Ayes: Brown, Barnet, Bass, Night, Oh, Smith and Swift
Noes: None
Absent: Berry and Harbert

RESOLUTION APPROVING CLAIMS AND DEMANDS

Motion to APPROVE: Barnet/Smith
Ayes: Brown, Barnet, Bass, Night, Oh, Smith and Swift
Noes: None
Absent: Berry and Harbert.

CITY GOVERNMENT ACCESS REPORT

Myrna Holmquist reported that ending the year, the current programming on BPTV includes the 2013 Summer Concert Series, City Hall Open House, Adopt-a-Pet, Senior Classes and Activities at the Senior Center, Buena Park Youth Theater's production of Guys and Dolls, 2013 Memorial Day event, the Police Appreciation Luncheon and the Ministerial Series. Also in production at Buena Park High School is a highlight on the Future Farmers of America Ag program.

Ms. Holmquist advised the Directors that in May BPTV was the recipient of a 3rd Place Award from SCAN NATOA for Video Programming. It is the third time in four years that BPTV has won in this category (budgets of \$400,000 and under).

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June 11, 2013

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Additionally, she thanked the Scholarship Committee members for their participation in interviewing and selecting candidates to receive the 2013 Scholarship Awards.

Motion to ADD URGENCY ITEM TO AGENDA: Night/Brown

Ayes: Brown, Barnet, Bass, Night, Oh, Smith and Swift

Noes: None

Absent: Berry and Harbert

AWARD OF COMMUNICATIONS SCHOLARSHIPS

Vice Chairman Art Brown reported that 3 candidates were interviewed by the committee. Myrna Holmquist announced the names of the recipients; Mandi Ortiz, Brittany Soto and Keith Yoder.

In response to a question by Director Grant Barnet, Vice Chairman Brown requested that criteria for the Communications Scholarships be provided to each Director and that a sub-committee meet (Beth Swift, Grant Barnet, Art Brown and Baron Night) to discuss the current requirements before September and make a recommendation to the Foundation members for consideration at their next meeting.

UNFINISHED BUSINESS:

PUBLIC ACCESS CHANNEL 95

Aaron France reported that legal counsel determined the Cable Foundation would still have a roll if public access were to go away, but there would need to be some revisions to the Articles of Incorporation.

Mr. France asked the members if they still wanted to consider providing public access for the community. He added that Time Warner reported there were only two producers in Buena Park that used the Anaheim studio, which closed in May 2012. He reminded members that the cost to set up the infrastructure to provide public access would be around \$30,000 in capital outlay, not including staff support. Time Warner relayed that there are now alternative ways for producers to get their messages out to the public through various other sources.

In response to comments by Director Beth Swift about a kid's program she attended at Dysinger School which she thought would have made a good program for BPTV, Baron Night suggested contacting the schools in Buena Park to ask for notification of their programs that could be filmed and broadcast by BPTV to the residents.

Vice Chairman Brown suggested bringing this item back on another agenda for discussion.

NEW BUSINESS:

ADOPTON OF THE 2013-2014 BUDGET

Aaron France reviewed the 2013-2014 budget, noting an increase in the programming budget for an increase in the Ministerial Series from 4 programs at \$1,100 to 8 programs at \$2,200, and an increase in Miscellaneous Expenditures from \$500 to \$1,000 to include an Internship Program.

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In response to a question by Director Barnet regarding available funding for community awareness programs for new organizations and events like Sister Cities, Myrna Holmquist advised that there is usually a surplus left in the production budget every year for new programs, and often the elimination or replacement of various other programs during the year creates opportunities as well.

Director Night reminded members that there is still an opportunity with the Buena Park High School production studio in the future.

Motion to ADOPT the 2013-2014 Budget: Smith/Barnet

Ayes: Brown, Barnet, Bass, Night, Oh, Smith and Swift

Noes: None

Absent: Berry and Harbert

PUBLIC COMMENT (Non-agenda Items):

Paul Carroll stressed the importance of keeping the public access channel, noting various organizations that use it. He added that there is also some interest in re-opening the Buena Park studio and in check-out opportunities for public access equipment rental.

ANNOUNCEMENTS:

Myrna Holmquist reminded members that the Scholarships would be awarded during the evening Council meeting and invited those who were not City Council Members to attend.

Vice President Brown explained the way the scholarship money was split between the 3 candidates, with the highest amount going specifically to a Communications Major.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:34 p.m. The next meeting is scheduled for September 10, 2013 at 3:00 p.m.

ATTEST:

Marsha Cook, Exec. Asst.

Art Brown, Vice President

**CITY OF BUENA PARK FOUNDATION
CHECK REGISTER
For FY 2013-2014**

Date	Vendor	Description	Invoice #	Check #	Amount
7/10/13	Cloud Productions	Crime Watch July Episodes 1 & 2	9647	6374	1,400.00
7/17/13	Jane Cameron	July Crime Watch Episodes 1 & 2	B1314-0703	6375	400.00
7/17/13	Vista Media Services	BP Today Summer 2013	292-13	6376	850.00
7/26/13	Cloud Productions	New Crime Watch Opening	9648	6378	280.00
7/26/13	Voided Check	Voided Check	Voided Check	6379	-
7/26/13	Cirene Mercado	YT Summer Sports Camp & Titanic/Bodies Expo, Taste of West Orange County & Table Top Business Expo	0116	6380	400.00
7/29/13	Time Warner	Cable Service For August	Aug-13	6381	78.52
7/29/13	Vista Media Services	Civic Theater Summer - 2013 Andrews Brothers, WOCRCC Taste of WOC	293-13/294-13	6382	1,700.00
8/13/13	Cloud Productions	Crime Watch August Episodes 1 & 2, P-Nut Baseball, Council Meetings 7/09/13 & 7/23/13	6383	6383	2,690.00
8/13/13	Gretchen Morales	Marketing Assistance BP TV for July 2013	073113	6384	261.12
8/13/13	Vista Media Services	Inside BP-New Tourist Attraction, Adopt-A-Pet Show 23	295-13/296-13	6385	1,700.00
8/13/13	Jane Cameron	August Crime Watch Episodes 1 & 2	B1213-0729	6386	400.00
8/26/13	Vista Media Services	Senior Activity Center Ribbon Cutting, Silverado Days Promotion 2013	297-13/298-13	6388	1,700.00
				Total July Thru August	11,859.64

**CITY OF BUENA PARK FOUNDATION
CHECK REGISTER
For FY 2012-2013**

Date	Vendor	Description	Invoice #	Check #	Amount
6/3/13	Cloud Productions	Crime Watch June Episodes 1 & 2, Police Appreciation Luncheon, Memorial Day Service 2013	9642	6354	2,950.00
6/3/13	Vista Media Services	BPYT Summer Show - Guys & Dolls	287-13	6355	850.00
6/5/13	Mandolin Ortiz	2013 Communications Scholarship	June-13	6356	2,000.00
6/5/13	Brittany Soto	2013 Communications Scholarship	June-13	6357	1,500.00
6/5/13	Keith Yoder	2013 Communications Scholarship	June-13	6358	1,500.00
6/6/13	Jane Cameron	May Crime Watch Episodes 1 & 2	B1213-0530	6359	400.00
6/12/13	James Bass	Buena Park Cable Foundation Meeting on June 11, 2013	June-13	6360	100.00
6/12/13	Art Brown	Buena Park Cable Foundation Meeting on June 11, 2013	June-13	6361	100.00
6/12/13	Miller Oh	Buena Park Cable Foundation Meeting on June 11, 2013	June-13	6362	100.00
6/12/13	Fred Smith	Buena Park Cable Foundation Meeting on June 11, 2013	June-13	6363	100.00
6/12/13	Cloud Productions	The Way Fellowship Church Service, Council Meetings 5/14/13 & 5/28/13 CG Update/Meet with Engineer to Troubleshoot	9643	6364	795.00
6/12/13	Gretchen Morales	Marketing Assistance BP TV for May 2013	053113	6365	261.12
6/12/13	Time Warner	Cable Service For June	June-13	6366	78.52
6/12/13	Vista Media Services	Summer Concert Series	288-13	6367	850.00
6/26/13	Cirene Mercado	Field Reporting for BPTV FFA Agricultural Program for BP High School	0115	6368	200.00
6/26/13	Vista Media Services	BP High School FFA Program, Adopt-A-Pet Show #22	289-13/290-13	6369	1,700.00
6/26/13	Time Warner	Cable Service For July	July-13	6370	78.52
7/10/13	Cloud Productions	Council Meetings 6/11/13 & 6/25/13, Loading and Scheduling Senator Huff Video, Crime Watch	9646	6371	440.00
7/10/13	Gretchen Morales	Marketing Assistance BP TV for June 2013	063013	6372	261.12
7/10/13	Vista Media Services	Summer Aquatics Program	291-13	6373	850.00
7/26/13	City of Buena Park	Reimburse City for SCAN NATOA Entry Fee Paid With City Credit Card	361206	6377	40.00
8/26/13	City of Buena Park	Accounting and Staff Services for FY 12-13	Aug-13	6387	13,000.00
Total June 1st Thru Year End					28,154.28

BUENA PARK FOUNDATION
Income Statement
August 31, 2013

REVENUES

3410 Investment Income	\$ 100.00	0.81	\$ (99.19)	\$ 51.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	110,000.00	-	(110,000.00)	112,634.08
Total Revenues	\$ 110,100.00	\$ 0.81	\$(110,099.19)	\$ 112,685.37

EXPENDITURES

5214 Taxes and Fees	100.00	-	100.00	81.00
5219 Time Warner Video Services	1,000.00	78.52	921.48	761.37
5220 Government Access/City	69,950.00	11,341.12	58,608.88	66,323.36
5221 Government Access/Council	6,000.00	440.00	5,560.00	4,640.00
5223 Ministerial Series	2,200.00	-	2,200.00	275.00
5225 Member Salaries	3,000.00	-	3,000.00	2,800.00
5227 Miscellaneous Expenses	1,000.00	-	1,000.00	9.63
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,540.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	250.00	-	250.00	209.72
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	-	200.00	160.00
5430 Postage	100.00	-	100.00	81.34
5840 Capital Outlay	2,000.00	-	2,000.00	-
Total Expenditures	107,550.00	11,859.64	95,690.36	94,881.42
Revenues Over (Under) Expenditures	2,550.00	(11,858.83)	14,408.83	17,803.95
Fund Balance, Beginning of Period	75,327.81	75,327.81	-	57,523.86
Fund Balance, End of Period	\$ 77,877.81	\$ 63,468.98	\$ 14,408.83	75,327.81

BUENA PARK FOUNDATION
Income Statement
July 31, 2013

REVENUES

	Current Year			Prior Year
	Budget	Actual Period Ending July 31, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2013
3410 Investment Income	\$ 100.00	0.41	\$ (99.59)	\$ 51.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	110,000.00	-	(110,000.00)	112,634.08
Total Revenues	\$ 110,100.00	\$ 0.41	\$(110,099.59)	\$ 112,685.37

EXPENDITURES

5214 Taxes and Fees	100.00	-	100.00	81.00
5219 Time Warner Video Services	1,000.00	78.52	921.48	761.37
5220 Government Access/City	69,950.00	5,030.00	64,920.00	66,323.36
5221 Government Access/Council	6,000.00	-	6,000.00	4,640.00
5223 Ministerial Series	2,200.00	-	2,200.00	275.00
5225 Member Salaries	3,000.00	-	3,000.00	2,800.00
5227 Miscellaneous Expenses	1,000.00	-	1,000.00	9.63
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,540.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	250.00	-	250.00	209.72
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	-	200.00	160.00
5430 Postage	100.00	-	100.00	81.34
5840 Capital Outlay	2,000.00	-	2,000.00	-
Total Expenditures	107,550.00	5,108.52	102,441.48	94,881.42
Revenues Over (Under) Expenditures	2,550.00	(5,108.11)	7,658.11	17,803.95
Fund Balance, Beginning of Period	75,327.81	75,327.81	-	57,523.86
Fund Balance, End of Period	\$ 77,877.81	\$ 70,219.70	\$ 7,658.11	75,327.81

BUENA PARK FOUNDATION
Income Statement
June 30, 2013

	Current Year			Prior Year
	Budget	Actual Period Ending June 30, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<u>REVENUES</u>				
3410 Investment Income	\$ 100.00	51.29	\$ (48.71)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	112,634.08	17,634.08	104,937.23
Total Revenues	\$ 95,100.00	\$ 112,685.37	\$ 17,585.37	\$ 105,001.49
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	81.00	19.00	36.00
5219 Time Warner Video Services	1,200.00	761.37	438.63	901.54
5220 Government Access/City	69,950.00	66,323.36	3,626.64	70,418.51
5221 Government Access/Council	7,200.00	4,640.00	2,560.00	4,280.00
5223 Ministerial Series	1,100.00	275.00	825.00	-
5225 Member Salaries	3,000.00	2,800.00	200.00	2,500.00
5227 Miscellaneous Expenses	500.00	9.63	490.37	349.18
5230 Scholarships	5,000.00	5,000.00	-	5,000.00
5240 Professional Services	1,800.00	1,540.00	260.00	1,500.00
5245 Accounting/Staff Services	13,000.00	13,000.00	-	12,924.27
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5410 Stationery/Supplies	250.00	209.72	40.28	113.90
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	160.00	40.00	50.00
5430 Postage	100.00	81.34	18.66	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
Total Expenditures	107,550.00	94,881.42	12,668.58	99,963.65
Revenues Over (Under) Expenditures	(12,450.00)	17,803.95	(30,253.95)	5,037.84
Fund Balance, Beginning of Period	57,523.86	57,523.86	-	52,486.02
Fund Balance, End of Period	\$ 45,073.86	\$ 75,327.81	\$ (30,253.95)	57,523.86

BUENA PARK CABLE FOUNDATION
2014 DIRECTORS' MEETING SCHEDULE

Meeting Time:	3 PM
January 14, 2014	Election of Officers
February 11, 2014	Midyear Budget Review
March 2014	DARK
April 8, 2014	Scholarship Preparation – (Sub-Committee Selection) Budget Preparation – (Sub-Committee Selection)
May 13, 2014	Budget Presentation
June 10, 2014	2013-14 Budget Adoption
July 2014	DARK
August 2014	DARK
September 9, 2014	General/Review Scholarship Program
October 2014	DARK
November 2014	DARK
December 2014	DARK