

# **A G E N D A**

**BUENA PARK CABLE FOUNDATION**  
**May 11, 2021**  
**2:30 p.m.**  
**Council Chambers**  
**6650 Beach Boulevard, Buena Park**

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## **CALL TO ORDER**

**ROLL CALL:**

**PRESIDENT DON HARBERT**  
**VICE PRESIDENT SUNNY PARK**  
**TREASURER CONNOR TRAUT**  
**SECRETARY BARON NIGHT**  
**DIRECTOR GRANT BARNET**  
**DIRECTOR BETH SWIFT**  
**DIRECTOR SUSAN SONNE**  
**DIRECTOR ART BROWN**

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENTS (Agenda Items):**

## **CONSENT CALENDAR:**

## **RECOMMENDED ACTION**

- |  |                |
|--|----------------|
| 1. Minutes of April 13, 2021 (Attached)                | <b>Approve</b> |
| 2. Resolutions approving claims and demands (Attached) | <b>Approve</b> |

**UNFINISHED BUSINESS:** None

## **NEW BUSINESS:**

3. Budget Presentation
4. Award of Scholarships
5. Programming Content Discussion
6. Recognition of former Director Jim Bass
7. Advertisement of Vacant Director Position

## **CITY GOVERNMENT ACCESS REPORT:**

8. Report by Joe Hunt

## **PUBLIC COMMENTS (Non-agenda Items):**

## **ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, June 8, 2021, at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
APRIL 13, 2021**

President Don Harbert called the Buena Park Cable Foundation Meeting of April 13, 2021, to order at 2:30 p.m.

**PRESENT:** Night, Park, Swift, Sonne (arrived at 2:35), Traut, Harbert, Brown, Barnet  
**ABSENT:** Bass

**ALSO PRESENT:** Adrian Garcia, Finance Manager; Joe Hunt, Senior Management Analyst; Gina Van Stratten, Marketing Specialist; Jeevani Wijesekera, Accountant; and Johanna Dombo, Executive Assistant (Part-time).

**PLEDGE OF ALLEGIANCE**

Director Barnet led the Pledge of Allegiance.

**PUBLIC COMMENTS (Agenda Items):**

There were no public comments.

**CONSENT CALENDAR:**

1. MINUTES of February 9, 2020, APPROVED.
2. RESOLUTIONS APPROVING CLAIMS AND DEMANDS - APPROVED

**MOTION:** Night/Barnet APPROVE Resolutions Approving Claims and Demands  
**AYES:** Harbert, Park, Traut, Night, Barnet, Swift, Brown  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Bass, Sonne

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

3. Budget Preparation (Sub-Committee Selection)

Director Brown, Director Barnet, Director Night volunteered to serve on this sub-committee.

4. Schedule award of Communication Scholarships

The Board selected the Tuesday, May 25, 2021, City Council meeting to award the scholarships.

**CITY GOVERNMENT ACCESS REPORT**

5. Joe Hunt reported on current and upcoming cable programming.

**PUBLIC COMMENTS (Non-agenda Items):** None

**ANNOUNCEMENTS/DISCUSSION:**

President Harbert announced the resignation of Director Jim Bass. Discussion ensued regarding the resignation of Director Bass and how to recognize him for his service on this Board.

MOTION: Brown/Barnet ACCEPT WITH APPRECIATION Director Bass's resignation.  
AYES: Harbert, Park, Traut, Night, Barnet, Swift, Sonne, Brown  
NOES: None

Discussion: Board would like to update the By-laws. Proposal made by Vice President Park to consider combining Social Media and Cable TV under Buena Park Cable Foundation.

MOTION: Brown/Night APPROVE Review and Amend By-laws and Consult with Attorney regarding the Board's expansion into Social Media.  
AYES: Harbert, Park, Traut, Night, Barnet, Swift, Sonne, Brown  
NOES: None

Staff is directed to survey other cities on how they combine Cable TV with Social Media. Staff is directed to post notice of Board Member vacancy on BP Cable Foundation website and local channel, and include application form (revised as necessary).

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:55 p.m. The next meeting is scheduled May 11, 2020, at 2:30 p.m.

**ATTEST:**

\_\_\_\_\_  
Don Harbert, President

\_\_\_\_\_  
Johanna Dombo, Executive Assistant

**BUENA PARK FOUNDATION**  
**Income Statement**  
**April 30, 2021**

	Current Year			Prior Year
	Budget	Actual Period Ending April 30, 2021	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2020
<b>REVENUES</b>				
3410 Investment Income	\$ 50.00	\$ 6.11	\$ (43.89)	\$ 8.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	52,102.57	(47,897.43)	105,180.10
<b>Total Revenues</b>	<b>\$ 100,050.00</b>	<b>\$ 52,108.68</b>	<b>\$ (47,941.32)</b>	<b>\$ 105,188.39</b>
<b>EXPENDITURES</b>				
5214 Taxes and Fees	100.00	209.15	(109.15)	60.00
5219 Time Warner Video Services	1,200.00	1,085.12	114.88	1,224.04
5220 Government Access/City	55,645.00	41,950.00	13,695.00	57,134.95
5221 Government Access/Council	12,000.00	980.00	11,020.00	7,340.00
5223 Ministerial Series	1,925.00	-	1,925.00	-
5224 Production Grants	-	-	-	-
5225 Member Salaries	4,500.00	2,900.00	1,600.00	3,800.00
5227 Misc Expenses/Add'l Programming	300.00	-	300.00	125.00
5230 Scholarships	10,000.00	-	10,000.00	10,000.00
5240 Professional Services	1,700.00	-	1,700.00	-
5245 Accounting/Staff Services	5,000.00	-	5,000.00	5,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5260 Equipment Replacement Fund	3,500.00	-	3,500.00	-
5410 Stationery/Supplies	275.00	31.45	243.55	263.82
5411 Printing	100.00	-	100.00	-
5420 Books/Dues/Subscriptions	50.00	-	50.00	-
5430 Postage	100.00	55.00	45.00	55.00
5840 Capital Outlay	2,000.00	2,000.00	-	204.00
<b>Total Expenditures</b>	<b>100,395.00</b>	<b>49,210.72</b>	<b>51,184.28</b>	<b>85,206.81</b>
Revenues Over (Under) Expenditures	(345.00)	2,897.96	3,242.96	19,981.58
Fund Balance, Beginning of Period	70,512.78	70,512.78	-	50,531.20
Fund Balance, End of Period	\$ 70,167.78	\$ 73,410.74	\$ 3,242.96	70,512.78

**BUENA PARK FOUNDATION  
CHECK REGISTER  
For FY 2020-21**

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
04/14/21	Voided Chk	Void	N/A	7462	-
04/14/21	Jane Cameron	April 2021 Crimewatch	B2021-0407	7463	200.00
04/27/21	Gretchen Morales	Memorex DVD-R, 50PK DVD-R	Amazon #6152242/Walmart #005182	7464	31.45
04/27/21	Kevin Ohler	Crime Watch April 2021	30821	7465	900.00
04/27/21	Spectrum Business	8448400240026539	00256539040121	7466	109.20
04/27/21	Vista Media Services	St. Pius Svc 3/5, 3/12, 319, City Broadcast 3/9, 3/23, 4/13	698-21, 699-21	7467	1,460.00
04/28/21	Voided Chk	Void	N/A	7468	-
04/28/21	Voided Chk	Void	N/A	7469	-
04/28/21	Grant Barnet	BPCF Meeting 4/13/2021	April 2021	7470	100.00
04/28/21	Art Brown	BPCF Meeting 4/13/2021	April 2021	7471	100.00
04/28/21	Don Harbert	BPCF Meeting 4/13/2021	April 2021	7472	100.00
04/28/21	Baron Night	BPCF Meeting 4/13/2021	April 2021	7473	100.00
04/28/21	Youngsun Park	BPCF Meeting 4/13/2021	April 2021	7474	100.00
04/28/21	Susan Sonne	BPCF Meeting 4/13/2021	April 2021	7475	100.00
04/28/21	Connor Traut	BPCF Meeting 4/13/2021	April 2021	7476	100.00
<b>April</b>				<b>\$</b>	<b>3,400.65</b>

# BP CABLE FOUNDATION BUDGET

	Actual FY 19-20	Proposed FY 21-22	Mid-Year FY 20-21
<b>Administrative Budget</b>			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	60	100	209.15
Stationary & Supplies	264	275	100
Books, Dues & Subscriptions	0	50	0
Postage	55	100	100
Printing	0	100	0
Scholarship Program	10,000	10,000	10,000
Professional Services (Review of Financial Records)	0	1,700	0
Accounting/Staff Services	5,000	5,000	5,000
Director Stipends	3,800	4,500	4,500
Time Warner Video Services	1,224	1,200	1,200
Equipment Maintenance	0	1,500	0
Equipment Replacement Fund	0	2,000	0
Capital Outlay (One-Time Playback Equip Purchase)	204	1,000	2,000
Professional Services (Review of Bylaws)	0	3,000	0
<b>Total Administrative Budget</b>	<b>\$20,607</b>	<b>\$30,525</b>	<b>\$23,109</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3	\$57,135	\$55,645	\$55,645
City Council/Planning Commission Meetings	7,340	12,000	10,000
Ministerial Series	0	1,925	1,000
Miscellaneous Expenditures/Add'l Programming	125	300	150
<b>Total Programming Budget</b>	<b>\$64,600</b>	<b>\$69,870</b>	<b>\$66,795</b>
<b>TOTAL BUDGET</b>	<b>\$85,207</b>	<b>\$100,395</b>	<b>\$89,904</b>



# City of Buena Park Cable Foundation

## Application to Fill Vacant Director Position

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

How long you have lived in Buena Park : \_\_\_\_\_

How long you have worked in Buena Park: \_\_\_\_\_

Briefly state why you wish to serve as a director of the Buena Park Cable Foundation and describe your qualifications. Be specific. (Use additional paper, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please list two references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Disclaimer and Signature

*I understand that any information on this form may be verified. I consent to the release of information in this application to interested parties.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_