

A G E N D A

**BUENA PARK CABLE FOUNDATION
JANUARY 12, 2021
2:30 p.m.
COMMUNITY CENTER – MAIN BALLROOM
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

ROLL CALL: DIRECTOR GRANT BARNET
 DIRECTOR JIM BASS
 DIRECTOR BARON NIGHT
 DIRECTOR SUNNY PARK
 DIRECTOR BETH SWIFT
 DIRECTOR SUSAN SONNE
 DIRECTOR CONNOR TRAUT
 VICE PRESIDENT DON HARBERT
 PRESIDENT ART BROWN

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

RECOMMENDED ACTION

- | | |
|---|----------------|
| 1. REVISED Minutes of June 9, 2020 | Approve |
| 2. Minutes of September 8, 2020 | Approve |
| 3. Resolutions approving claims and demands | Approve |

UNFINISHED BUSINESS:

NEW BUSINESS:

4. Election of Officers
5. Scholarship Preparation (Sub-Committee Selection)
- 6.

CITY GOVERNMENT ACCESS REPORT:

7. Report by Aaron France

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, February 9, 2021, at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION
REVISED MINUTES OF MEETING
VIA CONFERENCE CALL – COVID-19 PROTOCOL
June 9, 2020**

President Art Brown called the Buena Park Cable Foundation Meeting of June 9, 2020, to order at 2:35 p.m. via conference call.

PRESENT: Barnet, Bass, Night, Park, Smith, Swift, Traut, Harbert, Brown
ABSENT: None

ALSO PRESENT: Aaron France, Assistant City Manager, Adrian Garcia, Finance Manager, and Lana Ardaiz, Senior Administrative Assistant

PLEDGE OF ALLEGIANCE

Aaron France led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES of May 12, 2020 were approved.

RESOLUTIONS APPROVING CLAIMS AND DEMANDS

MOTION: Night/Harbert APPROVES the Consent Calendar.
AYES: Night, Harbert, Barnet, Bass, Park, Smith, Swift, Traut, Brown
NOES: None
ABSTAIN: None
ABSENT: None

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

REVIEW OF BPTV PROGRAM SCHEDULE

Discussion ensued regarding the Programming and Playback schedule and recommendations from the Programming Sub-Committee (President Art Brown, Board Member Don Harbert, Board Member Baron Night, and Board Member Sunny Park). Board members were in support of continuing Crimewatch: What's New in Two; and, promotional videos in 15-minute increments. The Foundation also expressed interest in exploring the use of other videographers, including the Buena Park High School digital media department.

MOTION: Smith/Harbert APPROVES the Programming and Playback schedule.
AYES: Smith, Harbert, Barnet, Bass, Night, Park, Swift, Traut, Brown
NOES: None
ABSTAIN: None
ABSENT: None

FY 20-21 BUDGET ADOPTION

Aaron France presented, reviewed and discussed the proposed budget for FY 20-21, noting that very minor changes were made to the budget.

MOTION: Smith/Brown APPROVES the Budget Adoption.
AYES: Smith, Brown, Barnet, Bass, Night, Park, Smith, Swift, Traut
NOES: None
ABSTAIN: None
ABSENT: None

CITY GOVERNMENT ACCESS REPORT

Aaron France discussed the current playlist on BPTV. These include a senior fitness video; Covid-19 PSA; the Buena Park Library products; and the broadcast of various church services.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS:

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:05 p.m. The next meeting is scheduled for September 8, 2020, at 2:30 p.m., and will be an in-person meeting in the Buena Park Council Chamber.

ATTEST:

Lana Ardaiz, Senior Administrative Assistant

Art Brown, President

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
SEPTEMBER 8, 2020, 2:30 P.M.
COUNCIL CHAMBER**

President Art Brown called the Buena Park Cable Foundation Meeting of September 8, 2020, to order at 2:31 p.m.

PRESENT: Barnet, Bass, Night, Park, Smith, Swift, Traut, Harbert, Brown
ABSENT: None

ALSO PRESENT: Aaron France, Interim City Manager; Gina Van Stratten, Marketing Specialist; Joe Hunt, Senior Management Analyst; and Johanna Dombo, Executive Assistant.

PLEDGE OF ALLEGIANCE

Connor Traut led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES of June 9, 2020 - Not approved. Revised Minutes to be presented at the January 12, 2021, meeting.

RESOLUTIONS APPROVING CLAIMS AND DEMANDS

MOTION: Night/Harbert APPROVES the Consent Calendar.
AYES: Night, Harbert, Barnet, Bass, Park, Smith, Swift, Traut, Brown
NOES: None
ABSTAIN: None
ABSENT: None

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

GENERAL REVIEW OF SCHOLARSHIP PROGRAM

Aaron France provided a review of the current Scholarship Program and asked for any changes from the Board.

MOTION: Harbert/Traut NO CHANGES TO SCHOLARSHIP PROGRAM.
AYES: Night, Harbert, Barnet, Bass, Park, Smith, Traut, Brown
NOES: None
ABSTAIN: None
ABSENT: Swift

STAFF TRANSITION

Aaron France introduced to the Board Gina Van Stratten, Marketing Specialist, and Joe Hunt, Senior Management Analyst. – RECEIVE AND FILE.

2021 BPCF DIRECTOR’S MEETING SCHEDULE – RECEIVE AND FILE

CAPITAL PROJECT UPGRADE

Aaron France discussed the \$70,000 budget surplus and the need to upgrade the Council Chamber cameras. These cameras have not been upgraded since originally installed in 2003. Because of the higher definition televisions used now, the old cameras are unable to provide good quality images. The new cameras will be installed in the same location as the cameras currently in use.

- MOTION: Smith/Barnet - APPROVES moving forward with new cameras..
- AYES: Smith, Brown, Barnet, Bass, Night, Park, Smith, Swift, Traut
- NOES: None
- ABSTAIN: None
- ABSENT: None

CITY GOVERNMENT ACCESS REPORT

Aaron France discussed the current playlist on BPTV. These include a senior fitness video; census videos; Covid-19 PSA; the Buena Park Library products; and the broadcast of various church services.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS:

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:46 p.m. The next meeting is scheduled for January 12, 2021, at 2:30 p.m., and will be an in-person meeting in the Buena Park Council Chamber.

ATTEST:

Johanna Dombo, Executive Assistant (Part-time)

Art Brown, President

BUENA PARK FOUNDATION
Income Statement
December 31, 2020

	Current Year			Prior Year
	Budget	Actual Period Ending December 31, 2020	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2020
<u>REVENUES</u>				
3410 Investment Income	\$ 50.00	\$ 3.27	\$ (46.73)	\$ 8.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	24,798.12	(75,201.88)	105,180.10
Total Revenues	\$ 100,050.00	\$ 24,801.39	\$ (75,248.61)	\$ 105,188.39
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	179.90	(79.90)	60.00
5219 Time Warner Video Services	1,200.00	648.28	551.72	1,224.04
5220 Government Access/City	55,645.00	31,740.00	23,905.00	57,134.95
5221 Government Access/Council	12,000.00	-	12,000.00	7,340.00
5223 Ministerial Series	1,925.00	-	1,925.00	-
5224 Production Grants	-	-	-	-
5225 Member Salaries	4,500.00	800.00	3,700.00	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	-	275.00	263.82
5411 Printing	100.00	-	100.00	-
5420 Books/Dues/Subscriptions	50.00	-	50.00	-
5430 Postage	100.00	-	100.00	55.00
5840 Capital Outlay	2,000.00	-	2,000.00	204.00
Total Expenditures	100,395.00	33,368.18	67,026.82	85,206.81
Revenues Over (Under) Expenditures	(345.00)	(8,566.79)	(8,221.79)	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	\$ 61,945.99	\$ (8,221.79)	70,512.78

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

Date	Vendor	Description	Invoice #	Check #	Amount
09/02/20	Kevin Ohler	Crime Watch August 2020	080120	7382	900.00
09/02/20	Hannah Thompson	WNIT 8/11, 8/21	002-20	7383	300.00
09/02/20	RYU Ent.	Census-20 Videos	200802	7384	1,400.00
09/02/20	Vista Media Services	City Council 8/25, St. Pius 8/14, 21, 28, WNIT 8/21, 8/28	679-20, 680-20	7385	1,980.00
09/15/20	Spectrum Business	8448400240026539 Sep-20	0026539090120	7386	109.09
10/05/20	Jane Cameron	Sep-20 Crime Watch	B2021-0916	7387	200.00
10/05/20	Kevin Ohler	Sep-20 Crime Watch	091520	7388	900.00
10/05/20	Vista Media Services	Void	Void	7389	-
10/05/20	Vista Media Services	WNIT 09/11, 09/28, St. Pius Church 9/4, 9/9, Council Broadcast 9/8, PL MT Broadcast 9/9, Whitaker/Jaynes 8/10	681-20, 682-20, 683-20	7390	2,800.00
10/08/20	Franchise Tax Board	Form 199 filing fee	Oct-20	7391	-
10/08/20	Registry of Charitable Trusts	Registration renewal fee	Oct-20	7392	-
10/09/20	Spectrum Business	8448400240026539	26539100120	7393	109.09
10/15/20	Grant Barnet	Void	Void	7394	-
10/15/20	Jim Bass	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7395	100.00
10/15/20	Art Brown	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7396	100.00
10/15/20	Don Harbert	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7397	100.00
10/15/20	Baron Night	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7398	100.00
10/15/20	Youngsun Park	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7399	100.00
10/15/20	Fred Smith	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7400	100.00
10/15/20	Beth Swift	BPCF Meeting Sep 8, 2020 (VOIDED)	Sep 8, 2020	7401	-
10/15/20	Connor Traut	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7402	100.00
10/15/20	Grant Barnet	BPCF Meeting Sep 8, 2020	Sep 8, 2020	7403	100.00
10/23/20	Franchise Tax Board	Form 199 filing fee	Oct-20	7404	10.00
10/23/20	Registry of Charitable Trusts	Registration renewal fee	Oct-20	7405	50.00
10/27/20	Kevin Ohler	Crime Watch Sept/Oct-20	100120	7406	900.00
10/27/20	Vista Media Services	WNIT 10/8, 10/22, Voting Awareness, St Pius V Church 9/22, 9/24, 10/2, 10/9, Candidates Forum, Mayo's Show 10/8	684-20, 685-20, 686-20	7407	3,440.00
11/02/20	City of Buena Park	Reimb City for 990PF Filing	E990-30161876	7408	99.90
11/17/20	Voided Chk	Void	N/A	7409	-
11/17/20	Voided Chk	Void	N/A	7410	-
11/17/20	Gretchen Morales	Aug-20, Sep-20, Oct-20 Marketing Assistant	083120, 093020, 103120	7411	825.00
11/17/20	Cira Oropeza	WNIT 08/28, 09/11, Mayor's Show 10/08/20	001-20	7412	400.00
11/17/20	Voided Chk	Void	N/A	7413	-
11/17/20	Spectrum Business	Nov-20	26539110120	7414	109.09
11/24/20	Voided Chk	Void	N/A	7415	-
11/24/20	Jane Cameron	Nov-20 Crime Watch	B2021-1029	7416	200.00
11/24/20	Kevin Ohler	Nov-20 Crime Watch	111020	7417	900.00
11/24/20	Vista Media Services	Council Broadcast/Plan Mtg Broadcast/Candidates Forum	689-20	7418	1,300.00
11/30/20	Vista Media Services	WNIT 11/06, 11/12, 11/18, St. Pius V Svc 10/6, 10/13, 10/16, 10/23, 10/30	687-20, 688-20	7419	2,620.00
12/07/20	Voided Chk	Void	N/A	7420	-
12/07/20	Jane Cameron	Dec-20 Crime Watch	B2021-1124	7421	200.00
12/07/20	Kevin Ohler	Dec-20 Crime Watch	12320	7422	900.00
12/07/20	Cira Oropeza	WNIT 11/06, 11/12, 11/18	002-20	7423	300.00
12/07/20	Vista Media Services	WNIT 11/19, 11/24, 11/27, 12/3, Council Greets 11/30, Tree Lighting Record	690-20, 691-20	7424	3,500.00
12/18/20	Spectrum Business	Dec-20	0026539120120	7425	109.09
12/18/20	Hannah Thompson	WNIT 12/13/20	004-20	7426	200.00
12/18/20	Vista Media Services	City Council 12/8, Plan Mtg 12/9, Special City Council Broadcast 12/15, St. Pius 12/4 & 12/11, WNIT 12/16	692-20, 693-20	7427	1,460.00
				September - December	\$ 27,001.26

BUENA PARK CABLE FOUNDATION

2021 DIRECTORS' MEETING SCHEDULE

MEETING TIME: 2:30 P.M.

January 12, 2021	Election of Officers Scholarship preparation (Sub-Committee Selection)
February 9, 2021	Mid-year Budget Review
March 2021	DARK
April 13, 2021	Budget Preparation (Sub-Committee Selection)
May 11, 2021	Budget Presentation Award of Scholarships
June 8, 2021	2021-2022 Budget Adoption
July 2021	DARK
August 2021	DARK
September 14, 2021	General Review Scholarship Program
October 2021	DARK
November 2021	DARK
December 2021	DARK