

**AGENDA  
BUENA PARK CABLE FOUNDATION  
JUNE 12, 2012  
2:00 p.m.  
COUNCIL CHAMBER  
6650 Beach Boulevard, Buena Park**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR:**

1. Minutes of May 15, 2012
2. Resolutions approving claims and demands

**RECOMMENDED ACTION**

**Approve  
Approve**

**OLD BUSINESS:**

3. Consideration of funding a part-time Coordinator at the BPHS Production Studio  
Report by Director Night
4. Re-establishment of the Ministerial Series  
Report by Director Harbert
5. Adoption of the Fiscal Year 2012-2013 Budget  
Report by Aaron France

**Discussion**

**Discussion**

**Approve**

**NEW BUSINESS:**

6. Communications Scholarship Awards  
Report by Aaron France

**Approve**

**CITY GOVERNMENT ACCESS REPORT:**

7. Report by Aaron France

**ORAL/WRITTEN COMMUNICATION:**

**ADJOURNMENT:** Next meeting tentatively scheduled for Tuesday, September 11, 2012 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
May 15, 2012**

Director Barnett called the Buena Park Cable Foundation Meeting of May 15, 2012 to order at 3:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Bass, Barnett, Berry, Dow, Harbert, Night, Oh, Smith, Swift

ABSENT: None

**ALSO PRESENT:**

Aaron France, Administrative Analyst; Myrna Holmquist, Communications and Marketing Manager; Dennis Varela, Accountant and Marsha Schwartz, Secretary.

**PLEDGE OF ALLEGIANCE**

Director Bass led the Pledge of Allegiance to the flag.

**CONSENT CALENDAR**

**(1) Minutes of March 6, 2012**

**(2) Resolutions approving claims and demands**

Director Barnett asked for clarification about two Adopt-A-Pet #14 programs listed on the check register for both February 23 and April 20, 2012. Aaron France agreed to research the issue and report back to the Directors with an explanation, but he suspected that it was an incorrect repetition of the same episode number.

Motion: Berry/Night moved to approve items 1-2 on the consent calendar.

MOTION CARRIED unanimously.

**OLD BUSINESS:**

- (3) Reaffirming By-Law changes.** Aaron France reviewed the changes to the by-laws discussed at the March 6, 2012 meeting regarding compensation, which will now read: *Section 2.8: "Compensation is set at \$100 per meeting, not to exceed \$1,200 annually per director."* Mr. France further noted that he cleaned up the by-laws to reflect the change in cable franchisee from Adelphia Communications to Time Warner Communications.

Motion: Berry/Harbert moved to approve the changes to the by-laws as discussed.

MOTION CARRIED unanimously.

- (4) 2012-2013 Budget Presentation.** Aaron France reviewed the balances, expenditures and proposals from the Budget Overview and highlighted items in the Administrative Budget. Myrna Holmquist explained the current and proposed Programming Budget items.

Upon inquiry, Director Harbert reported that four pastors were willing to participate in a new Ministerial Series estimated at a cost of \$275 per program. It was noted that the proposed budgeted amount for 2012-2013 is \$1,000 total.

It was the consensus of the members that further discussion of the Ministerial Series would be held until the June 12, 2012 meeting.

Aaron France noted the \$13,000 budgeted amount for accounting and staff services, reaffirming with the Foundation that they wanted to continue to allocate that same amount.

It was the consensus of the members to leave the budget amounts as-is, with the exception of Professional Services which, as decided in committee, would be increased to \$1,800.

Director Night suggested replacing the word "audit" with the word "review" under the Professional Services item.

Aaron France advised that adoption of the 2012-2013 Budget would be scheduled for the Buena Park Cable Foundation meeting of June 12, 2012.

- (5) BPHS Production Studio.** Director Night thanked Paul Carol for his help with the evaluation and cost analysis to re-equip the production studio. He noted that Mr. Coombs, the Principal of Buena Park High School, advised him that ROP will be coming in with a new program for video production and classes, and that the necessary equipment will be provided with grant money. An instructor is currently being recruited to hire within the next 30-60 days. The instructor will make the decision as to whether or not the Foundation can utilize the production studio, with ROP pupils lending their assistance.

Director Night suggested that the Foundation might consider funding a part-time supervisor so that the studio could be utilized after school hours.

It was the consensus of the members to continue further discussion on this item to the June 12, 2012 meeting.

#### **NEW BUSINESS:**

- (6) City Government Access Report.** Myrna Holmquist reported that the current programming on BPTV includes the Spring Buena Park Today Magazine Show, a tour of the new Buena Park Community Center, a tour of two new Buena Park developments with Community Development staff members, the Community Center Grand Opening program, City Council meeting replays, the Orange County Department of Education Spotlight on Davis Magnet School, Inside Buena Park highlighting the Anaheim Resort Transit Grand Opening program, Crime Watch with coverage of the Police Department sponsored rummage sale, the Spring Eggstravaganza, Children's Art Festival, Adopt-a-Pet and the finale of the 100<sup>th</sup> birthday celebration event for Donna Bagley. Additionally, pre-production is beginning for the Police Recognition Luncheon, the Memorial Day Service at Bellis Park, the Summer Concert Series, and the Summer Edition of Buena Park Today.

Ms. Holmquist relayed that she is now working with a project manager for the Granicus project (to create a new archive media page on the Buena Park web site) which should be completed by the September BPCF meeting.

She added that she was pleased to note that there have been four applications submitted for the scholarship program, and interviews will be taking place in the near future. Recipients will be awarded their certificates and checks at the June 12<sup>th</sup> City Council meeting and all Directors are encouraged to attend.

- (7) ORAL COMMUNICATION:** There were no oral communications.

BUENA PARK CABLE FOUNDATION  
May 15, 2012  
PAGE TWO

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:45 p.m. The next meeting is scheduled for June 12, 2012 at 3:00 p.m.

**ATTEST:**

\_\_\_\_\_  
Marsha Schwartz, Secretary

\_\_\_\_\_  
Grant Barnet, President

**CITY OF BUENA PARK FOUNDATION  
CHECK REGISTER  
For FY 2011-2012**

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
5/2/12	Cloud Productions	Inside Buena Park - Anaheim Resort Transportation	9586	6204	850.00
5/7/12	Gretchen Morales	Jan./Feb./March - 2012 Marketing Assistance BP TV	013112/022912/033112	6205	783.36
5/17/12	Voided Check	Voided Check	Voided Check	6206	-
5/17/12	Cloud Productions	Crime Watch in May Episodes 1 & 2 City Council Meetings - 04/10/2012 & 04/24/2012	9589	6207	2,030.00
5/17/12	Cathy Baek Kim	Buena Park Community Center Opening	April-12	6208	200.00
5/17/12	Vista Media Services	Buena Park Community Center Opening Recreation # 23 - Annual Children's Art Festival	240-12/241-12	6209	1,700.00
5/18/12	Jane Cameron	Crime Watch in May Episode 2	B1112-0510	6210	200.00
5/31/12		Reimbursement for Ck. #6186			(377.13)
				<b>Total May</b>	<b><u>5,386.23</u></b>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**May 31, 2012**

	Current Year			Prior Year
	Budget	Actual Period Ending May 31, 2012	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2011
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 150.00	\$ 49.83	\$ (100.17)	\$ 94.50
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	85,000.00	76,951.73	(8,048.27)	94,744.41
<b>Total Revenues</b>	<b>\$ 85,150.00</b>	<b>\$ 77,001.56</b>	<b>\$ (8,148.44)</b>	<b>\$ 94,838.91</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	36.00	64.00	58.00
5219 Time Warner Video Services	1,200.00	600.86	599.14	1,008.64
5220 Government Access/City	70,890.00	58,275.15	12,614.85	67,983.44
5221 Government Access/Council	7,200.00	3,520.00	3,680.00	5,610.00
5223 Ministerial Series	1,000.00	-	1,000.00	-
5225 Member Salaries	5,400.00	1,500.00	3,900.00	3,000.00
5227 Miscellaneous Expenses	500.00	-	500.00	669.87
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,711.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	434.99
5410 Stationery/Supplies	250.00	-	250.00	212.26
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	50.00	150.00	285.00
5430 Postage	100.00	63.80	36.20	47.55
5840 Capital Outlay	2,000.00	1,571.45	428.55	777.53
<b>Total Expenditures</b>	<b>110,590.00</b>	<b>65,617.26</b>	<b>44,972.74</b>	<b>99,798.28</b>
Revenues Over (Under) Expenditures	(25,440.00)	11,384.30	(36,824.30)	(4,959.37)
Fund Balance, Beginning of Period	52,486.02	52,486.02	-	57,445.39
Fund Balance, End of Period	<b>\$ 27,046.02</b>	<b>\$ 63,870.32</b>	<b>\$ (36,824.30)</b>	<b>52,486.02</b>

# BP CABLE FOUNDATION BUDGET

	Actuals FY 10-11	Estimated FY 11-12	Proposed FY 12-13
<b>Administrative Budget</b>			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	58	40	100
Stationary & Supplies	212	100	250
Books, Dues & Subscriptions	285	200	200
Postage	48	65	100
Printing	0	0	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Review of Financial Records)	1,711	1,800	1,800
Accounting/Staff Services	13,000	13,000	13,000
Director Stipends	3,000	2,500	3,000
Time Warner Video Services	1,009	1,000	1,200
Equipment Maintenance	435	0	2,000
Capital Outlay (One-Time Playback Equip Purchase)	778	1,600	2,000
<b>Total Administrative Budget</b>	<b>\$25,536</b>	<b>\$25,305</b>	<b>\$28,800</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$67,983	\$67,935	\$69,950
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	5,610	3,700	7,200
Ministerial Series	0	0	1,100
Miscellaneous Expenditures	670	0	500
<b>Total Programming Budget</b>	<b>\$74,263</b>	<b>\$71,635</b>	<b>\$78,750</b>
<b>TOTAL BUDGET</b>	<b>\$99,799</b>	<b>\$96,940</b>	<b>\$107,550</b>

# GOVT ACCESS PRODUCTION BUDGET

	Actuals FY 10-11	Estimated FY 11-12	Proposed FY 12-13
Productions Expenditures @ \$850 per show	\$64,850	\$63,000	\$65,750
Part-Time Production/Marketing Assistant	3133	3200	3200
Promotional/Marketing Materials	0	1735	1000
Recording Media for Production Taping	0	0	0
<b>TOTAL GOVERNMENT ACCESS BUDGET</b>	<b>\$67,983</b>	<b>\$67,935</b>	<b>\$69,950</b>



## BUDGET OVERVIEW

### **BUENA PARK CABLE FOUNDATION BUDGET BALANCES, EXPENDITURES AND PROPOSALS**

<u>Fiscal Year 2011-2012</u>		<u>Fiscal Year 2012-2013</u>	
Ending Balance 6/30/11	\$52,486	<i>Projected</i> Balance 6/30/12	<b>\$50,746</b>
Income for 12 months (Estimated)	+\$ <u>95,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>95,000</u>
Estimated Expenditures	-\$ <u>96,740</u>	<i>Proposed</i> Expenditures	<b><u>-\$107,550</u></b>
Ending Balance 6/30/12 (Estimated)	<b>\$50,746</b>	<i>Proposed</i> Balance 6/30/13	<b>\$38,196</b>