

AGENDA
BUENA PARK CABLE FOUNDATION
SEPTEMBER 9, 2014
3:00 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of June 10, 2014
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve
Approve

UNFINISHED BUSINESS:

3. Programming Sub-Committee Report
(Barnet, Bass & Night)

NEW BUSINESS:

4. 2015 Director's Meeting Schedule
Report by Aaron France
5. General Review Scholarship Program
Report by Myrna Holmquist

CITY GOVERNMENT ACCESS REPORT:

6. Report by Myrna Holmquist

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, January 13, 2015 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
June 10, 2014**

President Art Brown called the Buena Park Cable Foundation Meeting of May 27, 2014 to order at 2:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Barnet, Bass, Berry, Brown, Night, Smith and Swift (entered at 3:21 PM)
ABSENT: Harbert (excused)

ALSO PRESENT:

Aaron France, Assistant to the City Manager, Myrna Holmquist, Communications & Marketing Manager, Dennis Varela, Accountant and Marsha Cook, Executive Assistant.

PLEDGE OF ALLEGIANCE

Jim Bass led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES OF MAY 27, 2014

MOTION: Berry/Night to APPROVE the minutes.
AYES: Barnet, Bass, Berry, Brown, Night and Smith
NOES: None
ABSENT: Harbert and Swift

RESOLUTION APPROVING CLAIMS AND DEMANDS

MOTION: Berry/Night to APPROVE the claims and demands.
AYES: Barnet, Bass, Berry, Brown, Night and Smith
NOES: None
ABSENT: Harbert and Swift

UNFINISHED BUSINESS

PROPOSAL TO PRODUCE ADDITIONAL HISTORICAL BUILDING PROGRAMS

President Brown suggested combining this item with the New Business (2014-2015 Budget Adoption) item.

NEW BUSINESS

2014-2015 BUDGET ADOPTION

Aaron France distributed supporting budget documentation and reviewed it with the members, highlighting an addition to the Programming Budget for 4 new shows in the Ministerial Series, and 5 additional shows (TBD) for the BPTV Channel 3 Government Access line-up as well as increasing the production stipend to \$900 per show, which increases the 2014-2015 production budget from \$69,950 to \$79,700.

BUENA PARK CABLE FOUNDATION

June 10, 2014

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MOTION: Berry/Night to approve the 2014-2015 Budget
AYES: Barnet, Bass, Berry, Brown, Night, Smith
NOES: None
ABSENT: Harbert and Swift

Grant Barnet relayed that he thought it was a good time to appoint a sub-committee to research developing new shows and analyze information coming in from the community in conjunction with producing any historical shows to be developed for the 5 newly budgeted programs.

Grant Barnet, Jim Bass and Baron Night volunteered to form a Programming Sub-Committee (with Myrna Holmquist to be consulted and informed).

President Art Brown asked that a programming report be presented to the Foundation which would outline specific committee recommendations.

MOTION: Barnet/Night to approve the formation of a Programming Sub-Committee
AYES: Barnet, Bass, Berry, Brown, Night, Smith and Swift
NOES: None
ABSENT: Harbert

CITY GOVERNMENT ACCESS REPORT

Myrna Holmquist reported that programming currently running on BPTV includes the City Hall Open House, the Buena Park Youth Theater's production of Tom Sawyer, the Village Circle H-Mart Opening, Relay for Life Promos, Adopt-a-Pet, a Memorial Day program, the Children's Art Festival, the Police Department's Annual Luncheon, and a Pool and Water Safety program for Summer.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS:

Aaron France announced that the equipment upgrades in the Council Chamber have been completed, with the exception of the monitors which will be installed the next week.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:27 p.m. The next meeting is scheduled for September 9, 2014 at 3:00 p.m.

ATTEST:

Marsha Cook, Exec. Asst.

Art Brown, President

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Amount</u>
6/3/2014	Cathy Baek	Buena Park Today - Spring, H-Mart Ribbon Cutting Ceremony	June-2014	6485	400.00
6/3/2014	Gretchen Morales	Marketing Assistant BP TV for May, Reimburse Staples Supplies (DVD's)	053114, 05/21/14	6486	294.59
6/3/2014	Time Warner	Cable Service for June	June-14	6487	78.52
6/3/2014	Vista Media Services	Buena Park Youth Theatre Production of Tom Sawyer	331-14	6488	850.00
6/4/2014	James Bass	Buena Park Foundation Meeting on May 27, 2014	May 27, 2014	6489	100.00
6/4/2014	Art Brown	Buena Park Foundation Meeting on May 27, 2014	May 27, 2014	6490	100.00
6/4/2014	Fred Smith	Buena Park Foundation Meeting on May 27, 2014	May 27, 2014	6491	100.00
6/4/2014	City of Buena Park	12 Nine Volt Batteries & 24 AA Batteries from City Inventory	Mar-2014	6492	18.92
6/17/2014	Jane Cameron	May Crime Watch #2, June Crime Watch #1	B1314-0603	6493	400.00
6/17/2014	Mark Cloud	June Crime Watch Episode #1, City Council 05/13/14 & 05/22/14	9690	6494	2,650.00
		Police Luncheon 2014, Memorial Day Service 2014			
6/17/2014	Mark Cloud	June Crime Watch Episode #2, Summer Concert 2014	9692	6495	1,550.00
6/17/2014	Vista Media Services	Adopt-A-Pet Show 28	335-13	6496	Voided
6/17/2014	Vista Media Services	Adopt-A-Pet Show 28	335-13	6497	850.00
6/17/2014	James Bass	Buena Park Foundation Meeting on June 10, 2014	June 10, 2014	6498	100.00
6/17/2014	Art Brown	Buena Park Foundation Meeting on June 10, 2014	June 10, 2014	6499	100.00
6/17/2014	Fred Smith	Buena Park Foundation Meeting on June 10, 2014	June 10, 2014	6500	100.00
6/25/2014	Vista Media Services	Buena Park Today - Summer 2014, Inside BP - Calico Train Re-Opening and New Rides at Camp Snoopy	336-14, 337-14	6501	1,700.00
7/11/2014	Cathy Baek	Buena Park Today - Summer, Knott's Calico Mine Re-Opening	June-14	6503	400.00
7/11/2014	City Of Buena Park	Reimburse City for Foundations Part of A/V Equipment Purchase in Council Chambers	June-14	6504	10,000.00
7/11/2014	City Of Buena Park	Reimburse City for Paper Purchased with City Credit Card	May-14	6505	103.91
7/14/2014	Jane Cameron	June Crime Watch #2	B1314-0630	6507	200.00
7/14/2014	Mark Cloud	City Council 06/10/14 & 06/24/14	9694	6508	480.00
7/25/2014	Gretchen Morales	Marketing Assistant BP TV for June	063014	6511	261.12
8/28/2014	City Of Buena Park	Accounting and Staff Services for Fiscal Year 2013-14	Aug-14	6520	13,000.00
				Total For June	<u><u>33,837.06</u></u>

**CITY OF BUENA PARK FOUNDATION
CHECK REGISTER
For FY 2014-2015**

Date	Vendor	Description	Invoice #	Check #	Amount
7/1/2014	Time Warner	Cable Service for July	July-14	6502	80.67
7/11/2014	Vista Media Services	Capital Improvement Projects Overview, Parks Summer Programs 2014	340-14, 341-14	6506	1,700.00
7/14/2014	Jane Cameron	July Crime Watch #1	B1314-0630	6507	200.00
7/14/2014	Mark Cloud	July Crime Watch #1, Buena Park Library Summer 2014	9694	6508	1,650.00
7/24/2014	Mark Cloud	July Crime Watch #2	9698	6509	900.00
7/24/2014	Vista Media Services	Civic Theatre Summer 2014	342-14	6510	900.00
7/25/2014	Gretchen Morales	Marketing Assistant BP TV for July	073114	6511	261.12
8/4/2014	Vista Media Services	Phase 1 Water Conservation Ordinance	343-14	6512	900.00
8/6/2014	Mark Cloud	August Crime Watch #1, City Council 07/08/14 & 07/22/14	9700	6513	1,180.00
8/6/2014	Vista Media Services	Taste of West O.C. Chamber & Tabletop Business Expo	344-14	6514	900.00
8/18/2014	Mark Cloud	August Crime Watch #2	9701	6515	900.00
8/18/2014	Vista Media Services	Inside BP - National Night Out	346-14	6516	900.00
8/21/2014	Mark Cloud	August Crime Watch #1, City Council 07/08/14 & 07/22/14	9700	6517	1,180.00
8/27/2014	Time Warner	Cable Service for September	Sep-14	6518	80.67
8/27/2014	Vista Media Services	Adopt-A-Pet Show #29 - August thru September 2014	347-14	6519	900.00
				Total July Thru August	12,632.46

BUENA PARK FOUNDATION
Income Statement
August 31, 2014

REVENUES

3410 Investment Income	\$ 50.00	0.71	\$ (49.29)	\$ 43.27
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	105,000.00	-	(105,000.00)	107,868.34
Total Revenues	\$ 105,050.00	\$ 0.71	\$(105,049.29)	\$ 107,911.61

EXPENDITURES

5214 Taxes and Fees	100.00	-	100.00	61.00
5219 Time Warner Video Services	1,000.00	161.34	838.66	863.72
5220 Government Access/City	79,700.00	11,911.12	67,788.88	71,331.91
5221 Government Access/Council	6,000.00	560.00	5,440.00	5,605.00
5223 Ministerial Series	3,300.00	-	3,300.00	-
5225 Member Salaries	3,000.00	-	3,000.00	2,500.00
5227 Miscellaneous Expenses	1,000.00	-	1,000.00	40.51
5230 Scholarships	5,000.00	-	5,000.00	4,995.00
5240 Professional Services	1,600.00	-	1,600.00	1,449.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	2,000.00
5410 Stationery/Supplies	250.00	-	250.00	103.91
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	-	200.00	80.00
5430 Postage	100.00	-	100.00	49.00
5840 Capital Outlay	2,000.00	-	2,000.00	8,000.00
Total Expenditures	118,400.00	12,632.46	105,767.54	110,079.05
Revenues Over (Under) Expenditures	(13,350.00)	(12,631.75)	(718.25)	(2,167.44)
Fund Balance, Beginning of Period	73,160.37	73,160.37	-	75,327.81
Fund Balance, End of Period	\$ 59,810.37	\$ 60,528.62	\$ (718.25)	73,160.37

BUENA PARK FOUNDATION
Income Statement
June 30, 2014

REVENUES

	Current Year			Prior Year
	Budget	Actual Period Ending June 30, 2014	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2013
3410 Investment Income	\$ 100.00	43.27	\$ (56.73)	\$ 51.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	110,000.00	107,868.34	(2,131.66)	112,634.08
Total Revenues	\$ 110,100.00	\$ 107,911.61	\$ (2,188.39)	\$ 112,685.37

EXPENDITURES

5214 Taxes and Fees	100.00	61.00	39.00	81.00
5219 Time Warner Video Services	1,000.00	863.72	136.28	761.37
5220 Government Access/City	69,950.00	71,331.91	(1,381.91)	66,323.36
5221 Government Access/Council	6,000.00	5,605.00	395.00	4,640.00
5223 Ministerial Series	2,200.00	-	2,200.00	275.00
5225 Member Salaries	3,000.00	2,500.00	500.00	2,800.00
5227 Miscellaneous Expenses	1,000.00	40.51	959.49	9.63
5230 Scholarships	5,000.00	4,995.00	5.00	5,000.00
5240 Professional Services	1,600.00	1,449.00	151.00	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	103.91	146.09	209.72
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	80.00	120.00	160.00
5430 Postage	100.00	49.00	51.00	81.34
5840 Capital Outlay	2,000.00	8,000.00	(6,000.00)	-
Total Expenditures	107,550.00	110,079.05	(2,529.05)	94,881.42
Revenues Over (Under) Expenditures	2,550.00	(2,167.44)	4,717.44	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	\$ 73,160.37	\$ 4,717.44	75,327.81

Buena Park
Cable Foundation

Formation of
Program Sub-Committee

Purpose:

To explore new programming ideas that enhances the current programming listing.

To gather information from viewers and the general public for input on current shows and ideas for future shows.

To work directly with the Executive Producer on new types of shows and the feasibility of them coming to fruition. The Committee would also take into effect the need to not add more of a work load for the Executive Producer and to augment with help from those in the community who would like to participate.

Objectives: (partial list at this time)

1. Create a survey that will give the Foundation Board an idea of what our viewers have to say regarding current programming and what they would like to see. Survey would be a project for a Marketing interne from one of the local colleges.
2. Add more programming and cut down on some shows length of run time.
3. Use intern, either high school or college students, to help with slide shows look and updating.

BUENA PARK CABLE FOUNDATION
2015 DIRECTORS' MEETING SCHEDULE

Meeting Time:	3 PM
January 13, 2015	Election of Officers Scholarship preparation (Sub-Committee Selection)
February 9, 2015	Midyear Budget Review
March 2015	DARK
April 14, 2015	Award of Scholarships Budget Preparation – (Sub-Committee Selection)
May 12, 2015	Budget Presentation
June 9, 2015	2015-16 Budget Adoption
July 2015	DARK
August 2015	DARK
September 8, 2015	General Review Scholarship Program
October 2015	DARK
November 2015	DARK
December 2015	DARK