

AGENDA
BUENA PARK CABLE FOUNDATION
SEPTEMBER 25, 2012
3:00 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT CALENDAR:

1. Minutes of June 12, 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
4. Time schedule for Ministerial Series

Discussion

Discussion

NEW BUSINESS:

5. Review of Scholarship Program
Report by Myrna Holmquist
6. 2013 Director's Meeting Schedule
Report by Aaron France

CITY GOVERNMENT ACCESS REPORT:

7. Report by Myrna Holmquist

ORAL/WRITTEN COMMUNICATION:

ADJOURNMENT: Next meeting tentatively scheduled for Tuesday, January 8, 2013 at 3:00 p.m.

BUENA PARK CABLE FOUNDATION
DRAFT MINUTES OF MEETING
June 12, 2012

Director Barnet called the Buena Park Cable Foundation Meeting of June 12, 2012 to order at 2:15 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

ROLL CALL:

PRESENT: Bass, Barnet, Harbert, Night

ABSENT: Berry, Dow, Oh, Smith and Swift

ALSO PRESENT:

Aaron France, Administrative Analyst; Dennis Varela, Accountant and Marsha Schwartze, Secretary.

PLEDGE OF ALLEGIANCE

Director Harbert led the Pledge of Allegiance to the flag.

OLD BUSINESS:

(3) Consideration of funding a part-time Coordinator at the BPHS Production Studio.

It was the consensus of the Directors present to continue this item to the next BPCF meeting scheduled for September 11, 2012, since Principal Coombs has indicated that a new instructor has not yet been hired.

(4) Re-establishment of the Ministerial Series. Director Harbert reported that he has interest from 3 other Ministers, besides himself, to allow the Foundation to film their church services. He asked that a time schedule be created to help with future planning. Director Harbert indicated that he was hoping to do one program per quarter to begin with, perhaps adding an Easter service. He noted that the community response has been very positive.

Aaron France asked Director Harbert for a list of the Ministers who will be participating. Mr. France indicated that the current budget has enough money allocated for 4 shows in the upcoming year and that additional funds can be allocated in the future if the number of shows increase.

(Directors Dow, Oh, Smith and Swift entered at 2:20 p.m.) President Barnet reviewed the previous discussions for the Directors arriving late.

Director Smith noted changes were being planned to the format of the invocation at the Mayor's Prayer Breakfast and advised Director Harbert that his participation and some planning would be needed.

CONSENT CALENDAR

(1) Minutes of May 15, 2012

(2) Resolutions approving claims and demands

Motion: Night/Smith moved to approve items 1-2 on the consent calendar.
MOTION CARRIED unanimously. Director BERRY ABSENT.

OLD BUSINESS (Continued):

(5) Adoption of the Fiscal Year 2012-2013 Budget. Aaron France reviewed the changes discussed at the May 15, 2012 meeting advising that there were not any major differences between this budget and the previous year's budget aside from adding \$300 more for professional services. He noted that the total budget for 2012-2013 was \$107,555.

Motion: Harbert/Night moved to approve the 2012-2013 Budget as submitted.
MOTION CARRIED unanimously. Director BERRY ABSENT.

NEW BUSINESS:

(6) Communications Scholarship Awards. Aaron France reported that 4 applications had been received and a committee comprised of Director Swift, Director Night and Director Bass conducted interviews, and decided to divide the \$5,000 scholarship money equally between the 4 applicants. He advised that the scholarship checks would be awarded at the 5:00 p.m. City Council meeting and invited the Directors to attend.

Motion: Harbert/Night moved to approve the appropriation of \$1,250 per scholarship to (1) Adam Gomez, (2) Kyler Walker, (3) Ayesha Bhasin and (4) Carlos Franco.

At the request of Director Smith, Director Swift reviewed the qualifications and future plans of each recipient.

ROLL CALL VOTE:

AYES: BARNET, OH, NIGHT, SWIFT, BASS, DOW, HARBERT AND SMITH
NOES: NONE
ABSENT: BERRY

(7) City Government Access Report. Aaron France reported that the current programming on BPTV includes the Memorial Day Production for 2012 hosted by the Women's Club, the Buena Park Youth Theater's production of Footloose, the 2012 Summer Concert Series promotion, Inside Buena Park featuring Capital Improvement Projects, the Spring Edition of Buena Park Today Edition highlighting the opening of the new Buena Park Community Center, the Children's Art Festival, the re-broadcasts of the City Council meetings, the Police Appreciation Luncheon, the Orange County Department of Education Spotlight on Education monthly program on Environmental Education and Crime Watch. Pre-production has begun on the Summer Edition of Buena Park Today and Adopt-a-Pet featuring a new dedicated SEAACA Officer named Donna, who temporarily replaced Justin Gomez. He noted that the Police Open House being held on June 16, 2012 will also be covered. Additionally, staff is working on a Grip Program, Summer Aquatics and Parks Program and a tour of Independence Hall.

Aaron France reported that on-air talent, Cathy Kim, has left to take a position with Giving Children Hope, but will be continuing with BPTV on a part-time basis. He noted that interviews are currently taking place for a replacement.

Director Night inquired about the current Adopt-a-Pet episode and was informed by Mr. France that Episode #17 was currently being added.

President Barnet commented that he felt the consistency of having the same SEAACA Officer appear on the Adopt-a-Pet programs would instill more community confidence and trust. Mr. France responded that the former SEAACA Officer, Denise Woodside, is currently the new Pet Adoption Manager at the SEAACA facility and would be a big part of future Adopt-a-Pet programming.

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

ADJOURNMENT:

There being no further business, the meeting was adjourned at 2:39 p.m. The next meeting is scheduled for September 11, 2012 at 3:00 p.m.

ATTEST:

Marsha Schwartz, Secretary

Grant Barnet, President

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

Date	Vendor	Description	Invoice #	Check #	Amount
6/5/12	James Bass	BP Cable Foundation Meeting 05/14/2012	05/15/2012	6211	100.00
6/5/12	Jim Dow	BP Cable Foundation Meeting 05/14/2012	05/15/2012	6212	100.00
6/5/12	Don Harbert	BP Cable Foundation Meeting 05/14/2012	05/15/2012	6213	100.00
6/5/12	Miller Oh	BP Cable Foundation Meeting 05/14/2012	05/15/2012	6214	100.00
6/5/12	Fred Smith	BP Cable Foundation Meeting 05/14/2012	05/15/2012	6215	100.00
6/5/12	Cloud Productions	Police Luncheon in May, City Council Meetings - 05/08/12 & 05/21/12	9590	6216	3,460.00
		Memorial Day Event, June Crime Watch #1 & #2	9593		
6/5/12	Gretchen Morales	April/May - 2012 Marketing Assistance BP TV	043012/053112	6217	522.24
6/5/12	Vista Media Services	BPPD #33 Police Luncheon, Recreation #25 Summer Concerts	242-12/243-12	6218	1,850.00
		Recreation #23 Youth Theatre Summer	244-12		
6/5/12	Chamber of Commerce	Police Appreciation Lunch - K. McKinney & M. Cloud	5833	6219	60.00
6/11/12	Ayesha Bhasin	2012 Communications Scholarship	June - 12	6220	1,250.00
6/11/12	Carlos Franco	2012 Communications Scholarship	June - 12	6221	1,250.00
6/11/12	Adam Gomez	2012 Communications Scholarship	June - 12	6222	1,250.00
6/11/12	Kyler Walker	2012 Communications Scholarship	June - 12	6223	1,250.00
6/13/12	City of Buena Park	Reimburse City for Foundation Check Stock	1745858	6224	328.13
6/13/12	Jane Cameron	Crime Watch in June Episode 2	B1112-0608	6225	200.00
6/13/12	Vista Media Services	Public Works # 58 Capital Improvement Projects	245-12	6226	850.00
6/18/12	Time Warner	Cable Service For May & June	June - 12	6227	150.34
6/18/12	James Bass	BP Cable Foundation Meeting 06/12/2012	June - 12	6228	100.00
6/18/12	Jim Dow	BP Cable Foundation Meeting 06/12/2012	June - 12	6229	100.00
6/18/12	Don Harbert	BP Cable Foundation Meeting 06/12/2012	June - 12	6230	100.00
6/18/12	Miller Oh	BP Cable Foundation Meeting 06/12/2012	June - 12	6231	100.00
6/18/12	Fred Smith	BP Cable Foundation Meeting 06/12/2012	June - 12	6232	100.00
6/19/12	Time Warner	Cable Service For July & August	June - 12	6233	150.34
6/19/12	U.S. Postal Service	Replenish Postage Stamps	June - 12	6234	44.00
7/3/12	Voided Check	Voided Check	Voided Check	6235	-
7/3/12	City of Buena Park	Reimburse City for Foundation DVD"S purchased on City Credit Card	06202012	6236	78.52
7/3/12	Voided Check	Voided Check	Voided Check	6237	-
7/3/12	Jane Cameron	Crime Watch in July Episode 1	B1112-0613	6238	200.00
7/3/12	Cloud Productions	Inside BP G.R.I.P. Program, Employee Gym Orientation Video	9598/9599	6239	1,600.00
		City Council Meetings - 06/12/12 & 06/26/12	9600		
7/3/12		Partial reimbursement for Ck. #6239 (City Expenditure)			(350.00)
7/3/12	Granicus, Inc.	Remote Deployment Services - View Page Template Upgrade 05/31	36116	6240	1,700.00
7/3/12	Gretchen Morales	June - 2012 Marketing Assistance BP TV	063012	6241	261.12
7/3/12	Vista Media Services	Police #32 Open House	246-12	6243	850.00

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

Date	Vendor	Description	Invoice #	Check #	Amount
7/12/12	Cloud Productions	Summer Parks & Aquatics Video 2012		6244	850.00
7/12/12	Teaman, Ramirez & Smith	Audit of Foundation Financials FY 10-11	5088 58964	6245	1,500.00
7/12/12	Vista Media Services	Adopt-A-Pet Show #16	247-12	6246	850.00
8/8/12	City of Buena Park	Adobe Acrobat for Foundation	S74061280101	6250	210.00
8/8/12	City of Buena Park	Reimburse City for Scholarship Dinner/Envelopes - City Credit Card	2265/066891	6251	57.43
8/30/12	City of Buena Park	Accounting and Staff Services	FY 11-12	6256	12,924.27
Total June 1st Thru Year End					34,346.39

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

Date	Vendor	Description	Invoice #	Check #	Amount
7/3/12	Time Warner	Cable Service For September	June - 12	6242	79.92
7/12/12	Cloud Productions	Crime Watch July Episodes A & B	9602	6244	1,400.00
7/27/12	SCAN	Annual Membership Dues (07/01/2012 - 06/30/2013)	10.80.10267	6247	80.00
8/7/12	Cloud Productions	City Council Meetings - 07/10/12 & 07/27/12, P- Nut Baseball Crime Watch - July Episode B and August Episode A	9603	6248	2,690.00
8/7/12	Vista Media Services	Recreation/Arts #21 Civic Theater, Best Small Town In The USA	248-12/249-12	6249	1,700.00
8/8/12	Voided Check	Voided Check	Voided Check	6252	-
8/8/12	Jane Cameron	Crime Watch - July Episode 2 and August Episode 1	B1213-0804	6253	400.00
8/23/12	Gretchen Morales	July/August - 2012 Marketing Assistance BP TV	073112/083112	6254	522.24
8/23/12	Vista Media Services	Inside BP Source Ground Breaking, New Adopt-A-Pet Show #17 New Silverado Days Promo	251-12/252-12 253-12	6255	2,550.00
8/30/12	Cirene Mercado	Voice Over Personality - Most Fun City and Source Ground Breaking	0107	6257	400.00
				Total July Thru August	9,822.16

BUENA PARK FOUNDATION
Income Statement
August 31, 2012

	Current Year			Prior Year
	Budget	Actual Period Ending August 31, 2012	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<u>REVENUES</u>				
3410 Investment Income	\$ 100.00	0.52	\$ (99.48)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	-	(95,000.00)	104,937.23
Total Revenues	\$ 95,100.00	\$ 0.52	\$ (95,099.48)	\$ 105,001.49
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	-	100.00	36.00
5219 Time Warner Video Services	1,200.00	-	1,200.00	901.54
5220 Government Access/City	69,950.00	9,302.16	60,647.84	70,418.51
5221 Government Access/Council	7,200.00	440.00	6,760.00	4,280.00
5223 Ministerial Series	1,100.00	-	1,100.00	-
5225 Member Salaries	3,000.00	-	3,000.00	2,500.00
5227 Miscellaneous Expenses	500.00	-	500.00	349.18
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,800.00	-	1,800.00	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	-	250.00	113.90
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	80.00	120.00	50.00
5430 Postage	100.00	-	100.00	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
Total Expenditures	107,550.00	9,822.16	97,727.84	99,963.65
Revenues Over (Under) Expenditures	(12,450.00)	(9,821.64)	(2,628.36)	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	\$ 47,702.22	\$ (2,628.36)	57,523.86