

# **A G E N D A**

**BUENA PARK CABLE FOUNDATION  
JANUARY 14, 2014  
3:00 p.m.  
COUNCIL CHAMBER  
6650 Beach Boulevard, Buena Park**

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## **CALL TO ORDER**

**ROLL CALL:**  
PRESIDENT STEVE BERRY  
VICE PRESIDENT ART BROWN  
DIRECTOR GRANT BARNET  
DIRECTOR JIM BASS  
DIRECTOR DON HARBERT  
DIRECTOR BARON NIGHT  
DIRECTOR MILLER OH  
DIRECTOR FRED SMITH  
DIRECTOR BETH SWIFT

## **PLEDGE OF ALLEGIANCE**

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

### **CONSENT CALENDAR:**

1. Minutes of September 10, 2013
2. Resolutions approving claims and demands

### **RECOMMENDED ACTION**

**Approve**

**Approve**

### **UNFINISHED BUSINESS:**

3. Public Access
  - a. Attorney's interpretation of Articles of Incorporation
  - b. Status of Channel 95

**Discussion**

Report by Aaron France

### **NEW BUSINESS:**

4. Election of Officers 2014 Foundation Directors  
Foundation Directors
5. Ministerial Series  
Report by Director Don Harbert
6. Historic Restoration Program  
Report by Aaron France

**Discussion**

### **CITY GOVERNMENT ACCESS REPORT:**

7. Report by Myrna Holmquist

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

## **ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, February 11, 2014 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
September 10, 2013**

President Steve Berry called the Buena Park Cable Foundation Meeting of September 10, 2013 to order at 4:00 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift.

ABSENT: Oh

**ALSO PRESENT:**

Myrna Holmquist, Communications and Marketing Manager, Aaron France, Asst. to the City Manager and Marsha Cook, Executive Assistant.

**PLEDGE OF ALLEGIANCE**

Director Steve Berry led the Pledge of Allegiance to the flag.

**PUBLIC COMMENTS (Agenda Items):**

There were no public comments.

**CONSENT CALENDAR:**

**MINUTES OF JUNE 11, 2013**

MOTION to Approve: Harbert/Barnet

AYES: Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift

NOES: None

ABSENT: Oh

**RESOLUTION APPROVING CLAIMS AND DEMANDS**

MOTION to Approve: Barnet/Smith

AYES: Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift

NOES: None

ABSENT: Oh

**UNFINISHED BUSINESS**

Public Access Channel 95 – Asst. to the City Manager Aaron France reported that he was told by Time Warner that the public access channel was no longer in service as of May 2013, noting that there had been no response from the citizens of Buena Park as a result. He reminded Directors that it would cost approximately \$30,000 to build the infrastructure to provide that channel for Buena Park viewers. And, he added that staff would not make the recommendation to do so.

Paul Carroll noted that he thought the public access channel was still operating in Buena Park. He further asked Directors to keep the public access channel on the air as a valuable asset to the community. Additionally, he offered to donate his time and equipment to facilitate that request.

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September 10, 2013

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Grant Barnet suggested that if the community indicated their desire to have a public access channel, an effort could be made to maintain and operate it.

Baron Night reported that he thought if the City of Buena Park requested that Time Warner maintain the channel, they were obligated to provide it (not the programming, just the channel).

Myrna Holmquist reminded Directors that they have control over programming on BPTV, but would not control the content on Channel 95, and to consider the responsibility and liability that the City of Buena Park would be assuming.

Art Brown added that because of court rulings public access cannot be censored.

Aaron France reported that the City's attorney said the Buena Park Cable Foundation would still have a function, even if public access went away; dispersing funds, awarding scholarships, etc.

In response to a question by President Berry, Myrna Holmquist read from the Articles of Incorporation which states; ".....such activities and purposes shall include but not be limited to the following: fostering and promoting social and civic advancement through activities related to cable communications by (1) producing access programming and providing funds for the production, control and scheduling of access programming; and (2) awarding prizes, scholarships and other incentives for students interested in communications. The Corporation's purposes, however, are in all respects limited to those purposes permitted by section 501(c)(3) of the Code."

Art Brown requested that the City's attorney interpret the Articles of Incorporation to determine how they relate specifically to public access, and for the staff to determine the status of Channel 95, and the cost by the city to operate it, in addition to the liability thereof.

MOTION to Approve:           Brown/Harbert  
AYES:                           Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift  
NOES:                           None  
ABSENT:                       Oh

Grant Barnet proposed using the Buena Park High School studio as a primary studio, while exploring the feasibility of using other locations such as the Women's Club or the Community Center as alternate locations.

MOTION to Approve:           Barnet/Night  
AYES:                           Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift  
NOES:                           None  
ABSENT:                       Oh

**NEW BUSINESS**

Review Scholarship Program – Myrna Holmquist distributed a packet of information for review and recommendations, including the scholarship application, and asked the directors for their input. She noted that the subcommittee met and recommended that the scholarship award be made earlier than June, to allow seniors to be recognized prior to graduation.

Additionally, the subcommittee (Holmquist, Barnet, Brown, Night & Swift) discussed changing some of the program guidelines based on previous year's programs, to increase participation and tried to better identify what "communications" meant. It was the consensus of the subcommittee that guidelines need to be established to better define the criteria. Discussion also occurred about how to best present the scholarship checks, however, no recommendations were made to change the current procedures.

It was the consensus of the Directors to modify the scholarship dates as follows:

- Applications mailed in November 2013
- Application deadline moved to March 3, 2014
- Subcommittee meeting in March 2014
- Award of scholarships – April 8, 2014 City Council Meeting

2014 Director's Meeting Schedule – Aaron France reviewed the 2014 Director's Meeting Schedule.

Subcommittee to study establishment of a studio in Buena Park - It was the consensus of the Directors to appoint a subcommittee to meet and discuss the location and operation of a studio, the members being; Baron Night, Grant Barnet and Jim Bass, with Paul Carroll as a consultant.

MOTION to Approve: Night/Barnet  
AYES: Barnet, Bass, Berry, Brown, Harbert, Night, Smith and Swift  
NOES: None  
ABSENT: Oh

### **CITY GOVERNMENT ACCESS REPORT**

Myrna Holmquist reported that programming currently running on BPTV includes Inside Buena Park - a Taste of West Orange County, Super Senior Saturday at the Senior Center, Silverado Days promos, Inside Buena Park on Peanut Baseball, Inside Buena Park at the Premier Exhibition ribbon cutting and tour of Bodies and the Titanic, City Council, Crime Watch, coverage of the Unsung Hero, pre-production has begun on the Fall Edition of Buena Park Today and the upcoming food drive benefitting Giving Children Hope, a Library production, and new edition of The Mayor's Show.

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

Paul Carroll thanked the Directors for their hard work.

### **ANNOUNCEMENTS:**

Grant Barnet asked that an update and report on the Ministerial Series be scheduled for the January 2014 agenda.

In response to a question by President Berry, Myrna Holmquist reported that the Intern candidate was not in attendance at the meeting because of a family medical issue.

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**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:57 p.m. The next meeting is scheduled for January 14, 2014 at 3:00 p.m.

**ATTEST:**

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Marsha Cook, Exec. Asst.

\_\_\_\_\_  
Steve Berry, 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>
9/4/13	Cirene Mercado	Ribbon Cutting Titanic & Body Exhibit, Ribbon Cutting Senior Activity Center	0117	6389	400.00
9/4/13	Vista Media Services	Super Senior Saturday-Resource Fair	300-13	6390	850.00
9/11/13	Jane Cameron	September Crime Watch Episodes 1 & 2	B1314-0828	6391	400.00
9/11/13	Mark Cloud	September Crime Watch Episodes 1 & 2, Council Meetings 08/13 & 08/27	9653	6392	1,760.00
9/11/13	Voided Check	Voided Check	Voided Check	6393	-
9/11/13	Gretchen Morales	Marketing Assistance BP TV for August 2013	083113	6394	261.12
9/20/13	James Bass	Buena Park Cable Foundation Meeting on September 10, 2013	Sept. 10, 2013	6395	100.00
9/20/13	Art Brown	Buena Park Cable Foundation Meeting on September 10, 2013	Sept. 10, 2013	6396	100.00
9/20/13	Don Harbert	Buena Park Cable Foundation Meeting on September 10, 2013	Sept. 10, 2013	6397	100.00
9/20/13	Fred Smith	Buena Park Cable Foundation Meeting on September 10, 2013	Sept. 10, 2013	6398	100.00
10/1/13	Mark Cloud	Buena Park Library, Fall Edition	9656	6399	850.00
10/1/13	Time Warner	Cable Service for October	October-13	6400	78.52
10/9/13	Cloud Productions	October Crime Watch Episodes A & B, Council Meetings 09/10 & 09/20	9657	6401	1,760.00
10/9/13	Vista Media Services	Adopt-A-Pet Show 24 - Oct. - Nov. 2013, Buena Park Today Fall 2013	301-12 & 302-13	6402	1,700.00
10/17/13	Cirene Mercado	Field Reporting/Interviews - Virtual News Room & The Mayor's Show	0119	6403	400.00
10/17/13	Vista Media Services	The Mayor's Show Fall 2013	302-13	6404	850.00
10/22/13	Vista Media Services	Ground Breaking/Ribbon Cutting at Premier Chevrolet & Zion Market	304-13	6405	850.00
11/6/13	City of Buena Park	Cable Service For September, SCAN NATOA Dues, DVD's	5./362436/362958	6406	180.11
11/6/13	Mark Cloud	November Crime Watch Episodes 1 & 2, Council Meetings 10/08 & 10/22 Community Church Service, Chamber MIC Repair/CC Update	9661	6407	2,075.00
11/6/13	Jane Cameron	October Crime Watch Episodes 1 & 2, November Crime Watch Episode 1	B1314-1026	6408	600.00
11/6/13	Gretchen Morales	Marketing Assistance BP TV for September 2013	093013	6409	261.12
11/6/13	Time Warner	Cable Service for November	NOV-13	6410	78.52
11/13/13	Department of Treasury	2012-13 Taxes	NOV-13	6411	1.00
11/13/13	Franchise Tax Board	2012-13 Filing Fee	NOV-13	6412	10.00
11/13/13	Registry of Charitable Trusts	2012-13 Registration Renewal Fee	NOV-13	6413	50.00
11/13/13	Badawi & Associates	Audit of Foundation's Financial Statements for Year Ending June 30, 2013	1086	6414	1,304.10
11/13/13	Gretchen Morales	Marketing Assistance BP TV for October 2013	103113	6415	261.12
11/13/13	Vista Media Services	Senior Activities 2013 - Buena Park Sr. Activity Center, 57th Annual Silverado Days Production, Buena Park Youth Theatre Production of Seussical	305-12/306-13/307-13	6416	2,550.00
12/3/13	Mark Cloud	2013 Mayor's Prayer Breakfast	9665	6417	700.00
12/3/13	Cirene Mercado	Field Reporting/Interviews - Silverado Days	0120	6418	200.00
12/3/13	Time Warner	Cable Service for December	DEC-13	6419	78.52
12/3/13	Vista Media Services	2013 Mayor's Prayer Breakfast, Buena Park Goes to College	308-13/309-13	6420	1,000.00
12/13/13	Jane Cameron	November Crime Watch #2, December Crime Watch #1	B1314-1206	6421	400.00
12/13/13	Mark Cloud	December Crime Watch Episodes 1 & 2, Council Meetings 11/12 & 11/26	9666	6422	1,720.00
12/13/13	Gretchen Morales	Marketing Assistance BP TV for November 2013	113013	6423	261.12
12/13/13	Vista Media Services	Adopt-A-Pet Show 25 - Dec. - Jan. 2013	310-13/311-13	6424	1,700.00
12/17/13	Mark Cloud	Exhibiting Artist Evelyn Alu, Council Meeting 12/10	9669	6425	1,010.00
12/17/13	Cirene Mercado	Buena Park Goes to College, Christmas Tree Lighting	121	6426	400.00
12/17/13	Gretchen Morales	Marketing Assistance BP TV for December 2013	123113	6427	261.12
12/17/13	Vista Media Services	43rd Candy Caneland & Craft Faire, Illumination Decorations 2013	312-13/313-13	6428	1,700.00
<b>Total September Thru December</b>					<u><u>27,361.37</u></u>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**December 31, 2013**

**REVENUES**

3410 Investment Income	\$ 100.00	12.63	\$ (87.37)	\$ 51.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	110,000.00	24,924.74	(85,075.26)	112,634.08
<b>Total Revenues</b>	<b>\$ 110,100.00</b>	<b>\$ 24,937.37</b>	<b>\$ (85,162.63)</b>	<b>\$ 112,685.37</b>

**EXPENDITURES**

5214 Taxes and Fees	100.00	61.00	39.00	81.00
5219 Time Warner Video Services	1,000.00	392.60	607.40	761.37
5220 Government Access/City	69,950.00	35,001.72	34,948.28	66,323.36
5221 Government Access/Council	6,000.00	1,960.00	4,040.00	4,640.00
5223 Ministerial Series	2,200.00	-	2,200.00	275.00
5225 Member Salaries	3,000.00	400.00	2,600.00	2,800.00
5227 Miscellaneous Expenses	1,000.00	21.59	978.41	9.63
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,600.00	1,304.10	295.90	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	-	250.00	209.72
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	80.00	120.00	160.00
5430 Postage	100.00	-	100.00	81.34
5840 Capital Outlay	2,000.00	-	2,000.00	-
<b>Total Expenditures</b>	<b>107,550.00</b>	<b>39,221.01</b>	<b>68,328.99</b>	<b>94,881.42</b>
<b>Revenues Over (Under) Expenditures</b>	<b>2,550.00</b>	<b>(14,283.64)</b>	<b>16,833.64</b>	<b>17,803.95</b>
<b>Fund Balance, Beginning of Period</b>	<b>75,327.81</b>	<b>75,327.81</b>	<b>-</b>	<b>57,523.86</b>
<b>Fund Balance, End of Period</b>	<b>\$ 77,877.81</b>	<b>\$ 61,044.17</b>	<b>\$ 16,833.64</b>	<b>75,327.81</b>