

A G E N D A

**BUENA PARK CABLE FOUNDATION
SEPTEMBER 8, 2020
2:30 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of June 9, 2020
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve
Approve

UNFINISHED BUSINESS:

NEW BUSINESS:

3. General Review of Scholarship Program
4. Staff Transition
5. 2021 BPCF Director's Meeting Schedule
6. Capital Project Upgrade

CITY GOVERNMENT ACCESS REPORT:

7. Report by Aaron France

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, January 12, 2021, at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION
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, 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

**CITY OF BUENA PARK FOUNDATION
CHECK REGISTER
For FY 2019-20**

Date	Vendor	Description	Invoice #	Check #	Amount
06/01/20	Jim Bass	BPCF Meeting May 12, 2020	May-2020	7342	100.00
06/01/20	Grant Barnet	BPCF Meeting May 12, 2020	May-2020	7343	100.00
06/01/20	Arthur Brown	BPCF Meeting May 12, 2020	May-2020	7344	100.00
06/01/20	Don Harbert	BPCF Meeting May 12, 2020	May-2020	7345	100.00
06/01/20	Baron Night	BPCF Meeting May 12, 2020	May-2020	7346	100.00
06/01/20	Younsun Park	BPCF Meeting May 12, 2020	May-2020	7347	100.00
06/01/20	Fred Smith	BPCF Meeting May 12, 2020	May-2020	7348	100.00
06/01/20	Connor Traut	BPCF Meeting May 12, 2020	May-2020	7349	100.00
06/01/20	Gretchen Morales	Market Assist BP Ch.3	013120, 022920, 033120, 043020, 053120	7350	1,375.00
06/01/20	Vista Media Services	Memorial Day Services, Council Broadcasts 04/28/20 & 05/12/20	669-20, 670-20	7351	2,150.00
06/08/20	City of Buena Park	Reimb. City for Wix.com (Domain Name Renewal) on City Credit Card	Chk# 043132	7352	14.95
06/17/20	City of Buena Park	Reimb. City for Purchase of Wix.com (Yearly Subscription) on City Credit Card	Chk# 043353	7353	204.00
06/19/20	Grant Barnet	BPCF Meeting June 9, 2020	June 9, 2020	7354	100.00
06/19/20	Jim Bass	BPCF Meeting June 9, 2020	June 9, 2020	7355	100.00
06/19/20	Arthur Brown	BPCF Meeting June 9, 2020	June 9, 2020	7356	100.00
06/19/20	Don Harbert	BPCF Meeting June 9, 2020	June 9, 2020	7357	100.00
06/19/20	Baron Night	BPCF Meeting June 9, 2020	June 9, 2020	7358	100.00
06/19/20	Younsun Park	BPCF Meeting June 9, 2020	June 9, 2020	7359	100.00
06/19/20	Fred Smith	BPCF Meeting June 9, 2020	June 9, 2020	7360	100.00
06/19/20	Connor Traut	BPCF Meeting June 9, 2020	June 9, 2020	7361	100.00
06/19/20	Baron Night	Reissue BPFC Mtg Lost Chk #7316 from February-20	Feb 11, 2019	7362	100.00
06/19/20	City of Buena Park	Reimb. City for Payment of Time Warner invoices 8448400240026539	Chk# 401585, 402027, 402351, 402857	7363	418.52
06/19/20	Time Warner Cable	June 2020 Spectrum Business TV	26539060102	7364	105.96
06/19/20	Voided Chk	Printing Error	NA	7365	-
06/19/20	Aidin Tehrani	Video 02/25/20 - 06/09/20	June 17, 2020	7366	2,200.00
06/23/20	Vista Media Services	St. Pius V Church Service 05/22, 05/29, 06/05, 06/12, COVID-19 PSA 05/29, Council Broadcast 05/29, 06/12	671-20	7367	1,840.00
07/08/20	Jane Cameron	Replace Oct/Dec Crime Watch Lost Chks #7271 & 7289, Crime Watch June 2020	B1920-0910, B1920-1121, B1920-0623	7368	600.00
07/08/20	Kevin Ohler	June 2020 Crime Watch	062120	7369	900.00
07/21/20	Vista Media Services	Broadcast 6/12 & 6/23, St. Pius 6/19 & 6/26; COVID-19 6/18	673-20, 674-20	7371	1,420.00
08/03/20	City of Buena Park	Accounting & Staff Services for FY 19-20	BP 19-20	7374	5,000.00
08/03/20	Gretchen Morales	Marketing Assistant June-2020	063020	7375	275.00
08/18/20	Vista Media Services	Navigation Center ribbon cutting	678-20	7381	900.00
			June 2020		19,103.43

CITY OF BUENA PARK FOUNDATION

CHECK REGISTER

For FY 2020-21

Date	Vendor	Description	Invoice #	Check #	Amount
07/21/20	Voided Chk	Printing Error	NA	7370	-
07/21/20	Vista Media Services	St. Pius 7/3 & 7/10; COVID-19 7/7 & 7/12	674-20, 675-20	7371	1,980.00
07/21/20	Voided Chk	Printing Error	NA	7372	-
07/21/20	Spectrum Business	July 2020 Spectrum Business TV	0026539070120	7373	105.96
08/03/20	Gretchen Morales	Marketing Assistant July-2020	073120	7375	275.00
08/03/20	Secretary of State	Statement of information filing fee	C-1157309	7376	20.00
08/04/20	Kevin Ohler	Crime Watch July 2020	070120	7377	900.00
08/18/20	Spectrum Business	8448400240026539 Aug-20	26539080120	7378	105.96
08/18/20	Jane Cameron	July-20 & Aug-20 Crimewatch	B2021-0817	7379	400.00
08/18/20	Hannah Thompson	7/12/20 WNIT, 7/12/20 WNIT-B, 7/27/20 WNIT	002-20	7380	300.00
08/18/20	Vista Media Services	7/27, 8/11/20 WNIT, St. Pius Church 7/19, 8/7, Church of Christ 7/28/20, Council Breakfast 7/28, 8/11/20	676-20, 677-20, 678-20	7381	2,280.00
			July - August 2020		6,366.92

BUENA PARK FOUNDATION
Income Statement
August 31, 2020

	Current Year			Prior Year
	Budget	Actual Period Ending August 31, 2020	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2020
<u>REVENUES</u>				
3410 Investment Income	\$ 50.00	\$ 0.86	\$ (49.14)	\$ 8.29
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	-	(100,000.00)	105,180.10
Total Revenues	\$ 100,050.00	\$ 0.86	\$ (100,049.14)	\$ 105,188.39
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	20.00	80.00	60.00
5219 Time Warner Video Services	1,200.00	211.92	988.08	1,224.04
5220 Government Access/City	55,645.00	6,135.00	49,510.00	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	-	4,500.00	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	6,366.92	94,028.08	85,206.81
Revenues Over (Under) Expenditures	(345.00)	(6,366.06)	(6,021.06)	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	\$ 64,146.72	\$ (6,021.06)	70,512.78

BUENA PARK FOUNDATION
Income Statement
June 30, 2020

	Current Year			Prior Year
	Budget	Actual Period Ending June 30, 2020	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2019
<u>REVENUES</u>				
3410 Investment Income	\$ 50.00	\$ 8.29	\$ (41.71)	\$ 7.25
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	105,180.10	5,180.10	108,619.00
Total Revenues	\$ 100,050.00	\$ 105,188.39	\$ 5,138.39	\$ 108,626.25
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	60.00	40.00	80.00
5219 Time Warner Video Services	1,200.00	1,224.04	(24.04)	929.62
5220 Government Access/City	55,645.00	57,134.95	(1,489.95)	62,723.44
5221 Government Access/Council	12,000.00	7,340.00	4,660.00	10,255.00
5223 Ministerial Series	1,925.00	-	1,925.00	1,925.00
5224 Production Grants	-	-	-	-
5225 Member Salaries	4,500.00	3,800.00	700.00	4,200.00
5227 Misc Expenses/Add'l Programming	300.00	125.00	175.00	125.00
5230 Scholarships	10,000.00	10,000.00	-	10,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,637.00
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	100.00	263.82	(163.82)	204.10
5411 Printing	100.00	-	100.00	-
5420 Books/Dues/Subscriptions	150.00	-	150.00	-
5430 Postage	100.00	55.00	45.00	55.00
5840 Capital Outlay	2,000.00	204.00	1,796.00	282.81
Total Expenditures	100,220.00	85,206.81	15,013.19	97,416.97
Revenues Over (Under) Expenditures	(170.00)	19,981.58	20,151.58	11,209.28
Fund Balance, Beginning of Period	50,531.20	50,531.20	-	39,321.92
Fund Balance, End of Period	\$ 50,361.20	\$ 70,512.78	\$ 20,151.58	50,531.20

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