

**AGENDA  
BUENA PARK CABLE FOUNDATION  
FEBRUARY 12, 2013  
3:00 p.m.  
COUNCIL CHAMBER  
6650 Beach Boulevard, Buena Park**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT (Agenda Items):**

**CONSENT CALENDAR:**

1. Minutes of January 8, 2013
2. Resolutions approving claims and demands

**RECOMMENDED ACTION**

**Approve  
Approve**

**CITY GOVERNMENT ACCESS REPORT:**

3. Report by Myrna Holmquist

**UNFINISHED BUSINESS:**

4. Consideration of funding a part-time Coordinator at the BPHS Production Studio
5. Student Intern Program
6. Time Warner program quality  
Report by Aaron France

**Discussion**

**Discussion**

**NEW BUSINESS:**

7. Midyear Budget Review  
Report by Aaron France and Dennis Varela
8. StreamCell proposal  
Report by Aaron France

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

**ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, April 9, 2013 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION**  
***DRAFT* MINUTES OF MEETING**  
**January 8, 2013**

Director Barnet called the Buena Park Cable Foundation Meeting of January 8, 2013 to order at 3:04 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Barnet, Night, Swift, Bass, Brown, Oh, Harbert and Smith

ABSENT: Berry

**ALSO PRESENT:**

Myrna Holmquist, Communications and Marketing Manager, Aaron France, Asst. to the City Manager; Dennis Varela, Accountant and Marsha Cook, Secretary.

**PLEDGE OF ALLEGIANCE**

Director Barnet led the Pledge of Allegiance to the flag.

**CONSENT CALENDAR:**

**(1) Minutes of September 25, 2012**

**APPROVED** (Director Berry absent, Director Brown abstained)

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

**PUBLIC COMMENTS (Agenda Items):** There were no public comments.

**(3) City Government Access Report.**

Myrna Holmquist reported that the current programming on BPTV includes the Holiday Decoration Awards coordinated by the Beautification and Environmental Commission, Candy Caneland, Adopt-a-Pet, the City Council meetings, the Veterans Memorial Ceremony held in December, 2 episodes of Crime Watch, a tour of Buena Park Independence Hall, and the Senior Activity Center West Wing Opening Project including the computer lab and the gym. In preproduction currently are Adopt-a-Pet programs, the State of the City program, and the Anaheim Christian Reform Church, providing the first program in the ministerial society series.

In addition, she advised that the scholarship program applications will be going out this month.

In response to a question from Director Brown, Ms. Holmquist reported that there were 4 scholarship applications received last year. Director Brown advised that he had spoken with some communications students about applying for the scholarships, but they had not shown any interest. Ms. Holmquist concurred and added that Director Swift distributed applications at a Buena Park High School Journalism class to increase awareness and interest.

Director Smith asked about upgrading the Council Member's iPads to allow receiving BPTV videos. Ms. Holmquist advised that the upgrade expenditure would have to be authorized by the City Council. She added that the City Council may be in the process of considering other providers, and that action would need to be finalized before an upgrade could be authorized. She reminded Directors that all the videos were also currently available on the City's YouTube Channel.

In response to a question by Director Barnet, Director Harbert reported that the newly reinstated Ministerial Series was going very well, and filming on the second program would begin shortly.

**(4) Unfinished Business.**

**Consideration of funding a part-time Coordinator at the BPHS Production Studio.**

Commissioner Night reported that he had been advised by Principal Combs that this course has not been defined or implemented by the school yet.

It was the consensus of the Directors present, to continue this item to the next Foundation meeting scheduled for February 12<sup>th</sup>.

**NEW BUSINESS:**

**(6) Student Intern Program.**

Director Barnet reported that he was interested in establishing a Student Intern Program within the film production function of the Foundation and asked for support from other Directors to proceed.

MOTION: Smith/Harbert moved to establish an Intern Program, with criteria to be proposed by Aaron France and Director Barnet defining the details of the program, and brought back for the February 12<sup>th</sup> meeting for Foundation review and consideration. (Director Berry absent)

**(5) Election of Officers for 2013.**

Motion: Smith/Night moved the nomination of Director Steve Berry for President.

Motion: Harbert/Night moved the nomination of Director Art Brown for Vice President.

Motion: Bass/Harbert moved the nomination of Director Baron Night.

Motion: Smith/Bass moved the nomination of Director Beth Swift.

MOTION CARRIED. (Director Berry absent.)

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

Paul Carroll thanked the Foundation for their recommendation for the ROP position with Buena Park High School, and reported that he has, instead, taken a new position with PADNET; Long Beach Public Access through a non-profit organization called the Long Beach Community Action Partnership.

**ANNOUNCEMENTS:**

Aaron France reported that he and Myrna Holmquist met with a local vendor who produces a product called StreamCell, which allows live field broadcasting via video streaming. Since it involves expenditure, he asked if the Directors had any interest in pursuing it.

It was the consensus of the Directors to agenize this item for the February 12<sup>th</sup> meeting.

Myrna Holmquist reported that after calling Time Warner, she observed that the quality of the video on Channel 95 had improved. However, several of the Directors indicated that they felt the quality of the programming was still very poor. Aaron France offered to contact Time Warner again and advise them of the situation, and report back to the Directors at the February 12<sup>th</sup> meeting.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:40 p.m. The next meeting is scheduled for February 12, 2013 at 3:00 p.m.

**ATTEST:**

\_\_\_\_\_  
Marsha Cook, Secretary

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

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

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Invoice #</b>	<b>Check #</b>	<b>Amount</b>
1/7/13	Voided Check	Voided Check	Voided Check	6293	-
1/7/13	Jane Cameron	Crime Watch - December Episodes 1 & 2, January Episode 1	B1213-0101	6294	600.00
1/7/13	Cloud Productions	Crime Watch January Episodes A & B	9621	6295	1,400.00
1/7/13	Time Warner	Cable Service For January	Jan-13	6296	75.17
1/7/13	Vista Media Services	Holiday Decorations and Lights Show, Veterans Memorial Dedication	269-12/270-12	6297	1,700.00
1/21/13	James Bass	Buena Park Cable Foundation Meeting on January 8, 2013	Jan-13	6298	100.00
1/21/13	Art Brown	Buena Park Cable Foundation Meeting on January 8, 2013	Jan-13	6299	100.00
1/21/13	Don Harbert	Buena Park Cable Foundation Meeting on January 8, 2013	Jan-13	6300	100.00
1/21/13	Miller Oh	Buena Park Cable Foundation Meeting on January 8, 2013	Jan-13	6301	100.00
1/21/13	Fred Smith	Buena Park Cable Foundation Meeting on January 8, 2013	Jan-13	6302	100.00
1/21/13	Cirene Mercado	Field Reporting "Buena Park Holiday Lights"	0111	6303	100.00
1/21/13	Gretchen Morales	Marketing Assistance BP TV for December - 2012	123112	6304	261.12
1/28/13	C & S Products, Inc.	Ear Cushions for Audio Headset	70871	6305	12.11
1/28/13	Time Warner	Cable Service For February	Feb-13	6306	75.17
				<b>Total for January</b>	<u><u>4,723.57</u></u>

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

	Current Year			Prior Year
	Budget	Actual Period Ending January 31, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 100.00	28.74	\$ (71.26)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	20,037.00	(74,963.00)	104,937.23
<b>Total Revenues</b>	<b>\$ 95,100.00</b>	<b>\$ 20,065.74</b>	<b>\$ (75,034.26)</b>	<b>\$ 105,001.49</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	81.00	19.00	36.00
5219 Time Warner Video Services	1,200.00	375.85	824.15	901.54
5220 Government Access/City	69,950.00	35,781.64	34,168.36	70,418.51
5221 Government Access/Council	7,200.00	2,200.00	5,000.00	4,280.00
5223 Ministerial Series	1,100.00	-	1,100.00	-
5225 Member Salaries	3,000.00	1,000.00	2,000.00	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	12.11	237.89	113.90
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	160.00	40.00	50.00
5430 Postage	100.00	-	100.00	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
<b>Total Expenditures</b>	<b>107,550.00</b>	<b>39,610.60</b>	<b>67,939.40</b>	<b>99,963.65</b>
Revenues Over (Under) Expenditures	(12,450.00)	(19,544.86)	7,094.86	5,037.84
Fund Balance, Beginning of Period	57,523.86	57,523.86	-	52,486.02
Fund Balance, End of Period	<b>\$ 45,073.86</b>	<b>\$ 37,979.00</b>	<b>\$ 7,094.86</b>	<b>57,523.86</b>

# BP CABLE FOUNDATION BUDGET

	Actuals		Mid Year
	FY 11-12	FY 12-13	FY 12-13
<b>Administrative Budget</b>			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	
Taxes & Fees (Non-Profit Filing Fees)	36	100	100
Stationary & Supplies	114	250	250
Books, Dues & Subscriptions	50	200	200
Postage	109	100	100
Printing	0	150	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Audit of Financial Records)	1,500	1,800	1,600
Accounting/Staff Services	12,924	13,000	13,000
Director Stipends	2,500	3,000	3,000
Time Warner Video Services	902	1,200	1,200
Equipment Maintenance	0	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	1,781	2,000	2,000
<b>Total Administrative Budget</b>	<b>\$24,916</b>	<b>\$28,800</b>	<b>\$28,600</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$70,419	\$69,950	\$69,950
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	4,280	7,200	6,000
Ministerial Series	0	1,100	1,100
Miscellaneous Expenditures	349	500	500
<b>Total Programming Budget</b>	<b>\$75,048</b>	<b>\$78,750</b>	<b>\$77,550</b>
<b>TOTAL BUDGET</b>	<b>\$99,964</b>	<b>\$107,550</b>	<b>\$106,150</b>

# GOVT ACCESS PRODUCTION BUDGET

	Actuals FY 10-11	FY 11-12	Mid Year FY 11-12
Productions Expenditures @ \$850 per show	\$64,850	\$65,750	\$65,750
Part-Time Production/Marketing Assistant	3133	3840	3840
Promotional/Marketing Materials	0	1000	1000
Recording Media for Production Taping	0	300	300
<b>TOTAL GOVERNMENT ACCESS BUDGET</b>	<b>\$67,983</b>	<b>\$70,890</b>	<b>\$70,890</b>