

**AGENDA  
BUENA PARK CABLE FOUNDATION  
JANUARY 8, 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 September 25, 2012
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

**Discussion**

**NEW BUSINESS:**

5. Election of Officers 2013  
Foundation Directors
6. Student Intern Program

**Discussion**

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

**ANNOUNCEMENTS:**

**ADJOURNMENT:** Next meeting is scheduled for Tuesday, February 12, 2013  
at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION**  
**DRAFT MINUTES OF MEETING**  
**September 25, 2012**

Director Barnet called the Buena Park Cable Foundation Meeting of September 25, 2012 to order at 3:04 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

PRESENT: Barnet, Night, Swift, Bass, Berry, Dow, Harbert and Smith

ABSENT: Oh

**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 Smith led the Pledge of Allegiance to the flag.

**CONSENT CALENDAR:**

**(1) Minutes of June 12, 2012**

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

President Barnet questioned the meeting time for the June 12<sup>th</sup> meeting and asked for clarification of two items on the Check Register which was included in the agenda packet.

Motion: Night/Harbert moved to approve items 1-2 on the consent calendar.

MOTION CARRIED unanimously. Director OH ABSENT.

**OLD BUSINESS:**

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

Aaron France called the Director's attention to a letter submitted by Paul Carroll, withdrawing his interest in the part-time Coordinator position due to his recent employment elsewhere, and thanking Directors for their support.

Director Night reported that he was waiting for notification from Principal Coombs to see whether or not the new instructor wanted the Foundation's involvement, and what their needs might be. He noted that it would be beneficial to have a studio for interviews and might not involve providing expensive equipment.

President Barnet suggested that the Directors should determine what the Foundation's goals are before moving forward with expenditures for the studio.

It was the consensus of the Directors present to continue this item to the next Foundation meeting scheduled for January 8, 2013.

**(4) Re-establishment of the Ministerial Series.**

Aaron France presented a list of 4 churches (as follows) interested in participating in the reestablishment of the Ministerial Series and asked for input on scheduling those programs.

Crave Life Church, Rev. Barrios  
Anaheim Christian Reformed Church, Rev. Van Soelen  
Crescent Avenue Family Ministries, Rev. Parmelee  
The Way Fellowship

Director Harbert suggested filming one program at a time to be broadcast randomly during the year. He noted that once the programs begin to air, other churches will want to get involved.

Aaron France reported that the series had run once or twice a month previously.

President Barnet stated that he would like to keep the programs spontaneous so that the content could be timely and topical.

Aaron France and Myrna Holmquist reminded Directors that the previous series schedule was selected by the ministers themselves. And, Director Harbert agreed to work with that concept to initiate the production of the series without delay.

Director Bass reported experiencing programming problems on Channel 95.

(Director Oh entered at 3:20 p.m.)

#### **NEW BUSINESS:**

##### **(5) Review of Scholarship Program.**

Myrna Holmquist reviewed the current Foundation's Scholarship Program and asked Directors for their input and recommendations for any changes.

Director Bass asked about limiting applications.

Director Dow suggested that the Foundation increase efforts to recruit more applicants.

President Barnet asked Directors to contact Ms. Holmquist if they had any more ideas or suggestions.

##### **(6) 2013 Director's Meeting Schedule.**

Aaron France reviewed the meeting schedule for 2013.

##### **(7) City Government Access Report.**

Myrna Holmquist reported that the current programming on BPTV includes Adopt a Pet, Inside Buena Park—The Source Grand Opening, Super Senior Saturday, City Council meetings, The Mayor's Show with Jim Dow, Crime Watch, and various Silverado Days promotions. Ms. Holmquist noted that pre-production and post-production has begun on Buena Park Today--the Fall Edition, with Cirene Mercado; the new on-air talent who replaced Cathy Kim. In addition, the Food Drive sponsored by the City in conjunction with Giving Children Hope, a tour of Independence Hall, the Candidates Forum on October 1<sup>st</sup> and Silverado Days.

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Myrna Holmquist previewed and demonstrated the updated Archive Media Page on the Buena Park website.

**ORAL COMMUNICATION:**

Aaron France summarized the letter received from Paul Carroll, describing his new position in providing public access television services in Long Beach, and requesting a copy of the September Buena Park Cable Foundation meeting minutes along with a 2013 meeting schedule.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:51p.m. The next meeting is scheduled for January 8, 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>
9/10/12	Cloud Productions	Crime Watch Sept. Episodes A & B, City Council Meetings 08/14 & 08/28	9607	6258	1,760.00
9/12/12	Vista Media Services	Recreation/Senior Resource Fair, Mayor's Show	255-12/256-12	6259	1,700.00
9/19/12	Secretary of State	Statement of Information Filing Fee	Sept - 2012	6260	20.00
9/19/12	City of Buena Park	Reimburse City for SCAN NATOA Subscription (Used City Credit Card)	Sept - 12	6261	80.00
9/25/12	Time Warner	Cable Service For October	Oct - 12	6262	75.17
10/4/12	James Bass	Buena Park Cable Foundation Meeting on September 25, 2012	Oct - 12	6263	100.00
10/4/12	James Dow	Buena Park Cable Foundation Meeting on September 25, 2012	Oct - 12	6264	100.00
10/4/12	Don Harbert	Buena Park Cable Foundation Meeting on September 25, 2012	Oct - 12	6265	100.00
10/4/12	Miller Oh	Buena Park Cable Foundation Meeting on September 25, 2012	Oct - 12	6266	100.00
10/4/12	Fred Smith	Buena Park Cable Foundation Meeting on September 25, 2012	Oct - 12	6267	100.00
10/4/12	Cirene Mercado	Voice Over Personality - The Mayor's Show and Buena Park Today	0108	6268	400.00
10/10/12	Jane Cameron	Crime Watch - August Episode 2 and September Episodes 1 & 2	B1213-1003	6269	600.00
10/10/12	Cloud Productions	Crime Watch Oct. Episodes A & B, City Council Meetings 09/11 & 09/25 Inside Buena Park Giving Children Hope	9609	6270	2,730.00
10/10/12	Vista Media Services	BP Today Show - Fall 2012, Adopt-A-Pet Show #18	257-12/258-12	6271	1,700.00
10/23/12	Cloud Productions	Crime Watch - Resident Burglaries, Candidate's Forum, Troubleshooting Granicus, Program Scheduling	9610	6272	1,210.00
10/23/12	Gretchen Morales	Marketing Assistance BP TV for September - 2012	93012	6273	261.12
10/23/12	Vista Media Services	Recreation - Leisure Classes and Activities 2012	260-12	6274	850.00
11/1/12	Jane Cameron	Crime Watch - October Episodes 1 & 2	B1213-1028	6275	400.00
11/1/12	Time Warner	Cable Service For November	12-Nov	6276	75.17
11/7/12	Cloud Productions	Crime Watch Nov. Episodes A & B, City Council Meetings 10/09 & 10/23	9614	6277	1,760.00
11/13/12	Franchise Tax Board	2011-12 Franchise Fee	Nov-12	6278	10.00
11/13/12	Dept. of Treasury	2011-12 Taxes	Nov-12	6279	1.00
11/13/12	Registry of Charitable Trusts	2011-12 Registration Renewal Fee	Nov-12	6280	50.00
11/15/12	Gretchen Morales	Marketing Assistance BP TV for October - 2012	Oct-12	6281	261.12
11/19/12	Cirene Mercado	Voice Over Personality - Silverado Days	0109	6282	200.00
11/20/12	Cloud Productions	Mayor's Prayer Breakfast	9616	6283	700.00
11/20/12	Vista Media Services	Spotlight on Public Works, Silverado Days Events, BP Youth Theater/Honk Mayor's Prayer Breakfast	261-12/262-12/263-12 264-12	6284	2,700.00
11/29/12	Gretchen Morales	Marketing Assistance BP TV for November - 2012	113012	6285	261.12
12/5/12	Cloud Productions	Crime Watch Dec. Episodes A & B, City Council Meetings 11/13 & 11/27	9618	6286	1,760.00
12/5/12	Time Warner	Cable Service For December	Dec-12	6287	75.17
12/12/12	Jane Cameron	Crime Watch - November Episodes 1 & 2	B1213-1203	6288	400.00
12/18/12	Cirene Mercado	Voice Over Personality - Ribbon Cutting Senior Center	0110	6289	200.00
12/18/12	Cloud Productions	Anaheim Christian Church Service, City Council Meeting 12/11 Independence Hall	9619	6290	1,325.00
12/18/12	Vista Media Services	Candy Caneland & Craft Faire, Adopt-A-Pet Show #19 Inside Buena Park - Senior Activity Center West Wing Ribbon Cutting	265-12/266-12 267-12	6291	2,550.00
12/19/12	Vista Media Services	BP CVB Revise Promotion (Foundation will be Reimbursed)	268-12	6292	450.00
<b>Total September Thru December</b>					<u>25,064.87</u>

**BUENA PARK FOUNDATION**  
**Income Statement**  
**December 31, 2012**

	Current Year			Prior Year
	Budget	Actual Period Ending December 31, 2012	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 100.00	15.63	\$ (84.37)	\$ 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>\$ 20,052.63</b>	<b>\$ (75,047.37)</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	225.51	974.49	901.54
5220 Government Access/City	69,950.00	31,720.52	38,229.48	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	500.00	2,500.00	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	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>34,887.03</b>	<b>72,662.97</b>	<b>99,963.65</b>
Revenues Over (Under) Expenditures	(12,450.00)	(14,834.40)	2,384.40	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>\$ 42,689.46</b>	<b>\$ 2,384.40</b>	<b>57,523.86</b>