

**AGENDA**  
**BUENA PARK CABLE FOUNDATION**  
**FEBRUARY 21, 2012**  
**3:00 p.m.**  
**COUNCIL CHAMBER**  
**6650 Beach Boulevard, Buena Park**

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR (1-2):**

1. Minutes of January 24, 2012
2. Resolutions approving claims and demands

**RECOMMENDED ACTION**

**Approve**  
**Approve**

**OLD BUSINESS (3-5)**

3. Revised Director Meeting Schedule 2012  
Report by Aaron France
4. By-Law Review  
Report by Aaron France
5. New format for Budget financials  
Report by Aaron France

**NEW BUSINESS (6-10)**

6. Mid-Year Budget review  
Report by Aaron France
7. Crime Watch broadcast request  
Report by Myrna Holmquist
8. Archive Media Page upgrade  
Report by Myrna Holmquist
9. Scholarship Sub-Committee Selection  
Foundation Directors
10. Budget Sub-Committee Selection  
Foundation Directors

**CITY GOVERNMENT ACCESS REPORT (11):**

Report by Myrna Holmquist

**ORAL/WRITTEN COMMUNICATION (12):**

**ADJOURNMENT:** Next meeting Tuesday, May 8, 2012 at 3:00 p.m.

**BUENA PARK CABLE FOUNDATION  
MINUTES OF MEETING  
January 24, 2012**

Director Barnet called the Buena Park Cable Foundation Meeting of January 24, 2012 to order at 3:01 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

**ROLL CALL:**

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

ABSENT:

**ALSO PRESENT:**

Aaron France, Administrative Analyst; Myrna Holmquist, Communications and Marketing Manager; and Dennis Varela, Accountant

**PLEDGE OF ALLEGIANCE**

Director Night led the Pledge of Allegiance to the Flag.

**CONSENT CALENDAR**

**(1) Minutes of September 13, 2011**

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

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

MOTION CARRIED: That all actions recommended on the Consent Calendar be approved.

**NEW BUSINESS:**

**(3) Election of Officers for 2012.**

Motion: Director Night moved the nomination of Director Barnet as President.

Motion: Director Dow moved the nomination of Director Oh as Vice President.

Motion: Director Smith moved the nomination of Director Swift as Treasurer.

Motion: Director Swift moved the nomination of Director Night as Secretary

MOTION CARRIED.

**(4) 2012 Director's Meeting Schedule.** Myrna Holmquist presented the 2012 meeting calendar based on the 2011 meeting schedule. Ms. Holmquist noted that the Foundation meets 6 months out of the year, with additional meetings as needed; she also noted that Directors can also ask for a special meeting as needed by individual or committee members on an as-needed basis. Director Berry asked about meetings that conflict with other meetings scheduled. Aaron France explained that there are several 2012 Foundation meetings that will need to be rescheduled because of conflicting meeting times, and asked the Directors if they preferred earlier or different dates. It was the consensus of the Directors to keep the current meeting schedule and go on a month-to-month basis, agreeing to meet at noon on the days there are conflicts. Mr. France agreed to provide notice to the Directors approximately one week prior. There was a brief discussion about meeting quarterly in the future. Ms. Holmquist read from the by-laws noting the election of officers being held in January and compensation for those meetings. Mr. France and Ms. Holmquist were directed to bring the by-laws back to the Foundation members in February for review as it relates to meeting schedules and compensation.

BUENA PARK CABLE FOUNDATION

January 24, 2012

PAGE TWO

Motion: Director Berry moved to combine the April agenda to the February meeting and eliminate the April meeting in 2012.

MOTION CARRIED.

Ms. Holmquist proposed reducing the agenda packet size by eliminating monthly warrant register paperwork and financial statements and replacing it with a spread sheet log showing the essential information. After a brief discussion and exchange of ideas, the members asked to review the proposed changes by the next meeting. Mr. France clarified that what the Board was looking for was a year-to-date ledger with quarterly or semi-annual activity and revenue information. Dennis Varela advised the Board that approximately 50 checks were written quarterly. Director Berry asked for a clarification about an employee compensation increase.

**(5) CITY GOVERNMENT ACCESS REPORT.** Myrna Holmquist advised that the current programming on BPTV includes a monthly spotlight on education from the Orange County Dept. of Education called Sunburst Youth Challenge Academy, City Council Meetings, the Buena Park Today Winter Magazine Show featuring the Shop, Dine & Play co-sponsored with the Chamber of Commerce, Senior Center Touch-Screen Program, Inside Buena Park featuring the Police Dept.'s Give A Christmas Program which will be replaced with the Boys & Girls Club and Police Dept.'s Youth of the Year Event, two new Crime Watch programs and a new Adopt-a-Pet show. The city is currently starting pre-production for the State of the City program and a new episode of Mayor's Show. Ms. Holmquist also highlighted a new program called Friday Night Lights about the Buena Park High School Football Program and thanked the Directors for their support. She advised that there has been good support and feedback through social media, Facebook, and also on the Buena Park You Tube channel. Ms. Holmquist also gave a hand-out overview of the archived media page and reviewed making it a custom, user-friendly page. Ms. Holmquist will report back with more information after she meets with the City's consultant at the next meeting.

**(6) ORAL COMMUNICATION:** Director Barnet asked how to be notified with meeting time and date changes. Myrna Holmquist offered to put the information on the City's website at the Foundation's direction, along with an e-notification after proper authorization.

Director Night asked for a status of U-verse and Fios infrastructure build out in Buena Park. Aaron France will get update from Engineering Dept. but the subscribership is increasing every month.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:40 p.m. to the next meeting on February 14, 2012 at 3:00 p.m.

**ATTEST:**

\_\_\_\_\_  
Marsha Schwartze, Secretary

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

# BP CABLE FOUNDATION BUDGET

<b>Administrative Budget</b>	Actuals FY 10-11	FY 11-12	Mid Year FY 11-12
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	
Taxes & Fees (Non-Profit Filing Fees)	58	100	100
Stationary & Supplies	212	250	250
Books, Dues & Subscriptions	285	200	200
Postage	48	100	100
Printing	0	150	150
Scholarship Program	5,000	5,000	5,000
Professional Services (Audit of Financial Records)	1,711	1,600	1,600
Accounting/Staff Services	13,000	13,000	13,000
Director Stipends	3,000	5,400	5,400
Time Warner Video Services	1,009	1,200	1,200
Equipment Maintenance	435	2,000	2,000
Capital Outlay (One-Time Playback Equip Purchase)	778	2,000	2,000
<b>Total Administrative Budget</b>	<b>\$25,535</b>	<b>\$31,000</b>	<b>\$31,000</b>
<b>Programming Budget</b>			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$67,983	\$70,890	\$70,890
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	5,610	7,200	7,200
Ministerial Series	0	1,000	1,000
Miscellaneous Expenditures	670	500	500
<b>Total Programming Budget</b>	<b>\$74,263</b>	<b>\$79,590</b>	<b>\$79,590</b>
<b>TOTAL BUDGET</b>	<b>\$99,798</b>	<b>\$110,590</b>	<b>\$110,590</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>

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

	Current Year			Prior Year
	Budget	Actual Period Ending January 31, 2012	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2011
<b><u>REVENUES</u></b>				
3410 Investment Income	\$ 150.00	\$ 34.00	\$ (116.00)	\$ 94.50
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	85,000.00	24,845.72	(60,154.28)	94,744.41
<b>Total Revenues</b>	<b>\$ 85,150.00</b>	<b>\$ 24,879.72</b>	<b>\$ (60,270.28)</b>	<b>\$ 94,838.91</b>
<b><u>EXPENDITURES</u></b>				
5214 Taxes and Fees	100.00	36.00	64.00	58.00
5219 Time Warner Video Services	1,200.00	450.42	749.58	1,008.64
5220 Government Access/City	70,890.00	37,391.79	33,498.21	67,983.44
5221 Government Access/Council	7,200.00	2,200.00	5,000.00	5,610.00
5223 Ministerial Series	1,000.00	-	1,000.00	-
5225 Member Salaries	5,400.00	500.00	4,900.00	3,000.00
5227 Miscellaneous Expenses	500.00	-	500.00	669.87
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,711.00
5245 Accounting/Staff Services	13,000.00	-	13,000.00	13,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	434.99
5410 Stationery/Supplies	250.00	-	250.00	212.26
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	50.00	150.00	285.00
5430 Postage	100.00	63.80	36.20	47.55
5840 Capital Outlay	2,000.00	1,571.45	428.55	777.53
<b>Total Expenditures</b>	<b>110,590.00</b>	<b>42,263.46</b>	<b>68,326.54</b>	<b>99,798.28</b>
Revenues Over (Under) Expenditures	(25,440.00)	(17,383.74)	(8,056.26)	(4,959.37)
Fund Balance, Beginning of Period	52,486.02	52,486.02	-	57,445.39
Fund Balance, End of Period	<b>\$ 27,046.02</b>	<b>\$ 35,102.28</b>	<b>\$ (8,056.26)</b>	<b>52,486.02</b>

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*18747 Clarkdale Ave  
Artesia, CA 90701  
(562) 860-8425*

January 12, 2012

To: Buena Park Cable Foundation  
c/o: Myrna Holmquest

Hello, My name is Manuel Aguiar and i am the general manager of the local access channel here in the city of Artesia.

We were interested in showing Crimewatch on our station to our viewers. We are not only in the city of Artesia, we reach, Cerritos, Norwalk, Bellflower, Lakewood and parts of Long Beach. I believe this show will bring much interest to our viewers. We are able to reach all of these cities via Verizon Fios.

If you have any further questions please feel free to contact me on my cell (562) 305-5241. thank you for your attention in this matter.

Sincerley,

Manuel Aguiar  
General Manager



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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Amount</u>
1/11/12	Jane Cameron	Crimewatch In January #1 (01/3/2012)	B1112-0102	6170	200.00
	Cloud Productions	Crimewatch In January #1 & #2 (01/3/2012 & 01/17/2012)	9571	6171	1,400.00
	Vista Media Services	Holidays in Buena Park (Childrens Shopping Spree/Toy Express)	226-11	6172	790.00
1/24/12	Jane Cameron	Crimewatch in January #2 (01/17/2012)	B1112-0117	6173	200.00
	Cloud Productions	Video Production (BP Utilities/Water) & Council Mtg. 1/10/12	9572	6174	1,050.00
	Time Warner	Cable Service For January	Jan-12	6175	75.07
1/31/12	Time Warner	Cable Service For February	Feb-12	6176	75.07

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	Time Warner	Cable Service For January	Jan-12	6175	75.07
1/31/12	Time Warner	Cable Service For February	Feb-12	6176	75.07

**BUENA PARK CABLE FOUNDATION**  
**2012 DIRECTOR'S MEETING SCHEDULE**

Meeting Time:	3 p.m.
January 24, 2012	Election of Officers
February 14, 2012	Midyear Budget Review
March 2012	Dark
April 10, 2012	Scholarship Preparation - (Sub-Committee Selection) Budget Preparation - (Sub-Committee Selection)
May 8, 2012	Budget Presentation
June 12, 2012	2012-13 Budget Adoption
July 2012	Dark
August 2012	Dark
September 11, 2012	General/Review Scholarship Program
October 2012	Dark
November 2012	Dark
December 2012	Dark