

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
June 28, 2016**

President Beth Swift called the Buena Park Cable Foundation Meeting of June 28, 2016 to order at 2:30 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

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

ALSO PRESENT:

Aaron France, Assistant to the City Manager, Adrian Garcia, Accounting Technician, Myrna Holmquist, Communications and Marketing Manager and Marsha Cook, Executive Assistant.

PLEDGE OF ALLEGIANCE

Jim Bass led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES OF MAY 10, 2016

RESOLUTION APPROVING CLAIMS AND DEMANDS

MOTION: Harbert/Vaughn to APPROVE the Consent Calendar.
AYES: Barnet, Bass, Brown, Harbert, Night, Smith, Swift and Vaughn
NOES: None
ABSENT: Berry

UNFINISHED BUSINESS

Proposal to televise the Miss Buena Park Coronation Ceremony (Berry – 1/12/16)

In response to a question from Director Swift about cost, Myrna Holmquist reported that the Programming Sub-Committee was looking at future programming to promote upcoming events (opposed to showing events that had occurred in the past), reserving specific events like the Mayor's Prayer Breakfast and the State of the City for rebroadcast. It was noted that the cost would be \$900 to record an event, although clarification as to what specific part of the ceremony might be recorded for rebroadcast was unknown without Director Berry's input.

After a brief discussion it was the consensus of the members present to continue the item to the September meeting for further consideration. Staff was directed to contact Director Berry and request that he speak with the Soroptimists Club to discuss their interests in recording the event and report back to the Foundation.

NEW BUSINESS

BUDGET PRESENTATION

BUENA PARK CABLE FOUNDATION

June 28, 2016

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Aaron France reviewed the proposed 2016-2017 Budget and Budget Overview, noting the starting balance, estimated income, expenditures, ending balance, and a proposed balance (a copy of the 2016-2017 Budget is attached hereto).

MOTION: Smith/Harbert to APPROVE the 2016-2017 budget.
AYES: Barnet, Bass, Brown, Harbert, Night, Smith, Swift and Vaughn
NOES: None
ABSENT: Berry

CITY GOVERNMENT ACCESS REPORT

Myrna Holmquist reported that BPTV is currently airing Summer Concerts, the Summer Aquatics program, the Orange County Fire Authority Water Safety promo as well as a Fireworks Safety PSA, Crime Watch, Inside Buena Park featuring the Butterfly Palladium ground breaking, the Knott's Berry Farm Ghost Town 75th Anniversary, the Memorial Day celebration, and Adopt-a-Pet.

PUBLIC COMMENTS (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS

Grant Barnet asked about a vertical distortion at the bottom of his screen on Channel 3. Aaron France explained that he was in contact with Kristy Hennessey, who was previously with Time Warner Cable that has now merged with Charter to become "New Charter," (their video product will be called Spectrum). She told him they are having an engineer look into the problem, as well as some audio issues that they are also experiencing.

Myrna Holmquist announced that the City of Buena Park received two Star Awards from SCAN NATOA for Buena Park TV Programming; Election Coverage - Draw the Future of Buena Park won third place and the Every 15 Minutes program at Buena Park High School also won third place. Producers Ken McKinney and Mark Cloud were recognized and expressed their appreciation.


ADJOURNMENT

There being no further business, the meeting was adjourned at 2:55 p.m. The next meeting is scheduled for September 13, 2016 at 2:30 p.m.

ATTEST:



Marsha Cook, Exec. Asst.



Beth Swift, President

BP CABLE FOUNDATION BUDGET

	Actual FY 14-15	Mid-Year FY 15-16	Proposed FY 16-17
Administrative Budget			
Insurance/Bonding (Equip Coverage/Public Official Liability)	0	0	0
Taxes & Fees (Non-Profit Filing Fees)	81	100	100
Stationary & Supplies	168	250	250
Books, Dues & Subscriptions	120	200	200
Postage	51	100	100
Printing	150	150	150
Scholarship Program	5,001	10,000	10,000
Professional Services (Review of Financial Records)	1,492	1,600	1,600
Accounting/Staff Services	13,000	13,000	13,000
Director Stipends	2,300	3,000	3,000
Time Warner Video Services	887	1,000	1,000
Equipment Maintenance	1,107	2,000	2,000
Equipment Replacement Fund			3,500
Capital Outlay (One-Time Playback Equip Purchase)	6,127	19,631	2,000
Total Administrative Budget	\$30,484	\$51,031	\$36,900
Programming Budget			
Govt Access BPTV Ch 3 (Production Budget on Page 2)	\$81,663	\$79,700	\$79,700
Council Meetings (24 mtgs/year; 2 staff @ \$40/hr for 2 hrs)	5,050	6,000	6,000
Ministerial Series	0	3,300	3,300
Miscellaneous Expenditures/Add'l Programming	0	1,000	4,000
Total Programming Budget	\$86,713	\$90,000	\$93,000
TOTAL BUDGET	\$117,197	\$141,031	\$129,900

BUDGET OVERVIEW

BUENA PARK CABLE FOUNDATION BUDGET BALANCES, EXPENDITURES AND PROPOSALS

<u>Fiscal Year 2015-16</u>		<u>Fiscal Year 2016-17</u>	
Ending Balance 6/30/15	\$75,214	<i>Projected</i> Balance 6/30/16	\$49,183
Income for 12 months (Estimated)	+\$ <u>115,000</u>	<i>Projected</i> Income for 12 months	+\$ <u>115,000</u>
Estimated Expenditures	-\$ <u>131,031</u>	<i>Proposed</i> Expenditures	<u>-\$129,900</u>
Ending Balance 6/30/16 (Estimated)	\$59,183	<i>Proposed</i> Balance 6/30/17	\$34,283