

**AGENDA
BUENA PARK CABLE FOUNDATION
APRIL 9, 2013
3:00 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of February 12, 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. Scholarship Preparation (Sub-Committee Selection)
8. 2013-2014 Budget Preparation (Sub-Committee Selection)

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, May 14, 2013 at 3:00 p.m.

BUENA PARK CABLE FOUNDATION
DRAFT MINUTES OF MEETING
February 12, 2013

Secretary Swift called the Buena Park Cable Foundation Meeting of February 12, 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, Harbert and Smith

ABSENT: Berry, Oh, and Brown

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 Night led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

(1) Minutes of January 8, 2013

APPROVED with corrections. Smith/Harbert moved to approve item 1 on the consent calendar. MOTION CARRIED (Directors Berry, Oh & Brown absent)

(2) Resolutions approving claims and demands.

APPROVED Smith/Barnet moved to approve item 2 on the consent calendar. MOTION CARRIED (Directors Berry, Oh & Brown absent)

President Steve Berry entered the meeting at 3:08 p.m.

(3) City Government Access Report.

Myrna Holmquist reported that the current programming on BPTV includes the Boys & Girls Club dinner, 2 Episodes of Crime Watch, the State of the City and another Adopt-a-Pet episode.

Ms. Holmquist advised Directors that the scholarship applications have gone out to all the schools, their Financial Aid offices and Communications Departments. In addition, the application will be posted on the City's website and included in the Spring Edition of Buena Park Today. This year emails have also been sent out to every communications instructor that has an email address posted on the school websites.

Unfinished Business.

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

Commissioner Night reported that he had not had an update from Principal Coombs yet, so this item was continued to the April 9, 2013 meeting.

Miller Oh entered the meeting at 3:16 p.m.

(5) Student Intern Program.

Aaron France distributed some ideas for the Intern Program.

Felix Lopez, a potential candidate, addressed the Foundation sharing what he hoped to get out of such a program.

Myrna Holmquist described some of the needs the City might have for a Student Intern in this capacity.

A sub-committee consisting of Director Bass and Director Barnet was appointed to finalize some proposed guidelines for the program.

(6) Time Warner program quality.

Aaron France reported that he was in touch with Time Warner's Cable Government Affairs Representative who explained that there had been a glitch with one of the DVDs they had been using and they now think they have resolved the issues. She will follow-up again next week and he will report back at the April 9, 2013 meeting.

Director Night mentioned that he understood Uverse was able to provide Channel 95/Public Access and asked staff to look into it and report back to the Foundation at the next meeting.

NEW BUSINESS:

(7) Midyear Budget Review.

Aaron France reviewed the midyear budget and advised that everything looks very positive financially, with only a couple small adjustments.

Director Night asked for clarification on the ATT & Time Warner franchise fee deposits.

Director Barnet discussed putting a line item in the budget for a Student Intern Program stipend.

Motion: Barnet/Night to add a line item to the budget for (not to exceed) \$1,000 for the Student Intern Program.

After a brief discussion, the motion and the second were withdrawn.

(8) StreamCell proposal.

Aaron France explained that the City has been approached by several vendors offering Live Streaming. He introduced Ken Lee, from StreamCell who gave a brief demonstration and answered questions, reporting that their units ranged in price from \$8,000 to \$25,000 for purchase or approximately \$1,200 a month on a lease-to-own program.

It was the consensus of the Directors present to take the information under consideration.

PUBLIC COMMENT (Non-agenda Items):

There were no public comments.

ANNOUNCEMENTS:

Aaron France reported that Paul Carrol submitted a letter announcing the Grand Opening of PADNET's new studio in Long Beach, offering individual invitations for (3) Directors who were interested in attending.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:45 p.m. The next meeting is scheduled for April 9, 2013 at 3:00 p.m.

ATTEST:

Marsha Cook, Secretary

Steve Berry, President

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

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Amount</u>
2/5/13	Cirene Mercado	Field Reporting "Buena Park Holiday Lights" (\$100 left off Ck # 6303)	0111	6307	100.00
2/13/13	Cloud Productions	Boys & Girls Club Banquet, Council Meetings 01/08 & 01/22, One hour Character Generator Loading Schedule, Crime Watch February Episodes 1 & 2, Camera Operator - State of the City	9623 & 9624	6308	2,720.00
2/13/13	City of Buena Park	Reimburse City for Electronic Terminators (Used City Credit Card)	CK#357694	6309	9.63
2/13/13	City of Buena Park	Reimburse City for DVD/Binders (Used City Petty Cash)	12/05/12	6310	48.48
2/13/13	Gretchen Morales	Marketing Assistance BP TV for January - 2013	Jan-13	6311	261.12
2/13/13	James Bass	Buena Park Cable Foundation Meeting on February 12, 2013	Feb-13	6312	100.00
2/13/13	Don Harbert	Buena Park Cable Foundation Meeting on February 12, 2013	Feb-13	6313	100.00
2/13/13	Miller Oh	Buena Park Cable Foundation Meeting on February 12, 2013	Feb-13	6314	100.00
2/13/13	Fred Smith	Buena Park Cable Foundation Meeting on February 12, 2013	Feb-13	6315	100.00
2/27/13	Jane Cameron	January Crime Watch Episode 2, February Crime Watch Episodes 1 & 2	B1213-0212	6316	600.00
2/27/13	Vista Media Services	State of the City - Lip Dub, Council Interviews & Presentation, Adopt-A-Pet	271-13/275-13/276-13	6317	2,700.00
2/27/13	Time Warner	Cable Service For March	MARCH-13	6318	75.17
2/28/13		Reimbursement for Ck. #6292			(450.00)
3/6/13	City of Buena Park	Reimburse City for DVD's/Sleeves/Binders (Used City Credit Card)	MARCH-13	6319	103.94
3/6/13	Cloud Productions	Crime Watch March Episodes 1 & 2, Council Meetings 02/12 & 02/26	9628	6320	1,840.00
3/6/13	Cirene Mercado	Field Reporting - Elementary Art Show & High School Art Show	0113	6321	400.00
3/6/13	Gretchen Morales	Marketing Assistance BP TV for February - 2013	022813	6322	261.12
3/6/13	Vista Media Services	High School Art Show & Award Ceremony	277-13	6323	850.00
3/12/13	Teaman, Ramirez & Smith	Audit of Foundation Financials FY 11-12	5088 61656	6324	1,500.00
3/13/13	U.S. Postal Service	Replenish Postage Stamps	MARCH-2013	6325	46.00
3/19/13	Cloud Productions	Crescent Ave Church Service & CG Update/Scheduling 03/07/13	9630	6326	315.00
3/26/13	Vista Media Services	Mayor's Show & B.P. Today - Spring 2013 (Park Lighting/60th B'day)	278-13 & 279-13	6327	1,700.00
Total for February and March					13,480.46

BUENA PARK FOUNDATION
Income Statement
March 31, 2013

	Current Year			Prior Year
	Budget	Actual Period Ending March 31, 2013	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2012
<u>REVENUES</u>				
3410 Investment Income	\$ 100.00	29.37	\$ (70.63)	\$ 64.26
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	95,000.00	55,994.22	(39,005.78)	104,937.23
Total Revenues	\$ 95,100.00	\$ 56,023.59	\$ (39,076.41)	\$ 105,001.49
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	81.00	19.00	36.00
5219 Time Warner Video Services	1,200.00	451.02	748.98	901.54
5220 Government Access/City	69,950.00	46,083.88	23,866.12	70,418.51
5221 Government Access/Council	7,200.00	2,920.00	4,280.00	4,280.00
5223 Ministerial Series	1,100.00	275.00	825.00	-
5225 Member Salaries	3,000.00	1,400.00	1,600.00	2,500.00
5227 Miscellaneous Expenses	500.00	9.63	490.37	349.18
5230 Scholarships	5,000.00	-	5,000.00	5,000.00
5240 Professional Services	1,800.00	1,500.00	300.00	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	164.53	85.47	113.90
5411 Printing	150.00	-	150.00	-
5420 Books/Dues/Subscriptions	200.00	160.00	40.00	50.00
5430 Postage	100.00	46.00	54.00	108.80
5840 Capital Outlay	2,000.00	-	2,000.00	1,781.45
Total Expenditures	107,550.00	53,091.06	54,458.94	99,963.65
Revenues Over (Under) Expenditures	(12,450.00)	2,932.53	(15,382.53)	5,037.84
Fund Balance, Beginning of Period	57,523.86	57,523.86	-	52,486.02
Fund Balance, End of Period	\$ 45,073.86	\$ 60,456.39	\$ (15,382.53)	57,523.86