

A G E N D A

**BUENA PARK CABLE FOUNDATION
JANUARY 14, 2020
2:30 p.m.
COUNCIL CHAMBER
6650 Beach Boulevard, Buena Park**

CALL TO ORDER

ROLL CALL:

**DIRECTOR GRANT BARNET
DIRECTOR JIM BASS
DIRECTOR SUNNY PARK
DIRECTOR FRED SMITH
DIRECTOR DON HARBERT
DIRECTOR BETH SWIFT
DIRECTOR CONNOR TRAUT
VICE PRESIDENT ART BROWN
PRESIDENT BARON NIGHT**

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS (Agenda Items):

CONSENT CALENDAR:

1. Minutes of September 10, 2019
2. Resolutions approving claims and demands

RECOMMENDED ACTION

Approve

Approve

UNFINISHED BUSINESS:

3. Card and ad from Buena Park Goes to College
4. BPTV Logos

NEW BUSINESS:

5. Election of Officers – 2020 Directors
 - President
 - Vice President
6. Budget Sub-Committee – 2020
 - 2019 Sub-Committee Directors: Barnet, Brown and Park
7. Scholarship Sub-Committee – 2020
 - 2019 Sub-Committee Directors: Harbert, Park and Swift
8. Programming Sub-Committee
 - 2019 Sub-Committee Directors: Brown, Harbert and Night

9. 2020 Director's Schedule

CITY GOVERNMENT ACCESS REPORT:

.10. Report by Aaron France

PUBLIC COMMENTS (Non-agenda Items):

ANNOUNCEMENTS:

ADJOURNMENT: Next meeting is scheduled for Tuesday, February 11, 2020 at 2:30 p.m.

**BUENA PARK CABLE FOUNDATION
MINUTES OF MEETING
SEPTEMBER 10, 2019**

President Baron Night called the Buena Park Cable Foundation Meeting of September 10, 2019 to order at 2:28 p.m. in the Council Chamber, 6650 Beach Boulevard, Buena Park, California.

PRESENT: Bass, Park, Smith, Harbert, Brown, Traut (entered at 2:35 pm) and Night
ABSENT: Barnet, Swift

ALSO PRESENT:

Aaron France, Assistant City Manager, Jane Lim, Accounting Technician and Lizzette Sandate, Executive Assistant.

PLEDGE OF ALLEGIANCE

Vice President Art Brown led the Pledge of Allegiance to the flag.

PUBLIC COMMENTS (Agenda Items):

There were no public comments.

CONSENT CALENDAR:

MINUTES OF June 11, 2019

RESOLUTIONS APPROVING CLAIMS AND DEMANDS

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

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

General Review of Scholarship Program

Aaron France gave an overview of the Myrna Holmquist Communications Scholarship application noting that the application had been updated with new dates and scholarship amounts per the direction of the foundation. He stated the applications will be sent out to the local colleges.

Vice President Brown inquired if the recipients of the scholarship funds receive the checks directly and requested that staff look into mailing the checks directly to the school for tax reasons.

Scholarship Ad in BP Goes to College Program

Aaron France discussed the Buena Park Goes to College Event and asked if the Board was once again interested in promoting the Cable Foundation scholarship in the Buena Park Goes to College Program.

MOTION: Harbert/Brown to APPROVE placing an ad in the Buena Park Goes to College Program.
AYES: Bass, Park, Smith and Night
NOES: None
ABSENT: Barnet, Swift
ABSTENTION: Traut

Director Traut entered the room as the motion was called for a vote.

President Night announced he attends the Buena Park Goes to College event every year and asked for the Board's approval to have a table at the event to represent the Board and to promote the scholarship.

MOTION: Smith/Harbert to APPROVE for President Night to represent the Board and promote the scholarship at Buena Park Goes to College event.
AYES: Bass, Park, Traut Brown and Night
NOES: None
ABSENT: Barnet, Swift

BPTV Logo

Three logo options were presented for review for brand recognition. The Board liked the last two and requested that they include "Cable Foundation" across the bottom. The logos are to be revised and presented at the next meeting for review and consideration.

CITY GOVERNMENT ACCESS REPORT

Aaron France presented and reviewed the Buena Park Cable Foundation website, www.bpcablefoundation.com, noting the show line up would be added and confirmed that the scholarship application would be included as well. With the recipient's consent, Director Park suggested to include the name of the recipients on the website.

Aaron France reported that BPTV is currently airing a show from the Orange County Vector and Mosquito Control District, three editions of Crime Watch, our latest Planning Commission meeting and City Council meeting. A revised Coyote Awareness Program, Buena Park Today, What's New In Two and the Billboard.

President Night inquired regarding the status on including the BPTV Cable Programming in WNIT. Aaron mentioned it was not on the lineup yet, but it would be included.

Director Park asked if we keep track of the number of viewers on TV and online. Aaron France explained that Time Warner Cable and A&T do not do Nielsen ratings for some of our channels due to the expense, but would provide the analytics report on how many individuals are watching online programming.

Aaron France shared he received an update from Producer Mark Cloud and mentioned he is having health issues but in good spirits. He added Producer Kevin Ohler has been filling in for Mark for the Crime Watch episodes during his absence.

Aaron France added we are preparing for New Ministerial episodes and filming the Mayor's Prayer Breakfast event. Ken McKinney will be filming the Mayor's Prayer Breakfast and Kevin Ohler will be likely to assist.

PUBLIC COMMENTS (Non-agenda Items):

Director Don Harbert announced the Mayor's Prayer Breakfast will be on November 21st and requested that the City post the Mayor's Prayer Breakfast event on the City Hall marquee. President Night directed for staff to move forward with the request and to include it in the rest of the City owned marquee signs.

Director Harbert announced that the tickets for the Mayor's Prayer Breakfast are on sale and available for purchase online: www.buenaparkprayerbreakfast.com.

ANNOUNCEMENTS

There were no public comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:54 p.m. The next meeting is scheduled for January 14, 2019 at 2:30 p.m.

ATTEST:

Lizzette Sandate, Exec. Asst.

Baron Night, President

BUENA PARK CABLE FOUNDATION
2020 DIRECTORS' MEETING SCHEDULE

Meeting Time:	2:30 PM
January 14, 2020	Election of Officers Scholarship preparation (Sub-Committee Selection)
February 11, 2020	Midyear Budget Review
March 2020	DARK
April 14, 2020	Budget Preparation (Sub-Committee Selection)
May 12, 2020	Budget Presentation Award of Scholarships
June 9, 2020	2020-2021 Budget Adoption
July 2020	DARK
August 2020	DARK
September 8, 2020	General Review Scholarship Program
October 2020	DARK
November 2020	DARK
December 2020	DARK

BUENA PARK FOUNDATION
Income Statement
December 31, 2019

	Current Year			Prior Year
	Budget	Actual Period Ending December 31, 2019	Variance- Favorable (Unfavorable)	Actual Period Ending June 30, 2019
<u>REVENUES</u>				
3410 Investment Income	\$ 50.00	\$ 2.90	\$ (47.10)	\$ 7.25
3900 Miscellaneous Revenue	-	-	-	-
3951 Contribution from Time Warner/AT&T	100,000.00	27,068.89	(72,931.11)	108,619.00
Total Revenues	\$ 100,050.00	\$ 27,071.79	\$ (72,978.21)	\$ 108,626.25
<u>EXPENDITURES</u>				
5214 Taxes and Fees	100.00	60.00	40.00	80.00
5219 Time Warner Video Services	1,200.00	598.92	601.08	929.62
5220 Government Access/City	55,645.00	26,635.00	29,010.00	62,723.44
5221 Government Access/Council	12,000.00	5,790.00	6,210.00	10,255.00
5223 Ministerial Series	1,925.00	-	1,925.00	1,925.00
5224 Production Grants	-	-	-	-
5225 Member Salaries	4,500.00	700.00	3,800.00	4,200.00
5227 Misc Expenses/Add'l Programming	300.00	125.00	175.00	125.00
5230 Scholarships	10,000.00	-	10,000.00	10,000.00
5240 Professional Services	1,600.00	-	1,600.00	1,637.00
5245 Accounting/Staff Services	5,000.00	-	5,000.00	5,000.00
5250 Equipment Maintenance	2,000.00	-	2,000.00	-
5260 Equipment Replacement Fund	3,500.00	-	3,500.00	-
5410 Stationery/Supplies	100.00	263.82	(163.82)	204.10
5411 Printing	100.00	-	100.00	-
5420 Books/Dues/Subscriptions	150.00	-	150.00	-
5430 Postage	100.00	-	100.00	55.00
5840 Capital Outlay	2,000.00	-	2,000.00	282.81
Total Expenditures	100,220.00	34,172.74	66,047.26	97,416.97
Revenues Over (Under) Expenditures	(170.00)	(7,100.95)	(6,930.95)	11,209.28
Fund Balance, Beginning of Period	50,531.20	50,531.20	-	39,321.92
Fund Balance, End of Period	\$ 50,361.20	\$ 43,430.25	\$ (6,930.95)	50,531.20

CITY OF BUENA PARK FOUNDATION

CHECK REGISTER

For FY 2019-20

Date	Vendor	Description	Invoice #	Check #	Amount
09/03/19	Kevin Ohler	Crime Watch September 2019	Apr-24	7258	900.00
09/03/19	Vista Media Services	WNIT 8/1,14,28/2019, Council 07/23/19 & 08/27/19, PL Commission 08/28/2019, BP Fall 2019	637-19, 638-19, 639-19	7259	3,220.00
09/10/19	Kari Kessinger	WNIT Taping 08/28/19 & 08/04/2019	118	7260	200.00
09/19/19	Aindin Tehrani	07/9,23/19 & 08/16, 14, 27/19 Videos	Aug-19	7261	960.00
09/19/19	Spectrum Business	8448400240026539 Sept-19	26539090119	7262	99.02
09/19/19	N/A	Voided Check	Voided Check	7263	-
09/19/19	James Bass	BPCF Meeting 09/10/2019	10-Sep-19	7264	100.00
09/19/19	Art Brown	BPCF Meeting 09/10/2019	10-Sep-19	7265	100.00
09/19/19	Don Harbert	BPCF Meeting 09/10/2019	10-Sep-19	7266	100.00
09/19/19	Baron Night	BPCF Meeting 09/10/2019	10-Sep-19	7267	100.00
09/19/19	Sunny Youngsun Park	BPCF Meeting 09/10/2019	10-Sep-19	7268	100.00
09/19/19	Fred Smith	BPCF Meeting 09/10/2019	10-Sep-19	7269	100.00
09/19/19	Connor Traut	BPCF Meeting 09/10/2019	10-Sep-19	7270	100.00
09/25/19	Jane Cameron	October-19 Crime Watch	B1920-0910	7271	200.00
09/25/19	Kevin Ohler	October19 BPPD Crime Watch	091319	7272	900.00
10/08/19	Kari Kessinger	WNIT 09/18/19 & 10/01/19, Old Tyme Fall Festival 09/28/19, & Mayor Show 10/1/19	119	7273	600.00
10/08/19	City of Buena Park	BP Goes to College	Sept-19	7274	125.00
10/08/19	Vista Media Services	WNIT 09/04/19 & 09/18/19, Broadcast 09/10, 11,19/19, BP Library Fall-19, Old Tyme Promo, Silverado Days, Coyote Management	640-19, 641-19, 642-19, 643-19	7275	3,320.00
10/11/19	City of Buena Park	Office Supplies - Check Stock	PO200207	7276	199.19
10/11/19	Kari Kessinger	WNIT 10/09/19	120	7277	200.00
10/11/19	Gretchen Morales	Marketing Assist BPTV Ch.3, 24 HRS	073119, 083119,. 093019	7278	825.00
10/11/19	Spectrum Business	8448400240026539 Oct-19	26539100119	7279	100.62
10/30/19	Vista Media Services	Council 9/24 & 10/8 Planning 9/19, Old Tyme Festival Production, Mayor's Show, WNIT 10/3 & 9/19	644-19, 645-19, 646-19, 647-19	7280	3,860.00
11/05/19	James Cameron	November Crime Watch	B1920-1022	7281	200.00
11/05/19	Kevin Ohler	November Crime Watch	101519	7282	900.00
11/13/19	Franchise Tax Board	2018-19 Filing Fee/Form 199	N/A	7283	10.00
11/13/19	Reg. of Char. Trusts	2018-19 Registration Form	N/A	7284	50.00
11/19/19	Spectrum Business	8448400240026539 Nov-2019	26539110119	7285	100.62
11/20/19	Kari Kessinger	WNIT 10/30/19, 11/13/19	121	7286	300.00
11/20/19	Vista Media Services	Silverado Days 2019, Council 10/22 & 11/12, PL Comm 10/23 & 11/13, WNIT 10/30, 11/13 & 11/20	648-19, 649-19, 650-19	7287	3,340.00
12/03/19	Kevin Ohler	December Crime Watch	112119	7288	900.00
12/04/19	Jane Cameron	December Crime Watch-19	B1920-1121	7289	200.00
12/04/19	Vista Media Services	Meet on Beach event 11/17/19, Mayor's Prayor Breakfast 11/21/19, Candycanland Promo-19	651-19, 652-19, 653-19	7290	2,100.00
12/11/19	Aidin Tehrani	Live video council 09/10/19, Spec. Meet Prep 09/17/19, Spec. Meet Live 09/19/19, Live Video Council-09/24/19, 10/08/19, 10/22/19, 11/12/19.	Dec-19	7291	1,170.00
12/11/19	Hannah Mae Thompson	Host 7th Tree Lite/Toy Drive	001-19	7292	200.00
12/11/19	Spectrum Business	8448400240026539 Dec-19	Dec-19	7293	100.62
12/16/19	Kari Kessinger	WNIT Taping 12/04/19	122	7294	300.00
12/16/19	Vista Media Services	Tree Lit/Toy Drive-2019, BP Today-Winter-2020, WNIT 12/4,11/18/19, Council Broadcast 12/10/19 & Plan Broadcast 12/11/19	654-19, 655-19, 656-19, 657-19	7295	3,510.00
12/19/19	Jane Cameron	January Crime Watch	12/13/2019	7296	200.00
			September to December 2019		29,990.07