

NORTH SUBURBAN ACCESS CORPORATION
May 6, 2010
Immediately following NSCC Meeting
Roseville, MN

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
 - A. Executive Director
 - B. Operations Manager
 - C. Senior Project Manager
- VI. General Business
 - A. Treasurer's Report – March 2010
 - B. NSAC 2009 Audit – Greg Emmerich, CPA,
Harrington Langer & Associates
 - C. Building Committee/Building Discussion
- VII. Announcements
- VIII. Adjournment

*Please call the office if you or your alternate are
unable to attend the meeting.*

Next Meeting – June 3, 2010

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NORTH SUBURBAN ACCESS CORPORATION
MINUTES
April 1, 2010

I. Call to Order

President Dan Roe called the meeting to order at 7:43pm at the CTV North Suburbs Roseville facility.

II. Roll Call

The following Board Members were in attendance:

Craig Wilson, Arden Hills
Rick Talbot, Falcon Heights
Jeff Dains, Lauderdale
Barb Haake, Mounds View
Mary Burg, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville
Jim Roth, St. Anthony
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director
Tim Domke, Operations Manager
Patrick Cook, Senior Project Manager

III. Approval of Agenda

Ms. Haake moved, seconded by Mr. Dains, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Roe noted a correction of the spelling of the Xcel Center. Mr. Beilke moved, seconded by Ms. Haake, to approve the minutes of the March 4, 2010, meeting as amended. The motion was approved unanimously

V. Reports

A. Executive Director

Ms. Wilson reported a YoYo show can be seen on CTV. It is a program called "String Burn" and can be seen Saturdays at 11 am and simultaneously on the internet so people can interact with the program.

Ms. Wilson announced a special youth training camp will be held in May for Northwest Youth and Family Services. The other youth camps will be in June and in August. She also announced Souper Night has been renamed to Media Makers with one taking place on Saturday, April 10y with copyright laws as the topic.

Ms Wilson reported that another box lunch series for non-profits will take place June 17.

B. Operations Manager

Mr. Domke explained that the Box Lunch Series will focus on non-profits in the 10-city area. The topic for June 17 is social media, and it allows the non-profits to tour the studio and learn about CTV's services.

He also announced that the speaker for Media Makers on April 10 will be our own Steve Guzzetta from Bradley and Guzzetta.

Mr. Domke reported on two production-for-hire projects: One a recycling project with the City of Roseville and the second a study on carp in the Phalen Lakes area.

C. Senior Project Manager

Mr. Cook reported that Ian Cobb is installing a more sophisticated monitoring system on our network. He explained that it will allow staff to find potential problems with the playback system even beyond our master control.

Mr. Cook commended the production staff on using the new technology to the maximum, and he urged the Board to view the web site and videos because the quality is most impressive.

Mr. Cook also reported CTV is taping the Ten Thousand Lakes Regional Finals of the First Robotics Competition at Williams's Arena. He explained that high school students design and build a robot to compete and that all four of the High Schools in our area are in the competition.

On behalf of the Board, Mr. Roe also expressed appreciation of the quality work done by the staff. He added that it is a sign of their dedication and hard work and their willingness to put in time and effort.

VI. General Business

A. Treasurer's Report

Mr. Huffman moved, seconded by Ms. Haake, to approve the February 2010 Treasurer's report. The motion was approved unanimously.

B. Conference Attendance

After discussion, it was decided that Mr. Huffman and Ms. Wilson will present a policy for the Board to review at a future meeting. Ms. Wilson indicated that, without objection, Pat Cook, John Sommer, Lori Pulkrabek and Staci Bownik will be attending the ACM conference in Pittsburg, PA in July.

C. Strategic Planning Workshop

Ms. Wilson will poll the Board and present some optional dates in May or June.

VII. Announcements

Mr. Roe reminded the Board members of the Volunteer Recognition Banquet on April 22 at 6:00 pm at the Union in St. Anthony.

Mr. Roe thanked the volunteer crew: Kevin O'Brien, Justin Surrency, Ben Hanson, Pat Cook and Kevin Schmitz.

VIII. Adjournment

Mr. Dains moved, seconded by Mr. Beilke, to adjourn the meeting. The motion was approved, and the meeting adjourned

Respectfully submitted:

Pat Doocy, Office Administrator

Blake Huffman, Secretary Treasurer

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**NSAC Item V.A.
April 29, 2010**

to: Board of Directors
from: Cor Wilson
Executive Director
subject: April Report

Media Makers – The group that replaced the Community Television Advisory Committee met on April 10 and heard a presentation on copyright by NSAC Legal Counsel Stephen Guzzetta, as well as updates from staff. There were thirteen people in attendance. Steve’s presentation was videotaped and is available on our website.

Volunteer Banquet & Awards Program – We had another very successful Volunteer Banquet and Awards Program on April 22, as those Board Directors who were able to attend can attest. I want to thank all of the Board Directors who participated in the presentation of awards.

According to one of the event planners, Teresa Renneke, we ordered 126 meals and served 123. I want to commend our talented and creative staff for another fun theme video, “The Case of the Community Caper.” Those who missed the night’s fun (and those who want to re-live it) can watch the show on Channel 15 on Saturday, May 1, at 7 p.m. (with replays May 2 at 5 a.m. and 12 noon); Friday, May 7, at 7 p.m. (replays on May 8 at 5 a.m. and 12 noon). In addition, we will be posting the theme video on our website, and I’ll send you an e-mail with the link when it is available.

ACM Conference – We have registered four staff for the Alliance for Community Media Conference: Pat Cook, John Sommer, Lori Pulkrabek, and Staci Bownik.

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NSAC Item V.B.
April 28, 2010

To: Cor Wilson
Executive Director

From: Tim Domke
Operations Manager

Subject: April 2010 Report

Public –

In April, spring was in full swing with softball and baseball for both high school and college teams. CTV trucks covered 16 events, with five additional truck shoots canceled. Producer Wayne Powers and Roseville Area High School students produced eight events. Volunteer Brian Brady produced three events for St. Anthony High School. One of Brian's events included the First Robot 10K Lakes Regional competition. Brian used both trucks during the event. Bethel College produced a concert, play and baseball game.

Other February productions of note included "NET Lifeline," a youth social event and mass for teenagers.

Kevin Schmidt, Facilities Coordinator and producer for "Disability Viewpoints," reported April's episode of "Disability Viewpoints" was taped at locations around the Twin Cities. Host Mark Hughes' segments were taped in the rotunda at the Minnesota State Capitol. Sheri's Living Forward segment featured a variety of vendors from the Assistive Technology Fair back in early March.

Shannon Hunter has volunteered CTV to be a judging site for this year's Hometown Awards. No word yet on what our judging topic will be.

Shannon would like to thank the commissioners and staff for their participation with the Volunteer Banquet. Shannon asks that you send her any thoughts or suggestions on how we could improve the event, including themes for next year.

Production Services –

Lori Pulkrabek and I are organizing our approach for finding parade sponsors. To date we have re-signed Heritage Place of Roseville for not only Roseville's parade but also for Shoreview's Slice of Shoreview parade.

CTV is researching how to put closed captioning on the breast cancer awareness P.S.A. that was produced for the Minnesota Department of Health. This research will educate CTV on how to use closed captioning for future programming.

Operations Report – April
April 28, 2010
Page 2.

Classes –

April's classes had a total of 32 students, including four new students who took CTV 101. Other classes held in April were Crewing the Shoot, Camcorder, and Final Cut Pro.

Dave Schulte reported that the latest Media Makers meeting was a success. The April 10 meeting featured CTV attorney Stephen Guzzetta, who focused on copyright myths vs. law. Cor Wilson, Pat Cook, and I also gave informal presentations. CTV taped the session and is available for online viewing through CTV's website. Click on the "Special Event" link on the right. The next Media Makers meeting is scheduled for Tuesday, July 6th at 6 p.m.

Dave Schulte continues his recruitment of interns. Dave worked with Liz Jones and Associates, a career placement agency, to recruit Jason Schneider. Liz Jones and Associates are able to pay for Jason's salary because of a grant they received from one of President Obama's stimulus programs. Jason is a recent graduate of Northwestern College and was also involved at CTV as a volunteer.

Educational Outreach –

Now that the Volunteer Banquet is completed, Educational Outreach Coordinator Shannon Hunter can begin planning in earnest for our upcoming video camps with Northwest Youth and Family Services (NWFYS) and CTV's two general video camps later in the summer.

Shannon is working with a former camp student so she can enter the TEENDOCS national youth documentary film competition. TEENDOCS is open to 13-19 year-olds.

Government –

CTV's Ben Hanson has had another very busy this month! Ben is working on projects for Roseville's recycling program, and three projects for Little Canada (Carp Video, Canadian Days Button contest and Spooner Park Arbor Day celebration).

Please see Ben's attached report.



April 2010 Municipal Production Report

By Ben Hanson

CTV North Suburb's Mission

- To increase awareness and encourage the use of cable communications as a means of sharing information in and among member cities.
-

City Assistance Program

CTV assisted 2 cities during the month of April under the 100 Hour City Assistance Program.

Little Canada

Ben Hanson spent 30 hrs cleaning a camcorder for the city of Little Canada.

Mounds View

Don Swenson spent 1.25 hrs setting up a 4th camera.

Note: See attached reports for detailed information and year to date totals for each city.

Roseville Recycling

April 2010

The planned recycling video for Parkview School has been redesigned. Ben Hanson will now be shooting and editing the video off of a script by Roseville's Tim Pratt. Mr. Pratt will also be donating 20 of Roseville's city hours towards the project; the rest of the production will be paid for by the county.

Little Canada's Carp Video

April 2010

Part one of Ramsey Washington Metro Watershed District's video about their recent carp project is near completion. The finished video detailing the winter portion of the project will be aired on Channel 15, Little Canada's Channel 16, as well as posted on the Watershed District's website. Much of the work for the second part has already been shot and should be released by the end of the summer.

Little Canada Button Winners

April 2010

Kevin Schmitz shot and Ben Hanson edited a video that shows representatives from Little Canada honoring the winners of the Canadian Days Button contest. The video is currently airing on the channel and can also be seen on the staff youtube page – www.youtube.com/ctvnorthsuburbs.

Arbor Day Celebration

April 2010

Per request by Little Canada, Ben Hanson shot an event at Spooner Park that had the city's Parks and Recreation Director, as well as Mayor Blesener, introduce a musical performance by schoolkids. The children then helped plant trees in the park. The event was covered by the North Suburban Beat and will also be a stand-alone video package for CTV and the city of Little Canada.

Arden Hills	Falcon Heights	Lauderdale	Little Canada	Mounds View	New Brighton	North Oaks	Roseville	St. Anthony	Shoreview	School Board
	9.25 - 2/19/10 - Ben Taped and Edited Winterfest Video	14.25 - 2/17/10 - Ben Taped and Edited Lauderdale Snow Comootion	.5 hrs - 2/5/10 - Don cleaned deck	.5 hrs - 3/5/10 - Don cleaned the DSR20 Deck					33.5 - 1/22/10 - Ben Shot and Edited SV Today Ep5	3 hrs - 3/10 - MV - V-Brick Installation, Pat 2 hrs and Johnny 1
			.75 hrs - 3/6/10 - Don cleaned a camcorder	4 hrs - 3/17/10 - Don located Cables to use and terminated them					7.25 - 2/16/10 - Ben Taped & posted Council and EQC meeting	
			9 hrs - 3/31/10 - Kevin shot and Ben edited Button Winners Video	6 hrs - 3/17/10 - Pat and Jhn Scout time to get AEI parts						
			30 hrs - 4/20/10 - Ram/Wash. Carp Video Hours	3 hrs - 3/18/10 - Don fabricated umbilical (70 ft)						
				2 hrs - 3/19/10 - John and Don Finished wall plates and tested connections						
				2 hrs - 3/22/10 - John and Don test camera and found bad cat 5						
				1.25 hrs - 4/13 - Setting up a 4th camera						
TOTAL = 0	TOTAL = 9.25	TOTAL = 14.25	TOTAL = 40.25	TOTAL = 18.75	TOTAL = 0	TOTAL = 0	TOTAL = 0	TOTAL = 0	TOTAL = 40.75	

TO: Cor Wilson, Executive Director

FROM: Pat Cook, Senior Project Manager
Terri Schultz, Technical Services Administrator

SUBJECT: April 2010 Report

Technical Operations

- The banquet set up was the primary focus of the month. It went very well.
- We have continued to develop an automated graphics scoreboard with John Rusterholz. The prototype system was successfully used for basketball at the end of the winter season. Now, with some hard work by John Rusterholz, we are testing the system with baseball and softball. The system incorporates a remote, data entry laptop located with the announcers. This allows the announcer to simply increment the strikes and balls and automatically calculates runs and man-on-base locations. This remote laptop sends data to the display laptop that is used for an overlay on the program video to keep the view informed. As Pat Cook mentioned at the previous corporation meeting, this software replicates equipment that sells for tens of thousands of dollars. Needless to say, we're very excited about this system.
- Don Swenson's monthly equipment maintenance report is attached.

IT Operations

- Terri Schultz has completed the CTV store. You are now able to register and pay for classes on line using PayPal. We are now working on implementing DVD purchasing within the online store.
- Ian Cobb has upgraded our Carousel software (a portion of our Tightrope playback system).
- Ian Cobb upgraded the ram in three Technical Department laptops and put larger hard drives into two.
- Ian Cobb and Pat Cook have been working with a consultant from Harris, the manufacturer of our playback routing system.
- Ian Cobb installed a program called Deep Freeze in the CG machines to avoid virus transport.
- A monthly web streaming activity report is attached.

I-Net

- Pat Cook has had conversations with SPNN and Burnsville Access about adding them to the inter-connect. At this point SPNN is still considering what to do, but Burnsville will be joining the network later this month.
- Pat Cook has been working with CTN Studios (Coon Rapids) on preparation for Saints Baseball again this year. There is even the possibility of bringing some away games to the cable channel.

City and School Support

- Pat Cook has begun requesting the equipment needed for the digital transition in our area and has been working with personnel at the cities, schools, libraries and public safety organizations to make sure that they have as transparent a transition as possible.
- Pat Cook and Terri Schultz are working with Tim Pratt from the City of Roseville to acquire programming that has been publicized over the ACM listserve. We are now starting to see informational programming and PSA's on various public health and safety topics being advertised on the listserves and are working on processes to recognize items of interest, and then acquire the content.

Trucks

- We had 17 shoots, including the Volunteer Banquet and a 2-truck shoot at the First Robot 10,000 Lakes Regional at Williams Arena.
- By adding some purchased equipment to the blue truck, we are now able to record ten additional channels of audio plus program left and right.

ts/pc

Don Swenson's Monthly Report

☆ Apr. '10

Apr 27, 2010

Trucks

- 1) Blue truck - Checked engineering intercom station. Report of it not working with a headset.
- 2) Blue truck - Replaced the "Net C" connector on the I/O panel.
- 3) Blue truck - Re-established the connection from the Frame Sync control panel to the card frame.
- 4) Blue truck - Re-established the Y/C connection on the back of the engineering monitor.
- 5) Blue truck - Reseated the card in the card frame responsible for feeding program to the CCUs.
- 6) Blue truck - Checked out video tie line #2. Make sure it was working.
- 7) Blue truck - Replaced a BNC for Aux 8 at the I/O panel.
- 8) Blue truck - Replaced a BNC for Aux 9 at the patch bay feeding the I/O panel.
- 9) Blue truck - Utility DA #2 had a bad output. Determined that it was the frame itself and moved the cable to a different output.
- 10) White truck - Checked out camera 5, had a report of it flashing.
- 11) White truck - Checked out Aux 9 SDI & analog to the I/O panel to make sure it was working.
- 12) White truck - Replaced a BNC at the patchbay end for Aux 8 the to the I/O panel.
- 13) White truck - Replaced a patch point for switcher input #7, because it was being intermittent.
- 14) Repaired a loose triax connector on the 1000ft yellow cable.
- 15) Replaced a CRT on a small viewfinder.

Studio

- 1) Cleaned out the dust filters on the Ross card frame.
- 2) Replaced a capacitor in the program monitor, to fix a distorted raster.

Portable

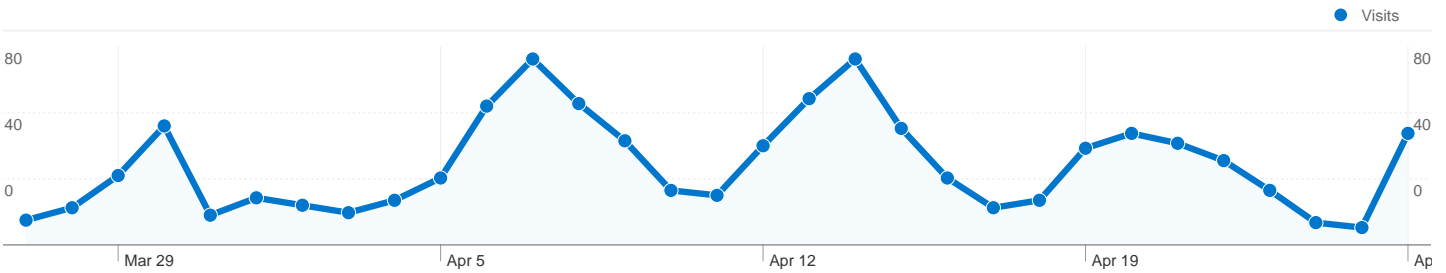
- 1) Replaced the power supply for Cam. 25 which had no phantom power.

Misc.

- 1) Replaced the hard drive in the security DVR with a larger capacity one.
- 2) Replaced a blown speaker on a Videotek speaker station.
- 3) Got new rechargeable batteries for all of the cordless drills.
- 4) Replaced a microfuse in a 13" color monitor.
- 5) Repaired a bonded ribbon cable on a donated LCD/keyboard unit.

Cities

- 1) Mounds view - Helped get a fourth camera operating in the council chambers.



1,001 visits came from 48 hostnames

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
1,001 % of Site Total: 100.00%	1.54 Site Avg: 1.54 (0.00%)	00:01:26 Site Avg: 00:01:26 (0.00%)	38.36% Site Avg: 38.36% (0.00%)	75.32% Site Avg: 75.32% (0.00%)	
Hostname	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
rvcc.nsacwebcasts.com	131	1.47	00:01:32	11.45%	68.70%
mvsb.nsacwebcasts.com	121	1.47	00:01:36	66.94%	82.64%
ahcc.nsacwebcasts.com	95	1.31	00:01:15	27.37%	75.79%
sasb.nsacwebcasts.com	72	1.39	00:00:33	54.17%	81.94%
nspcc.nsacwebcasts.com	64	1.44	00:00:44	42.19%	73.44%
mwcc.nsacwebcasts.com	63	1.37	00:01:25	28.57%	80.95%
svcc.nsacwebcasts.com	48	1.92	00:01:38	22.92%	50.00%
lccc.nsacwebcasts.com	38	1.47	00:00:54	28.95%	71.05%
rvhrc.nsacwebcasts.com	35	1.23	00:01:31	17.14%	82.86%
mvthm.nsacwebcasts.com	28	1.29	00:00:39	42.86%	85.71%
sacc.nsacwebcasts.com	26	1.15	00:00:09	30.77%	88.46%
nocc.nsacwebcasts.com	22	1.09	00:00:04	63.64%	90.91%
lcpc.nsacwebcasts.com	21	1.81	00:01:55	33.33%	71.43%
nohoa.nsacwebcasts.com	20	1.90	00:03:00	35.00%	55.00%
mwenrc.nsacwebcasts.com	19	1.95	00:04:04	36.84%	52.63%
mvcc.nsacwebcasts.com	18	1.33	00:00:51	44.44%	88.89%
mwpr.nsacwebcasts.com	18	1.44	00:01:44	72.22%	77.78%
www.nsacwebcasts.com	15	8.07	00:18:34	13.33%	0.00%
mwbedc.nsacwebcasts.com	13	1.31	00:00:19	61.54%	76.92%
rvpc.nsacwebcasts.com	12	2.58	00:00:34	66.67%	66.67%
rvhra.nsacwebcasts.com	9	1.22	00:00:02	44.44%	88.89%
ahpc.nsacwebcasts.com	8	1.12	00:00:12	50.00%	87.50%

mvws.nsacwebcasts.com	8	1.00	00:00:00	12.50%	100.00%
svpc.nsacwebcasts.com	8	2.25	00:01:34	37.50%	37.50%
mvpc.nsacwebcasts.com	7	1.00	00:00:00	0.00%	100.00%
rvpr.nsacwebcasts.com	7	1.00	00:00:00	71.43%	100.00%
lcc.nsacwebcasts.com	6	1.00	00:00:00	83.33%	100.00%
mvedc.nsacwebcasts.com	5	1.00	00:00:00	0.00%	100.00%
mvstuij.nsacwebcasts.com	5	1.60	00:02:29	60.00%	60.00%
mwccw.nsacwebcasts.com	5	1.40	00:00:03	40.00%	60.00%
mwcdrb.nsacwebcasts.com	5	1.40	00:01:42	60.00%	80.00%
mwpc.nsacwebcasts.com	5	1.00	00:00:00	60.00%	100.00%
rvccsm.nsacwebcasts.com	5	1.60	00:00:33	80.00%	80.00%
rvec.nsacwebcasts.com	5	1.20	00:00:11	40.00%	80.00%
rvpwt.nsacwebcasts.com	5	1.20	00:00:23	100.00%	80.00%
nscnsac.nsacwebcasts.com	4	1.00	00:00:00	25.00%	100.00%
mvccm.nsacwebcasts.com	3	1.33	00:02:26	0.00%	66.67%
mvpr.nsacwebcasts.com	3	1.00	00:00:00	0.00%	100.00%
mvstui.nsacwebcasts.com	3	1.00	00:00:00	100.00%	100.00%
mwhpc.nsacwebcasts.com	3	1.00	00:00:00	66.67%	100.00%
mwhra.nsacwebcasts.com	3	1.00	00:00:00	66.67%	100.00%
sapc.nsacwebcasts.com	3	1.00	00:00:00	33.33%	100.00%
mvccm.nsacwebcasts.com	2	1.00	00:00:00	50.00%	100.00%
rvv.nsacwebcasts.com	2	1.50	00:00:23	50.00%	50.00%
mveda.nsacwebcasts.com	1	1.00	00:00:00	0.00%	100.00%
mwpcsc.nsacwebcasts.com	1	2.00	00:01:00	0.00%	0.00%
nopc.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
nsacwebcasts.com	0	0.00	00:00:00	0.00%	0.00%

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Explanation of Columns

Visits- The number of visits to the page.

Pages/Visits-The average number of pages viewed during a visit to the site. Repeated views of a single page are counted.

% New Visits-The percentage of visits by people who had never visited your site before.

Avg. Time on Site-The average duration of a visit.

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North Suburban Access Corporation

2010 Financial Report Summary
For the Three Months Ending March 31, 2010

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	1,507.00	a.	4,848.33	(0.48)	2,499.99	10,000.00
Cable Company Grants	0.00		303,636.68	(0.25)	303,637.00	1,214,548.00
EARNINGS FUND 808, NS	3,556.72		45,038.31	(1.80)	6,250.00	25,000.00
Reimburs/WEBstream	7,353.57		9,194.28	(0.32)	7,250.01	29,000.00
Earned Income	7,020.98	b.	35,029.40	(1.46)	6,000.00	24,000.00
Donations	0.00		295.00	0.00	0.00	0.00
Transfer from Reserves	0.00		0.00	0.00	18,286.01	73,144.00
Total Revenues	19,438.27		398,042.00	(0.29)	343,923.01	1,375,692.00
Expenses Summary						
Personal Services	68,132.09		190,195.25	0.23	176,710.51	810,842.04
Operating Expenses	34,375.25		88,507.69	0.22	101,412.50	409,850.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	10,743.34		24,932.34	0.16	38,750.01	155,000.00
Total Expenses	113,250.68		303,635.28	0.22	316,873.02	1,375,692.04
Net	(\$ 93,812.41)		\$ 94,406.72		27,049.99	(0.04)

a. Training Fees/Misc. -- Includes \$1,192 for dubs: 7 of Roseville girls' hockey; 5 for Bethel University football, and most of the rest for speedskating at the Oval.

b. Earned Income -- Includes South Washington County tech services, payment for the SAGE public service announcement re: breast cancer, and Ramsey/Washington County webstreaming services.

North Suburban Access Corporation

2010 Detail Financial Report

For the Three Months Ending March 31, 2010

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	44,342.20	133,061.69	0.23	146,000.01	584,000.04
Part Time Salaries	6,364.04	19,498.28	0.32	15,250.00	61,000.00
FICA	3,763.32	11,329.96	0.21	13,335.50	53,342.00
Retirement	0.00	7,006.54	0.27	0.00	26,000.00
Unemployment	300.35	1,040.77	0.21	1,250.00	5,000.00
Workers Comp	0.00	0.00	0.00	875.00	3,500.00
Health/Life Insurance	13,362.18	18,258.01	0.23	0.00	78,000.00
Total Personal Services	68,132.09	190,195.25	0.23	176,710.51	810,842.04
Operating Expenses					
General					
Printing	188.82	c. 1,234.32	0.25	1,250.00	5,000.00
Publications	24.97	d. 142.09	0.24	150.00	600.00
Memberships	50.00	e. 6,650.00	0.59	2,825.01	11,300.00
Entries Fees	150.00	f. 150.00	0.08	500.00	2,000.00
Video Programming	0.00	0.00	0.00	37.50	150.00
Total General	413.79	8,176.41	0.43	4,762.51	19,050.00
Supplies					
Office Supplies	239.77	1,271.11	0.13	2,500.01	10,000.00
Video Supplies	3,746.30	6,891.94	0.46	3,750.00	15,000.00
Software Supplies	393.97	g. 9,356.41	0.62	3,750.00	15,000.00
Volunteer Supplies	52.69	h. 1,141.62	0.10	2,925.00	11,700.00
Total Supplies	4,432.73	18,661.08	0.36	12,925.01	51,700.00

c. Printing -- Banquet invitations

d. Publications -- Time magazine (1/2)

e. Memberships -- Twin Cities Youth Media Network

f. Entry Fees -- Telly Awards

g. Software Supplies -- Misc. software, including bar code plug in for our database

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	2,109.85		2,622.52	0.37	1,750.00	7,000.00
Video Equipment	1,478.54		2,524.96	0.17	3,750.00	15,000.00
Van Operations	782.00	i.	4,109.16	0.21	4,999.99	20,000.00
Building Janitorial	5,078.13		8,409.24	0.28	7,500.00	30,000.00
Total Maintenance	9,448.52		17,665.88	0.25	17,999.99	72,000.00
Travel						
Conferences	10.00	j.	60.00	0.01	3,000.00	12,000.00
Mileage & Meals	341.38		827.99	0.20	0.00	4,200.00
Total Travel	351.38		887.99	0.05	3,000.00	16,200.00
Tuition & Training						
Tuition & Training	336.50	k.	591.50	0.08	1,750.00	7,000.00
	336.50		591.50	0.08	1,750.00	7,000.00
Utilities						
Utilities	1,000.00		3,000.00	0.25	3,000.00	12,000.00
	1,000.00		3,000.00	0.25	3,000.00	12,000.00
Leases						
Rent	2,488.66		7,465.98	0.09	20,100.00	80,400.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	2,323.00	l.	2,523.00	0.84	750.00	3,000.00
Bldg Security	123.90		123.90	0.00	0.00	0.00
Postage Meter	514.00		514.00	0.17	750.00	3,000.00
Total Leases	5,449.56		10,626.88	0.12	21,600.00	86,400.00

i. Van Operations -- Includes ignition coil replacement on mini-van

j. Conferences -- ACM citizen journalism webinar

k. Tuition & Training -- Various workshops by MN Council of Non-Profits; wellness reimbursements

l. Misc. Leases -- Music library for background music (to avoid copyright issues).

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	3,500.00	3,500.00	0.63	1,400.00	5,600.00
Sales Tax	997.25	3,153.34	0.19	4,250.00	17,000.00
Payroll	467.00	1,069.17	0.28	950.00	3,800.00
Insurance	0.00	0.00	0.00	2,250.00	9,000.00
Legal	855.00	3,847.50	0.19	5,000.00	20,000.00
Special Program Grants	0.00	2,018.55	0.00	0.00	0.00
Intrnet Connect	1,000.00	3,000.00	0.15	5,025.00	20,100.00
Miscellaneous	2,674.99	m. 5,775.89	0.19	7,500.00	30,000.00
Total Contractual	9,494.24	22,364.45	0.21	26,375.00	105,500.00
Communications					
Postage	831.71	1,493.68	0.30	1,250.00	5,000.00
Telephone	1,442.42	3,181.29	0.20	4,000.00	16,000.00
Advertising & Promotion	1,174.40	n. 1,858.53	0.10	4,500.00	18,000.00
Total Communications	3,448.53	6,533.50	0.17	9,750.00	39,000.00
Recruiting					
Recruiting	0.00	0.00	0.00	249.99	1,000.00
Total Operating	34,375.25	88,507.69	0.22	101,412.50	409,850.00

m. Misc. Contractual -- Contract with the Sandcreek Group for EAP services; Roseville IT services; connection fee at Xcel Energy Center for girls hockey games

n. Advertising & Promotion -- Ad in program for MN Council of Non-Profits Technology Conference; subscription for e-newsletter template

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency					
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses					
Capital Improvements	0.00	0.00	0.00	20,000.00	80,000.00
Video Equip.	0.00	13,195.00	0.26	12,500.01	50,000.00
Office Equipment	10,743.34	o. 11,737.34	0.47	6,250.00	25,000.00
Total Capital	10,743.34	24,932.34	0.16	38,750.01	155,000.00
Total Expenses	113,250.68	303,635.28	0.22	316,873.02	1,375,692.04
Net	(\$ 93,812.41)	\$ 94,406.72	#####	27,049.99	(0.04)

o. Office Equipment -- Replacement network server.

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**NSCC Item VII.B.
NSAC Item VI.B.
April 29, 2010**

to: Commissioners
Board of Directors

from: Cor Wilson
Executive Director

subject: 2009 Financial Audits

Harrington Langer & Associates have completed the 2009 financial audits. Pat Doocy and I are meeting with Greg Emmerich, CPA, on Monday afternoon to review the reports, after which I will e-mail electronic copies of the reports to you. We will provide printed copies of the reports at the meetings on May 6 unless you indicate that you prefer to get the printed copy prior to the meeting.

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**NSAC Item VI.B.
April 30, 2010**

to: Board of Directors

from: Cor Wilson
Executive Director

subject: Building Committee/Building Discussion

With Hal Gray's departure from the Board of Directors, we have an opening on the Building Committee to fill.

Also, I have reviewed the impact of the NSCC Expense Allocation Committee's recommendation on the NSAC Budget and our ability to move to a new building, and I believe that we can absorb the increased expenses of a shift to an 80%/20% allocation of overhead expenses. Indeed, I believe we have little choice but to move. Between the deteriorating condition of our current building and indications from the school district staff that they would like to divest themselves of this property, it is time to make some decisions.

In December 2009, the Building Committee had identified two rental properties that it was considering and that would have met our needs. Then, the expense allocation issue surfaced. In addition, at least one of the Board Directors questioned whether we should build or purchase a building rather than rent. So, staff and the Building Committee need guidance from the Board of Directors.

Of the two rental properties under consideration in December, one is no longer available. It's my understanding, however, that the building in Little Canada is still on the rental market, and I have attached a spreadsheet showing the cost of a 10-year lease. At this time, however, cost is not the only consideration.

At your May 2009 meeting, I raised the options of building, purchasing and rental. While I believed then and still believe that building a new facility is our least viable option, I said then that purchasing a building, if we could find something suitable, would give us the opportunity to build equity and, if the worst case scenario for CTV happened, we could sell the property and probably make a profit. The problem is that we have now lost a year to look for that property.

So, the question before you is: Do we start over with a search for land where we can construct a new facility or for a building to purchase? Or, do we stick with the idea of renting?

In the meantime, I am checking on some expense figures, aside from rent, for the property in Little Canada so that you can see how it would affect the 2011 budget.

Yorkton Boulevard, Little Canada

Months	Monthly Rent	Annual Rent	ComArea Maint	Total Ann. Cost
Months 1-6	0.00	0.00	15,461.91	15,461.91
Months 7-18	8,321.00	99,852.00	30,923.81	130,775.81
Months 19-30	8,487.00	101,844.00	34,233.00	136,077.00
Months 31-42	8,657.00	103,884.00	34,233.00	138,117.00
Months 43-54	8,830.00	105,960.00	34,233.00	140,193.00
Months 55-66	9,006.00	108,072.00	34,233.00	142,305.00
Months 67-78	9,187.00	110,244.00	34,233.00	144,477.00
Months 79-90	9,370.00	112,440.00	34,233.00	146,673.00
Months 91-102	9,558.00	114,696.00	34,233.00	148,929.00
Months 103-114	9,749.00	116,988.00	34,233.00	151,221.00
Months 115-126	9,944.00	119,328.00	34,233.00	153,561.00
		1,093,308.00	354,482.72	1,447,790.72