

**MEETING MINUTES  
CABLE TELEVISION ACCESS CORPORATION  
BOARD OF DIRECTORS**

January 8, 2018, Legislative Chamber, 1819 Farnam Street, Omaha, Nebraska

Present: John Fullerton  
Buster Brown  
Dennis Lee  
Drew Theophilus  
Buck Weyerman  
Mary Williams

Staff: Stacey Hultquist, Law Department  
Todd Thorsheim, Finance Department  
Liz Birkel-Leddy, City Council Staff Assistant  
Toni Hansen, Recording Secretary

1. The meeting was called to order by President John Fullerton.
2. Announcement of Open Meeting

Mr. Fullerton stated a current copy of the Open Meeting Act is posted in a white binder on the east wall of the Legislative Chambers.

3. Approval of Agenda

**Motion by Mr. Brown, second by Mr. Lee, to approve the agenda as presented.  
All in favor.**

4. Approval of Minutes

**Motion by Mr. Brown, second by Mr. Weyerman, to approve the minutes of the November 13, 2017, meeting as presented.  
All in favor.**

5. Reports

The Knowledge Network – A report was previously provided to the board.

Cox Communications – No report was provided.

CenturyLink – No report was provided.

6. Staff Reports

Studio Update

A written report from Chris Craddock was provided to the board in their packets.

Staff Update

Ms. Birkel-Leddy stated most of her staff update will be handled in other agenda items.

Finance update

Ms. Birkel-Leddy summarized the attached list of bills that have been paid since November, 2017. The total of the bills paid is \$12,713.69 and the proposed purchase is a monthly charge of \$14.98 for window washing at the studio.

Ms. Birkel-Leddy provided an updated financial summary. The beginning balance for December was \$446,075, expenses totaled \$8,495 and the ending balance for December was \$437,581. Ms. Birkel-Leddy also projected the CenturyLink payment into the January summary. Last year's payment was \$29,275 so it should be higher this year.

7. New Business

Board action on items from reports

**Motion by Mr. Lee, second by Mr. Brown, to approve the proposed purchase of \$14.98 for window washing at the studio for one month.  
All in favor.**

Approval of 2018 Budget

Ms. Birkel-Leddy presented the 2018 budget to the board. She explained she used the same format as last year. The expected revenue from Cox is \$200,000, from CenturyLink is \$29,275 and other grants or donations is \$125 for a total revenue of \$229,400. The total for expenditures, which includes the contingency amount, is \$163,346.

**Motion by Mr. Lee, second by Mr. Weyerman, to approve the proposed 2018 budget that Ms. Birkel-Leddy presented to the board.**

**Yeas: Fullerton, Theophilus, Lee, Brown, Weyerman, Williams**

**Motion approved.**

8. Old Business

Update and possible action on Studio Manager contract

Ms. Birkel-Leddy explained she has kept in contact with Mike Wallace and they've come to an agreement on the contract. It is basically the same contract the board had with Jim Nelson with a few modifications for \$70,000 per year.

Ms. Hultquist added the only change she made was in the contractor name. She explained that Mr. Wallace would like to use a business name of M Wallace Productions so the contract does reflect that. When questioned about the insurance, Ms. Hultquist stated that the performance bond was waived but the liability insurance requirement remains.

Mr. Lee stated there is no indication that Mr. Wallace is a corporation or an LLC so the contract should be with him individually and the opening paragraph should read Michael J. Wallace, individually, and on the signature page it should read the same. Ms. Hultquist indicated she would make that change in the contract.

**Motion by Mr. Lee, second by Mr. Theophilus, to approve the proposed contract for professional services with two changes. The first change is on page one in the first paragraph in the fourth line adding, individually following Michael J. Wallace and the second change is on page 8 just above his signature line to add individually following his name as well.**

Mr. Theophilus would like an additional item added in Section V, Termination of Contract, to address termination of the contract immediately upon death or disability. This would give the board flexibility if he cannot satisfy the obligations of the contract. This would also give Mr. Wallace the same assurance that if the

board were to cease to exist he would not be held to the obligation of the contract.

Mr. Lee offered adding an item 2 to read: This agreement may be terminated by the corporation upon the death or disability of the contractor, and renumber current number 2 to number 3. Mr. Theophilus suggested adding immediately into the language.

Mr. Lee withdrew is previous motion.

**Motion by Mr. Lee to modify Section V to include a new item number 2 that would read: This agreement may be immediately terminated by the corporation upon the death or disability of the contractor and that current item number 2 be renumbered to be item number 3. With that change and the change on page 1 in the first paragraph adding individually following Michael J. Wallace and the change on page 8 adding individually following his name in the signature block, for approval of the contract with M Wallace Productions.**

**Mr. Theophilus seconded the motion but wants to make sure there are no cross-references in the items that have been renumbered.**

Ms. Hultquist asked that the \$70,000 annually be included in the motion.

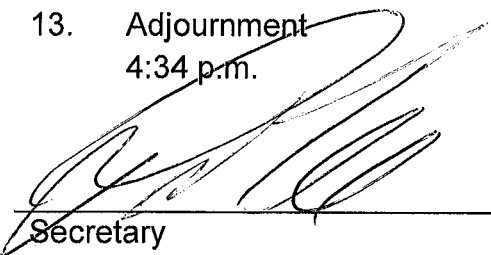
**Mr. Lee amended his motion, Mr. Theophilus seconded that amendment, to insert \$70,000 in the blank space in Section III, Compensation, and the dates in Section IV and on page 8 be left blank for staff to complete once the contract has been signed by both parties.**

**Yeas: Fullerton, Theophilus, Lee, Brown, Weyerman, Williams  
Motion approved.**

9. Appeals – none.
10. Public Comments – none.
11. Executive Session – none.
12. Next Meeting Date

The next regular meeting is scheduled for February 12, 2018 at 4:00 p.m., in Legislative Chambers.

13. Adjournment  
4:34 p.m.



---

Secretary

Cable Television Access Corporation

**PAYMENT OF BILLS**

January 8, 2018

**Paid invoices based on prior Board approval**

<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
12/4/2017	LP Custodial	Custodial Service for December	249.50
12/4/2017	Signworks, Inc.	Monthly Rent - December	3,134.24
12/4/2017	Chris Craddock	Monthly Payment - November	3,967.50
12/4/2017	Malcolm Thomason	Monthly Payment - November	153.00
12/4/2017	Cody Van Dorin	Monthly Payment - November	393.00
12/4/2017	CAM Electronics	Anchor Audio ProLink Headset	275.00
12/4/2017	B & H	Omnidirectional Clip On Mic	129.95
12/22/2017	Malcolm Thomason	Monthly Payment - December	168.00
12/22/2017	Cody Van Dorin	Monthly Payment - December	216.00
12/31/2017	Chris Craddock	Monthly Payment - December	4,027.50
		<b>TOTAL</b>	<b>\$12,713.69</b>

**Proposed purchases/reimbursement approvals**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Signworks, Inc.	Window washing	14.98
	<b>TOTAL</b>	<b>\$14.98</b>

**CABLE TELEVISION ACCESS CORPORATION  
FINANCIAL SUMMARY**

	Final November 2017	Projected December 2017	Projected January 2018	Projected February 2018	Projected March 2018	Projected April 2018	Projected May 2018	Projected June 2018	Projected July 2018	Projected August 2018	Projected September 2018	Projected October 2018
<b>BEGINNING BALANCE</b>	\$454,379	\$446,075	\$437,581	\$460,838	\$454,821	\$448,803	\$442,786	\$636,768	\$630,751	\$624,733	\$618,716	\$612,698
<i>Costs:</i>												
Contractors	4,566	4,898	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Equipment	0	0	0	0	0	0	0	0	0	0	0	0
Facility	3,333	3,550	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818	3,818
Other	405	48	100	100	100	100	100	100	100	100	100	100
Capital	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL COSTS</b>	<b>\$8,304</b>	<b>\$8,495</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>	<b>\$6,018</b>
<i>Revenue:</i>												
PEG Revenue	0	0	29,275	0	0	0	200,000	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0</b>	<b>29,275</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>	<b>\$446,075</b>	<b>\$437,581</b>	<b>\$460,838</b>	<b>\$454,821</b>	<b>\$448,803</b>	<b>\$442,786</b>	<b>\$636,768</b>	<b>\$630,751</b>	<b>\$624,733</b>	<b>\$618,716</b>	<b>\$612,698</b>	<b>\$606,681</b>

CTAC Board Meeting -  
January 8, 2018

	Original	Actual Amounts				Actual	Budget Variance	(% Variance)
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
<b>REVENUES</b>								
Cox	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (200,000)	-100%
CenturyLink	29,275	0	0	0	0	0	-29,275	-100%
Other grants	125	0	0	0	0	0	-125	-100%
Fines and fees	0	0	0	0	0	0	0	0%
Investment income	0	0	0	0	0	0	0	0%
<b>Total Revenue</b>	<b>\$ 229,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (229,400.00)</b>	<b>-100%</b>
<b>EXPENDITURES</b>								
<b>Contractors</b>								
Studio Manager	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (70,000)	-100%
Production Assistant 1	8,000	0	0	0	0	0	-8,000	-100%
Production Assistant 2	5,000	0	0	0	0	0	-5,000	-100%
KPAO Equipment	18,305	0	0	0	0	0	-18,305	-100%
Rent	30,547	0	0	0	0	0	-30,547	-100%
Cleaning	2,994	0	0	0	0	0	-2,994	-100%
Utilities	3,800	0	0	0	0	0	-3,800	-100%
Supplies	3,800	0	0	0	0	0	-3,800	-100%
CAM	6,000	0	0	0	0	0	-6,000	-100%
Advertising	2,400	0	0	0	0	0	-2,400	-100%
Other	0	0	0	0	0	0	0	#DIV/0!
Contingency	12,500	0	0	0	0	0	-12,500	-100%
Capital	0	0	0	0	0	0	0	#DIV/0!
<b>Total Expenditures</b>	<b>\$ 163,346</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (163,346)</b>	<b>-100%</b>