

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

December 10, 2018, Legislative Chamber, 1819 Farnam Street, Omaha, Nebraska

Present: John Fullerton  
Buster Brown  
Dennis Lee  
Marjorie Sturgeon  
Buck Weyerman  
Mary Williams (arrived at 4:05 p.m.)

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

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. Weyerman, second by Mr. Brown, to approve the agenda.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton**

**Motion approved.**

4. Approval of Minutes

**Motion by Mr. Brown, second by Mr. Weyerman, to approve the minutes of the October 22, 2018, meeting as presented.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton**

**Motion approved.**

5. Reports

The Knowledge Network – No report was provided.

Cox Communications – No report was provided.

CenturyLink – No report was provided.

6. Staff Reports

Studio Update

Studio Manager, Mike Wallace, updated the board on the new shows being produced in the studio. He explained that the partnership with Creighton University went well and they want to return in the next semester. Wilson Focus School was invited for the Trick or Treat Live! Show. Mr. Wallace is working with the Assistant Principal for the students to have a weekly class at the studio.

Mr. Wallace explained that he obtained a cooking counter from Channel 3 and he is currently building a kitchen set. He has reached out to the hosts of America with an Accent to produce a show on food from their country.

Ms. Sturgeon reported that they will air some holiday promo clips with holiday wishes.

Ms. Williams suggested, since Mr. Wallace is doing such a great job at the studio with the new programming, we need to hire a company to help grow the channel, to promote it and get it into the hands of those interested. Ms. Birkel-Leddy said that she has budgeted \$2,400 for advertising. Ms. Williams suggested budgeting \$5,000.

Staff Update

Ms. Birkel-Leddy explained that TKN has run into a few problems on their end with airing the government meetings. Their new equipment works differently than UNO's. Doug Walker has been working on the problem.

Ms. Birkel-Leddy said they are monitoring the FCC rulings but there is no update at this time. She reported that Councilmember Gray attended the National League of Cities City Summit (NLC) and it was a topic of conversation. A letter was sent on behalf of the NLC.

Finance update

Ms. Birkel-Leddy summarized the attached list of bills that have been paid since October, 2018. The total of the bills paid was \$31,293.63. The reimbursement for board approval was \$1,844.67 to AVI for the equipment upgrade work. Ms. Birkel-Leddy added that the DVD recorder in the equipment room is failing and the cost to replace it is \$279.

Ms. Birkel-Leddy provided an updated financial summary. The beginning balance for November was \$526,113 and the ending balance for November was \$513,017.

7. New Business

Board action on items from reports

**Motion by Mr. Lee, second by Mr. Weyerman, to approve the proposed purchases totaling \$1,844.67.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton**

**Motion approved.**

**Motion by Mr. Lee, second by Mr. Brown, to approve the purchase of a DVD recorder for the equipment room at an estimated \$279.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton**

**Motion approved.**

Approve the 2019 meeting schedule

The 2019 meeting schedule was presented to the board.

**Motion by Mr. Brown, second by Ms. Williams, to approve the proposed 2019 meeting schedule.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton**

**Motion approved.**

Discuss and approve the 2019 budget

Ms. Birkel-Leddy presented two documents to the board. The first document was the 2018 Actual vs. Budget. She explained that it does not include the December final numbers.

The other document was the 2019 Budget. She explained there is one change in that Mr. Wallace would like to add another Production Assistant so the budget was adjusted for that. She said there were no other major variances from the 2018 Budget.

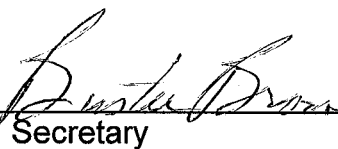
**Motion by Mr. Lee, second by Ms. Williams, to amend the 2019 Budget, increasing the Advertising line item by \$2,600 to \$5,000, for a total budget amount of \$197,635; with the knowledge that more may be needed later in the year.**

**Aye: Brown, Lee, Sturgeon, Weyerman, Williams and Fullerton  
Motion approved as amended.**

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

The next regular meeting is scheduled for February 11, 2019, at 4:00 p.m., in Legislative Chambers.

13. Adjournment  
4:50 p.m.

  
Secretary

4/18/2019

*Electing*  
Cable Television Access Corporation

**PAYMENT OF BILLS**

December 10, 2018

**Paid invoices based on prior Board approval**

<b>DATE</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
10/2/2018	Cody Van Dorin	Monthly Payment - September	522.00
10/2/2018	Malcolm Thomason	Monthly Payment - September	267.00
10/2/2018	Chris Craddock	Monthly Payment - September	2,050.00
10/5/2018	Host Coffee	Water Service - September	4.28
10/5/2018	Advantage Office Cleaners	Custodial Service for October	135.00
10/15/2018	Mike Wallace	Monthly Payment - October	5,833.00
10/29/2018	Signworks	Monthly Rent - November	3,023.69
10/29/2018	Signworks	Logos and signs for the studio	1,614.00
10/29/2018	Public Building Commission	Reimbursement for AVI equipment/installation	5,140.15
11/2/2018	Chris Craddock	Monthly Payment - October	2,268.75
11/2/2018	Cody Van Dorin	Monthly Payment - October	564.00
11/2/2018	Malcolm Thomason	Monthly Payment - October	588.00
11/5/2018	Host Coffee	Water Service - October	12.28
11/13/2018	Advantage Office Cleaners	Custodial Service for November	135.00
11/20/2018	Mike Wallace	Monthly Payment - November	5,833.00
11/21/2018	Signworks	Monthly Rent - December	3,303.48
		<b>TOTAL</b>	<b>\$31,293.63</b>

**Proposed purchases/reimbursement approvals**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Building Commission	Equipment for HD upgrade at studio	1,844.67
	<b>TOTAL</b>	<b>\$1,844.67</b>

**CABLE TELEVISION ACCESS CORPORATION  
FINANCIAL SUMMARY**

	Final October 2018	Projected November 2018	Projected December 2018	Projected January 2019	Projected February 2019	Projected March 2019	Projected April 2019	Projected May 2019	Projected June 2019	Projected July 2019	Projected August 2020	Projected September 2021
<b>BEGINNING BALANCE</b>	\$545,151	\$526,113	\$513,017	\$500,781	\$510,411	\$498,175	\$485,939	\$473,703	\$661,467	\$649,231	\$636,995	\$624,759
<i>Costs:</i>												
Contractors	8,672	9,254	8,433	8,433	8,433	8,433	8,433	8,433	8,433	8,433	8,433	8,433
Equipment	5,140	0	0	0	0	0	0	0	0	0	0	0
Facility	5,227	3,742	3,703	3,703	3,703	3,703	3,703	3,703	3,703	3,703	3,703	3,703
Other	0	100	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>	\$19,039	\$13,096	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236	\$12,236
<i>Revenue:</i>												
PEG Revenue	0	0	0	21,866	0	0	0	200,000	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	0	0	0	21,866	0	0	0	200,000	0	0	0	0
<b>ENDING BALANCE</b>	\$526,113	\$513,017	\$500,781	\$510,411	\$498,175	\$485,939	\$473,703	\$661,467	\$649,231	\$636,995	\$624,759	\$612,523

CTAC Board Meeting -  
December 10, 2018

	Original	Actual Amounts				Actual	Budget Variance	(% Variance)
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter			
<b>REVENUES</b>								
Cox	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	0%	
CenturyLink	29,275	21,866	0	0	21,866	-7,409	-25%	
Other grants	125	0	58	0	58	-67	-54%	
Fines and fees	0	0	0	0	0	0	0%	
Investment income	0	0	0	0	0	0	0%	
<b>Total Revenue</b>	<b>\$ 229,400</b>	<b>\$ 21,866</b>	<b>\$ 200,058</b>	<b>\$ -</b>	<b>\$ 221,924</b>	<b>\$ (7,476.00)</b>	<b>-3%</b>	
<b>EXPENDITURES</b>								
<b>Contractors</b>								
Studio Manager	\$ 70,000	\$ 12,984	\$ 17,499	\$ 17,499	\$ 11,666	\$ (10,352)	-15%	
Production Assistant 1	8,000	6,788	6,644	6,681	4,319	16,432	205%	
Production Assistant 2	5,000	861	1,860	2,361	1,941	2,023	40%	
KPAO Equipment	18,305	0	0	1,002	5,140	-12,163	-66%	
Rent	30,547	9,694	12,509	9,018	6,327	7,001	23%	
Cleaning	2,994	750	405	405	270	-1,164	-39%	
Utilities	3,800	377	609	1,430	742	-642	-17%	
Supplies	3,800	192	312	21	1,630	-1,645	-43%	
CAM	6,000	0	0	0	0	-6,000	-100%	
Advertising	2,400	0	0	0	0	-2,400	-100%	
Other	0	0	0	0	0	0	#DIV/0!	
Contingency	12,500	0	0	0	0	-12,500	-100%	
Capital	0	0	0	0	0	0	#DIV/0!	
<b>Total Expenditures</b>	<b>\$ 163,346</b>	<b>\$ 31,646</b>	<b>\$ 39,838</b>	<b>\$ 38,417</b>	<b>\$ 32,035</b>	<b>\$ (21,410)</b>	<b>-13%</b>	

	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	21,866	0	0	0	0	-21,866	-100%	
Other grants	125	0	0	0	0	-125	-100%	
Fines and fees	0	0	0	0	0	0	0%	
Investment income	0	0	0	0	0	0	0%	
<b>Total Revenue</b>	<b>\$ 221,991</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (221,991.00)</b>	<b>-100%</b>	
<b>EXPENDITURES</b>								
<b>Contractors</b>								
Studio Manager	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ (70,000)	-100%	
Production Assistant 1	25,000	0	0	0	0	-25,000	-100%	
Production Assistant 2	10,000	0	0	0	0	-10,000	-100%	
KPAO Equipment	18,305	0	0	0	0	-18,305	-100%	
Rent and CAM	42,000	0	0	0	0	-42,000	-100%	
Cleaning	2,000	0	0	0	0	-2,000	-100%	
Utilities	3,800	0	0	0	0	-3,800	-100%	
Supplies	3,800	0	0	0	0	-3,800	-100%	
Advertising	2,400	0	0	0	0	-2,400	-100%	
Other	0	0	0	0	0	0	#DIV/0!	
Contingency	17,730	0	0	0	0	-17,730	-100%	
Capital	0	0	0	0	0	0	#DIV/0!	
<b>Total Expenditures</b>	<b>\$ 195,035</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (195,035)</b>	<b>-100%</b>	