

EDUCATIONAL TELEVISION FOR THE CONEJO, INC. (ETC)

BOARD OF DIRECTORS
November 10, 2015, 8:15 a.m.

Conejo Valley Unified School District
1400 E. Janss Road, Thousand Oaks 91362
Superintendent's Office

MINUTES

1. Opening Provisions/Flag Salute

Dr. Jon Sand called the meeting to order at 8:16 a.m. He reminded the attendees that the meeting is conducted in accordance with provisions of the Brown Act.

2. Roll Call

Attendees:

Peggy Buckles, President, ETC
Ann Bonitatibus, Ed.D, Secretary, ETC
Jon Sand, Ed.D, Treasurer, ETC
Terry McCallum, Executive Director, ETC
Cindy Goldberg, Executive Director, Conejo Schools Foundation
Sue Wells, Vice President, Conejo Schools Foundation
Denise Reader, Secretary, Conejo Schools Foundation

3. Public Comments

None

4. Treasurer's Report/Audit/Tax Reports

Dr. Sand announced that Form SI-100, Statement of Information, is due to the State by 1/31/2016. Cindy Goldberg offered to check with Randi Dennen, CPA, to see if she would prepare tax documents for ETC.

Dr. Sand reported that the ETC account is at Wells Fargo Bank. The most recent account balance is \$10,083. Initially, there was no monthly fee, but now the fee is \$14 per month. We will pursue a \$0 fee account via the Conejo Schools Foundation, as allowed.

5. Approval of Minutes - May 15, 2015

Dr. Sand's title on the Minutes needs to be changed from Assistant Treasurer to Treasurer. Peggy Buckles moved to approve the Minutes as amended, Dr. Bonitatibus seconded the motion, and the motion carried unanimously with no further discussion.

6. Nomination of Directors

The ETC Bylaws state:

The Board of Directors shall consist of no fewer than three members who are CVUSD employees or members of the Board of Education and no fewer than two members who are Conejo Schools Foundation (CSF) Board members or staff. The five representatives may elect a sixth Director, by a majority vote, if the Board of Directors elects to have six

Directors. No fewer than three Directors shall be employees of CVUSD and/or members of the Board of Education, no fewer than two members shall be Board members or staff of the CSF, and one may be from the greater community.

It was proposed that Sue Wells, Vice President of Conejo Schools Foundation, and Denise Reader, Secretary of Conejo Schools Foundation, be nominated as Directors of ETC. Peggy Buckles moved to nominate the candidates as proposed, Dr. Bonitatibus seconded the motion, and the motion carried unanimously, without discussion.

7. Election of New Directors

Dr. Sand conducted the election of new Directors. The nominees were Sue Wells, Vice President of Conejo Schools Foundation, and Denise Reader, Secretary of Conejo Schools Foundation. A vote was held and the nominees were unanimously elected as Directors of ETC. The ETC Board of Directors is updated as follows:

Peggy Buckles, President
Ann Bonitatibus, Ed.D, Secretary
Jon Sand, Ed.D, Treasurer
Terry McCallum, Executive Director
Sue Wells, Director
Denise Reader, Director

8. Executive Director's Reports - Terry McCallum

- a. Conejo Schools Foundation (CSF) is taking over the duties of managing the ETC bank account. Mr. McCallum would like to proceed with a MOU between CSF and ETC documenting the arrangement. He requested suggested wording.
- b. It is planned to move the checking account to a bank currently used by CSF that doesn't incur monthly fees. ETC funds would be in a separate account and it is suggested that the signers be Cindy Goldberg, Executive Director of CSF, and Dr. Jon Sand, Treasurer of ETC.
- c. Mr. McCallum proposed a 5% fee be charged by CSF to ETC. Dr. Sand said this might be considered a gift of public funds. It was agreed that no fee will be charged by CSF to ETC.
- d. Mr. McCallum distributed a 1-page historical summary regarding ETC. The equipment for ETC is stored/used at Thousand Oaks High School (TOHS). Some of the equipment was stolen from TOHS during the summer. The cost of replacing the \$1,200 in stolen items doesn't exceed the deductible. Dr. Sand indicated that TOHS is not liable for the cost of replacement, but rather the ETC is. In addition, some ETC equipment (camera and computer) have been damaged during student and teacher use. Dr. Sand indicated that the cost of repairs of the student / teacher-damaged equipment was the responsibility of the school per a previous agreement with TOHS where the District bought the equipment with the stipulation that the school would bear the responsibility for repairs, if any. Mr. McCallum indicated that he would purchase the replacement of the stolen equipment with ETC funds and provide Dr. Sand any and all invoices or estimates to repair the damaged equipment to present to the school for payment.

In addition, Mr. McCallum would like to purchase \$6,700 in new equipment which students would use. He wondered if the school would share in the cost and would check with Mr. Lichtl, Principal, ahead of time.

- e. In order to get a published program schedule, ETC must have 168 hours/week of programming. Dr. Bonitatibus said the District needs strategic timing and programming to meet the needs of the community and to market the District. Dr. Sand proposed a future meeting with Dr. Bonitatibus, Mr. McCallum, Richard Blake, Jim Garza and himself to discuss programming. The meeting would be considered in early 2016. Mr. McCallum added that the programming has the potential of reaching 1.4m as it serves Ventura County to Fillmore (excluding City of Ventura and Oxnard) and Los Angeles County to Acton.
- f. The California Interscholastic Federation (CIF) is now working with National Federation of State High School Associations (NFHS) to televise student broadcasts. The only charge is to the viewer of football; this viewer would pay through Pay Per View, etc. There is no charge to view other sports or activities. Music presents a licensing problem if viewed in its entirety; however, clips can be viewed.
- g. The ETC Board will meet three times per year. The next meeting will be in February 2016.

9. Other

Dr. Sand asked that Board Member Comments be added to the ETC Agenda hereafter.

10. Adjournment

The meeting adjourned at 9:56 a.m.