

REGULAR MEETING OF THE EDUCATIONAL TELEVISION FOR THE CONEJO (ETC) BOARD OF DIRECTORS

AGENDA

Tuesday, February 6, 2018

8:30 a.m. Open Session

LOCATION

**Conejo Valley Unified School District
District Office South Building
Conference Room B1
1400 E. Janss Road
Thousand Oaks, CA 91362**

If you wish to address the Educational Television for the Conejo Board of Directors, it is necessary to complete a speaker form (blue) and hand it to the recording secretary. If you would like to make comments about items not on the agenda, a speaker form should be completed and *submitted prior to the Public Comments section* of the agenda. If you wish to address an agenda item, please complete and *submit your form prior to the Action section* of the agenda. Pursuant to the Brown Act, the Committee cannot enter into a formal discussion nor can a decision be made in regard to public comments. The Committee may provide a reference to staff or other resources of information, request staff to report back at a subsequent meeting, or direct staff to place an item on a future agenda. Public comments will be limited to three minutes. On those occasions where there is an unusually large number of speaker cards, the Committee President may make the decision to decrease the time. Please present your comments in a factual, respectful, and dignified manner that models how we expect our children to participate in the democratic process.

If you wish to register your opinion on a topic but not speak, please fill out a public written statement form (yellow) and hand it to the recording secretary. Members of the Board of Directors will review these forms following the meeting.

Your input is greatly appreciated. The information on the speaker cards will assist the President in conducting the meeting and is needed for the official minutes. The information on the cards will become public record. Thank you for your cooperation and compliance with these guidelines. Please feel free to call the Business Services office if you have any questions (805-497-9511 x206).

AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS

CVUSD District Office, 1400 E. Janss Road, Thousand Oaks, CA

This serves as the main posting location pursuant to the Brown Act, Government Code §54954.2(a)

Additional Locations

Newbury Park High School, 456 Reino Road, Newbury Park, CA

Thousand Oaks High School, 2323 Moorpark Road, Thousand Oaks, CA

Westlake High School, 100 N. Lakeview Canyon Road, Westlake Village, CA

CVUSD District Operations Facility, 750 Mitchell Road, Newbury Park, CA

District website: www.conejousd.org

AGENDA
EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)
BOARD OF DIRECTORS

Tuesday, February 6, 2018, 8:30 A.M.
District Office – Conference Room B1

I. 8:30 A.M. REGULAR SESSION

Opening Provisions

- A. Call the Meeting to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements and Procedures
- D. Approval of the Agenda
- E. Public Comments

Pursuant to the Brown Act, the Board members cannot enter into formal discussion with individuals making public comments to the Board. The Board members cannot take action on any issues raised during public comments that are not on the meeting agenda. Board members may respond to public comments during the Individual Board Members Comments section of the agenda (I.E.3).

- F. Board of Directors Comments
- G. Executive Director Report

II. ACTION ITEMS

- A. Approval of Minutes of January 16, 2018 Meeting (Section B of this packet)
- B. Approval of Purchasing Insurance Policies for Nonprofits Insurance Alliance Group
- C. Approval of List of Volunteers for Insurance Coverage
- D. Approval of 2017-18 Budget

III. INFORMATION / DISCUSSION ITEMS / OLD BUSINESS

- A. Programming Schedule – Terry McCallum
- B. Topics for the Next Meeting

IV. ADJOURNMENT

NEXT MEETING
Tuesday, May 8, 2018
11:00 a.m. – 12:00 p.m.
Location: B1

MINUTES

Tentative Minutes of the January 16, 2018, Committee Meeting
presented for action by the Committee on February 6, 2018
(Action Item II, D)

AGENDA
EDUCATIONAL TELEVISION FOR THE CONEJO (ETC)
BOARD OF DIRECTORS

Thursday, January 16, 2017, 11:00 A.M.
District Office – Conference Room B1

V. 11:00 A.M. REGULAR SESSION

H. Call the Meeting to Order and Roll Call:

Sue Wells, ETC President, called the meeting to order at 11:03 a.m. and called roll:

Board of Directors

Sue Wells, ETC President	Present
Denise Reader, ETC Secretary	Present
Victor Hayek, EdD. Treasurer	Present
Sandee Everett, Director	Present
Mark McLaughlin, Director	Absent

Other Attendees

Terry McCallum, Executive Director	Present
Richard Blake, A/V Technician	Present
Cindy Goldberg, Exec. Dir., CSF	Absent

I. Ms. Wells led the Pledge of Allegiance.

J. Ms. Wells read the Announcements and Procedures.

K. Approval of the Agenda

Denise Reader moved to approve the Agenda as written, Sandee Everett seconded the motion, and the motion carried 4-0.

L. Comments

1. Public

(none)

2. Executive Director

(See attached)

VI. ACTION ITEMS - GENERAL

E. Approval of Minutes Dated October 19, 2017

- a. Denise Reader moved to approve the Minutes as submitted. Sandee Everett seconded the motion, and the motion carried 4-0.

VII. INFORMATION / DISCUSSION ITEMS

C. Programming Schedule

- a. Terry McCallum will create a schedule of programming to submit at the next meeting, which will include previous concerts and future productions already agreed upon with school sites.

D. BMI/ASCAP Licensing Update

- Ms. Wells, reported that Cindy Goldberg spoke with ASCAP, and they stated that we do not need a license agreement with them since we are a PEG.

E. Satellite at Thousand Oaks High School

- Richard Blake stated we are currently not using the satellite at the school. Mr. Blake will contact Planning and Facilities to get a quote on the removal. Terry McCallum suggested to change their line to a Roku and broadcast through it.

F. MOU Between Conejo Valley Unified School District and Educational Television for the Conejo

- Ms. Reader moved to approve the MOU between CVUSD and ETC. Ms. Everett seconded the motion, and the motion carried 4-0.

G. Insurance from Nonprofits Insurance Alliance Group

- Ms. Wells reported the three insurance policies (General Liability, Directors' and Officers' and Auto) will total \$1,987 a year. Abuse and Molestation is possibly missing from coverage, Ms. Wells will get a revised quote to include that coverage. Mr. McCallum will bring the list of volunteers for ETC for the board to review and approve.

H. 2017-2018 Budget

- Mr. McCallum presented the budget previously submitted for 2017-2018. Mr. McCallum will bring a revised budget next meeting to review and approve.

I. Topics for the Next Meeting

- **Approval of Insurance Policies**
- **Revised Budget 2017-2018**
- **List of Student Volunteers & Parents**

VIII. NEW BUSINESS

- A.** Board agreed to meet on February 6th at 8:30am to approve the insurance policies, 2017-2018 budget and the list of volunteers.
- B.** Dr. Hayek requests going forward to approve next fiscal's year items at the last meeting of the current fiscal year.
- C.** Mr. McCallum brought up charging NFHS fee to the community for a year's access of streaming for \$10.
- D.** Mr. McCallum is putting together a brochure and form for advertising to get sponsors for channel.

IX. ADJOURNMENT

Sue Wells adjourned the meeting at 12:06 p.m.

The next scheduled meeting is Tuesday, February 6, 2018 at 8:30 a.m. in Conference Room B1.

Date

President