

EDUCATIONAL TELEVISION FOR THE CONEJO, INC (ETC)
CONEJOTV

BOARD OF DIRECTORS
NOVEMBER 10, 2015 8:15 AM
Conference Room A
Conejo Valley Unified School District
1400 E Janss Road, Thousand Oaks 91362

AGENDA

1. Opening Provisions/Flag Salute – Dr. Ann Bonitatibus
2. Roll Call
3. Public Comments
4. Treasurer’s Report/Audit / Tax Reports - Dr. Jon Sand
5. Approval of Minutes May 15, 2015
6. Nomination of Directors
(Bonitatibus, Sand, and Buckles may nominate. Bylaws stipulate that three Board Members must be CVUSD representatives, with an additional two outside members from Conejo Schools Foundation.) Proposed new members are: Sue Wells and Denise Reader.
7. Election of New Directors – Dr. Jon Sand
8. Executive Director’s Reports – Terry McCallum
 - a. Development of Memorandum of Understanding between ETC and Conejo Schools Foundation (CSF)
 - b. Conejo Schools Foundation financial procedures/signatures
 - c. Conejo Schools Foundation fee for services
 - d. Weekly Program Schedule
 - e. National Federation of State High School Associations (NFHS) web site and agreement information
 - f. Establish date for follow-up meeting
9. Adjournment

EDUCATIONAL TELEVISION FOR THE CONEJO, INC. (ETC)

BOARD OF DIRECTORS

May 15, 2015 at 2:00 p.m.

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

MINUTES

1. **Opening Provisions/Flag Salute**
Meeting called to order at 2:00 p.m.
2. **Roll Call**
Attendees:
 - Peggy Buckles, President
 - Jeffrey Baarstad, Secretary
 - Jon Sand, Assistant Treasurer
 - Terry McCallum, Executive Director
3. **Public Comments**
None
4. **Treasurer's Report/Audit**
Jon Sand reviewed the Wells Fargo bank statement. As of April 30, 2015, the balance was \$10,187.00.
5. **Change of Bylaws to Include CSF Board Members**
Goal is to partner with the Conejo Schools Foundation for:
 1. Administrative and Financial Services
 2. Sponsorships and Support
 3. Seats at the BoardTerry McCallum proposed to revise Section 2, regarding the number of directors. Jeff Baarstad moved to approve the proposal, Peggy Buckles seconded the motion, and the motion carried 3-0.
6. **Filing of the 2013 and 2014 Tax Returns and Payment for Preparation**
Tax filings for 2013 and 2014 were completed by Freeman and Associates, CPA, at a cost of \$150 total. Jeff Baarstad moved to accept the \$150 expenditure, Peggy Buckles seconded, and the motion carried 3-0.
7. **Proposed Equipment Expenditure**
Peggy Buckles moved to approve \$6,750 expenditure for the Executive Director, Terry McCallum, to purchase equipment. The motion carried 3-0.

8. CVUSD Annual Budget Support

Jeff Baarstad moved for a \$5,000 annual contribution to be made from the CVUSD Superintendent's Marketing budget to ETC for operation of ETC. The motion carried 3-0.

9. Report on Programming

Terry McCallum provided a report of programming including ideas for content, technology needs, and program scheduling.

10. Adjournment

The meeting adjourned at 2:45 p.m.