



**NORTH SUBURBAN ACCESS CORPORATION
February 2, 2012
Immediately following NSCC Meeting
NSCC/NSAC
2670 Arthur Street, Roseville, MN**

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – December 2011
 - B. Strategic Planning Committee: Review of Mission Statement
 - C. Election of Officers
 - D. Appointment to Human Resource Committee
 - E. Appointment to Finance Committee
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

Please call the office if you or your alternate are unable to attend the meeting.

Next Regular Meeting – March 1, 2012

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**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
January 5, 2012**

I. Call to Order

Board President Dan Roe called the meeting to order at 7:40 pm at the CTV North Suburbs Roseville facility

II. Roll Call

The following Board Members were in attendance:

Craig Wilson, Arden Hills
Rick Talbot, Falcon Heights
Jeff Dains, Lauderdale
Nancy Kracl, Alternate, Mounds View
Gina Bauman, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville
Jim Roth, St. Anthony
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director
Tim Domke, Production and Outreach Manager
Patrick Cook, Senior Technician & Facilities Coordinator
Patricia Doocy, Office & Human Resource Coordinator

III. Approval of Agenda

Mr. Roth moved, seconded by Mr. Dains, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Beilke noted on page 3, item VI.C, the sentence "The motion as approved unanimously" was missing. Mr. Beilke moved, seconded by Ms. Bauman, to approve the minutes of the December 1, 2011, Board meeting as amended. The motion was approved with one abstention from Mr. Huffman of Shoreview.

V. Reports

A. Executive Director

Ms. Wilson highlighted her written report, noting that CTV has received a check from Ryan Companies for the tenant improvement funds and it has been deposited. Ms. Wilson also reported a successful Santa Call-In with calls from children doubling those of 2009 and 2010.

She stated the Strategic Planning Committee met with Sue Buske from the Buske Group. The information gathered was very helpful and a draft of a mission statement will be forwarded to the Board at the February meeting.

Ms. Wilson announced she will place the notice for the Business Management Position next week.

B. Production and Outreach Manager

Mr. Domke reported that, in 2010, the production staff worked on earned income projects that brought in almost \$17,000. In 2011, that income increased to \$19,224.

Mr. Domke announced that the CreaTV Teen programming groups continue to meet and produce segments for their first show. He said Rachel Roff is also working with the Ramsey County Library in Roseville on a media program for middle school-aged girls inspired by the Miss Representation documentary and the need to empower young women to tell their own stories.

C. Senior Technician and Facilities Coordinator

Mr. Cook referred to his written report indicating that the Technical Services Department is currently performing maintenance and repairs on the blue truck. He also noted that staff is in the process of ordering the camcorders that were approved in the 2012 budget.

VI. General Business

A. Treasurer's Report

Mr. Beilke moved, seconded by Mr. Dains, to approve the November 2011 Treasurer's report. The motion was approved unanimously.

B. Appointment to Nominating Committee

Mr. Talbot moved, seconded by Mr. Roth, to appoint Mr. Talbot, Mr. Wilson and Mr. Dains to the Nominating Committee. The motion was approved unanimously.

C. Executive Director's Performance Review

Mr. Beilke suggested the inclusion of a question on the performance review on the building construction and move, since that was a significant part of 2011. Mr. Beilke moved, seconded by Mr. Huffman, to direct the Human Resource Subcommittee to initiate the Executive Director's performance review process. The motion was approved unanimously.

VII. Announcements

A. Crew introductions

Mr. Roe introduced the production crew: Riley O'Brien, Kevin O'Brien and Kevin Schmitz.

VIII. Adjournment

Mr. Huffman moved, seconded by Mr. Talbot, to adjourn the meeting. The motion was approved and the meeting adjourned at 7:58 pm.

Respectfully submitted:

Blake Huffman, Secretary Treasurer

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**NSAC Item V.A.
January 27, 2012**

to: Board of Directors
from: Cor Wilson
Executive Director
subject: January Report

Business Manager Position – At your June 2011 meeting, the Board of Directors approved the new position of Business Manager/Deputy Franchise Administrator. The position was posted to the League of Minnesota Cities and Minnesota Council of Non-Profits websites on January 13, 2012, with an application deadline of February 10, 2012. We are also advertising the position on our website. So far, I have received ten resumés, but feel free to share the job description with anyone you think might be interested in and qualified for it.

Human Resources Committee – The Human Resources Committee is scheduled to meet on Friday, February 12, 2012. The two items on the agenda are to initiate my performance evaluation, as you directed at your January meeting, and to discuss the evaluation and interview process for the Business Manager position. I hope to involve one or two members of this committee and one of the finance directors on the Finance Committee in this process.

Jerry Skelly – One of the original members of the North Suburban Cable Commission and North Suburban Access Corporation Board of Directors died on January 21, 2012. He served until the mid-2000's. Until he retired from the St. Paul Public Schools, Jerry also served on the board of Cable Access St. Paul (now known as St. Paul Neighborhood Network) as well. I have attached some copy from the program at his funeral. Our staff is working on a memorial video which we will present at the Volunteer Recognition Awards on April 18 (Mark your calendar!), and we will invite the family to join us that evening.

When news anchor and author, Tom Brokaw, wrote about the "greatest generation" he was writing about Gerald William Skelly. Living through the Great Depression, Prohibition, the New Deal, WW-II and the Great Society, he saw times of great triumph and social upheaval. Before finishing high school, Gerald followed his older

brother's lead and joined the fight during WWII. During his service in the Navy, he was stationed in Hawaii, Midway and other islands throughout the South Pacific. Recognized as a gifted writer, he was given the job of reporter and editor for his platoon's weekly newspaper the "Midway Mirror".

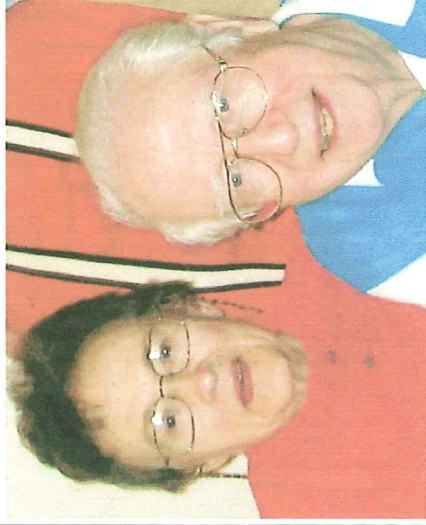
Like many returning from war, Gerald took advantage of the G.I. Bill to attend college. He graduated from the University of Minnesota with a degree in education and later earned a master's degree from Macalester College. Living the American dream, he married his wife Betty in 1951 and raised four children in Mounds View, Minnesota.

Helping those less fortunate was a hallmark of Gerald's life. Starting as a volunteer and community organizer at a North Minneapolis settlement house (Unity), he became a director within the organization after several years. He then joined Saint Paul Public Schools in the mid 60's teaching English and Drama to students at Murray High School.

In the early 70's Gerald was chosen by the school district to develop educational programming for broadcast on KTCA Channel 2. This partnership led to the creation of the weekly educational television series "Your Schools Today". The program, hosted by Gerald, ran from 1970-1974 and included interviews with teachers, students, local celebrities and politicians. The partnership also led to the creation of the district's Educational Television Department, a department that exists to this day. During this time he was also a founding member of MEMO (MN Education Media Organization), a group that coordinated media efforts with school districts throughout the state.

Although Gerald's responsibilities varied throughout his 25-years with the school district, he never lost his love of television, theatre and movies. A strong advocate of cable access television, Gerald served as an original member on cable commissions in both St. Paul and the North Suburbs. Upon his retirement he turned his attention to acting and movies, landing small parts in the "Mighty Ducks", "Fargo" and "Grumpy Old Men". In addition, Gerald continued developing and hosting cable television shows. His show "Seniors on the Run" still airs on cable television.

Loved by many, Gerald was unique in that he made friends all throughout his life. He made very close friends even in his 80's and will be missed in his role as "vice president" of the coffee club for his cardiac rehab group.



NSAC Item V.B.
January 24, 2012

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: January 2012 Report

Public – In January, CTV trucks covered 17 events. Roseville Area High School’s Wayne Powers and students were very busy producing 11 events, Brian Brady produced three events for St. Anthony High School and CTV’s Shannon Hunter produced the Mounds View vs. Roseville boys basketball game live on channel 20.

Other productions of note include Northwestern College’s coverage of broomball and Keith Flanagan’s “Netlife” series.

Shannon Hunter is producing a special program that highlights 15 years of CaringBridge service to the community. Viewers will hear stories and memories from the staff and board members. The program will play in February. Hunter also produced two episodes of The North Suburban Beat. This month learn about the Roseville Library’s SCORE program and from Mounds View, Zero Gravity. If you have a story idea, contact Shannon at: shunter@ctv15.org

Hunter will be recording the Diamond Club’s 6th annual dinner and benefit as part of the North Suburban Beat and also as a longer program for our channels. Guest speaker is Minnesota Twins World Series MVP Jack Morris.

Staff assisted members of the Seminary in New Brighton in the continued production of their “History Video.” It features interviews in CTV’s studio and via telephone.

Production Services – CTV is currently working on paid productions for:
Disability Viewpoints from Fargo – Working on putting the show on TPT.
Care Minders Home Care – Renewed for 2012. Completed January 19 production.
Roy Wallace Group – Following up after a rough cut was shown to the clients of the Wallace Group.
CLUES – Still waiting on when final screening of video will be played. The event for the video is scheduled for February.
Mu Daiko – Part one of the documentary began on January 15. The truck event (part two) is scheduled for February 9.
Track Records – Submitted bill for audio dubs of the Shoreview Northern Lights Holiday Concert

Training and Volunteer Administration – In January, CTV trained 40 students in four classes: CTV 101, Final Cut Pro, Basic Studio and Basic Truck. Fourteen new people were introduced to CTV in the CTV 101 classes.

Dale Irving is organizing two workshops: DVD Studio Pro Training on February 15 at 6:30pm, and Creating Family History Videos on March 12 at 6:30pm.

Youth Media–

Rachel Roff reports that the CreaTV Teen Show groups continue to meet and produce segments for their first show. The last segment will end the production period with an interview with a local band on January 31. The students continue the editing of their videos, and Rachel is happy with their post-production progress.

Rachel's work also continues with the Ramsey County Library staff for the middle-school girls media program. With Lori Pulkrabek, she prepared and submitted a community action grant application to the AUWW; she believes that the program would be a great fit for AUWW's mission. Rachel will pursue the program this summer in some capacity regardless of the success of the grant application. The grant would allow us to have a larger capacity for the program, well-suited equipment, and to hire experienced girls as peer mentors.

In other youth news - One of our CreaTV youth is serving on a team to curate films for the Youth Media Screening at the Walker Art Center. CTV hosted the Twin Cities Youth Media Network monthly meeting and the members toured our facilities.

Government –

Kevin Schmitz reports that his first municipal producers meeting was attended by staff from five of our ten cities. The goal is to further develop relationships between CTV and each of our 10 cities. It is the hope that group projects can benefit many of the cities, cut down on individual hours to each city, and allow CTV staff to be more efficient with productions.

For Kevin's complete report see attached.

Marketing and Volunteer Activity –

Volunteer Coordinator Teresa sent out Scholarship letters and applications to schools, cities, libraries, and past applicants.

Teresa has begun her work on the Volunteer Recognition Awards (VRA's) by researching prizes and preparing letters and forms.

Teresa, Lori Pulkrabek and Tim Domke attended a Roseville Citizens Forum meeting to see what the organization is all about and plan for our speaking date in February.



January 2012 Municipal Productions Report

By Kevin Schmitz

CTV North Suburbs' Mission

- To increase awareness and encourage the use of cable communications as a means of sharing information in and among member cities.
-

City Assistance Program

Here are your city totals for 2011:

Arden Hills.....	33 hrs
Falcon Heights.....	69 hrs
Lauderdale.....	75.5 hrs
Little Canada.....	22 hrs
Mounds View.....	25.25 hrs
New Brighton.....	34 hrs
North Oaks.....	1 hr
Roseville.....	91 hrs
St. Anthony.....	4 hrs
Shoreview.....	99 hrs

TOTAL (10 Cities)..... 453.75 hrs
Avg. per City..... 45% overall

Events Coming Up...

Roseville's "Home & Garden Fair"

Roseville based "Home & Garden Fair" that will be taped under the 100 hours program.

(Saturday, February 18th, 2012)

Note: See attached reports for detailed information and year to date totals for each city.

Next Board Meeting...

NSCC/NSAC Commission Meeting

Thursday, February 2nd, 2012

Shoreview Meetings Covered through 100 hours

Tuesday, January 17th & Wednesday, January 18th

I covered 2 LIVE meetings for the City of Shoreview in January, the City Council Meeting on 01/17 and an EQC Speaker Series Meeting on 01/18. This is a great use of the 100 hours program, especially for cities that do not have a large pool of contract staff available as backup.

Cancellations Create Opportunity for Promos

Lauderdale & Falcon Heights Winter Events Cancelled

The light winter we are having has resulted in some cancellations with 2 city events we traditionally make videos from. The positive side to these cancellations is having extra time to help promote our 2012 classes and new workshops coming soon. Throughout the month, I have had the time to create 2 promos, one promo that highlights our Final Cut Pro classes, and the other to promote my first quarter workshop that will feature an often-overlooked software, 'DVD Studio Pro'.

Municipal Producers Meeting

Monday, January 23rd, 2012 at 10:00 a.m.

The first municipal meeting was attended by 5 of our ten cities, despite the difficult weather conditions that morning. My main goal was to help foster relationships between CTV and each of our 10 cities. Also, to promote a sense of partnership between cities and the projects that I work on within our 100 hours projects in 2012. Often time, projects get worked on for a single city, when there are probably many other cities that could benefit from that same video. I look forward to seeing these concepts develop on 2012.

Mu Diako Documentary Shooting

Sunday, January 15th, 2012

One of our newest Production Services Clients, Martha Low, scheduled a long day of shooting in preparation for a documentary about an Asian-Inspired & culturally rich Drum Group called "Mu Daiko." We shot almost 10 interviews along with a 3-hour practice session, all of which will help Martha create a short documentary about the group.

TO: Cor Wilson, Executive Director
FROM: Pat Cook, Senior Technician and Facilities Coordinator
Terri Schultz, Technical Services Manager
SUBJECT: January 2012 Report

Technical Operations

- The large flat panel displays have arrived and are installed. We now have two digital signage displays that show what is happening in the facility as well as promotional material on upcoming events and programming.
- We have also received the MPEG re-encapsulation device. This allows us to receive and re-transmit our cable channels as IP streams on our network, and will allow staff the ability to monitor the channels at their desks by viewing the actual MPEG2 data streams as encoded by Comcast. We will be able to hear what viewers are receiving and, if there is a problem, we will be able to determine where the problem stems from much easier. The device will also allow us to take basic measurements of the streams to monitor quality and bit rates.
- Pat Cook has continued to work with the franchise renewal consultants by supplying information about our system and equipment.
- Pat Cook and John Sommer have been working with the production staff on the Mu-Dikow production for hire. It is an ethnic drumming group. The shoot will be happening at the McKnight Theater at the Ordway in February.
- Don Swenson's monthly equipment maintenance report is attached.

IT and I-Net Operations

- Our Filemaker software consultant is working with Ian Cobb to automate our daily events so the data will be pulled from filemaker and put directly into our event monitors, refreshing on the hour.
- Ian Cobb upgraded our Carousel and Tightrope servers.
- Ryan Kroll and Terri Schultz are still working on the new web site design. We hope to go live the middle of February.
- A monthly web streaming activity report is attached.

City and School Assistance

- Technical staff has worked on a few small issues for Roseville, per Tim Pratt.
- Pat Cook and John Sommer are working with Kevin Schmitz and Chad Nolan, the cable producer for Arden Hills, to address some audio issues in their council chambers.

Trucks

- There were 17 truck shoots this month. There will be two live St. Anthony High School basketball games this month.
- John Sommer replaced the lock mechanism on the main compartment door of the blue truck. It now operates better than ever.

ts/pc

Don Swenson's Monthly Report

Jan '12

Trucks

- 1) Both trucks - Gave them a truck wash
- 2) Both trucks - Installed thermostats in the racks.
- 3) White truck - Red/Green Omega - got the hard drive to work again.

Studio

- 1) Replaced a relay on the dimmer rack.

Dub center

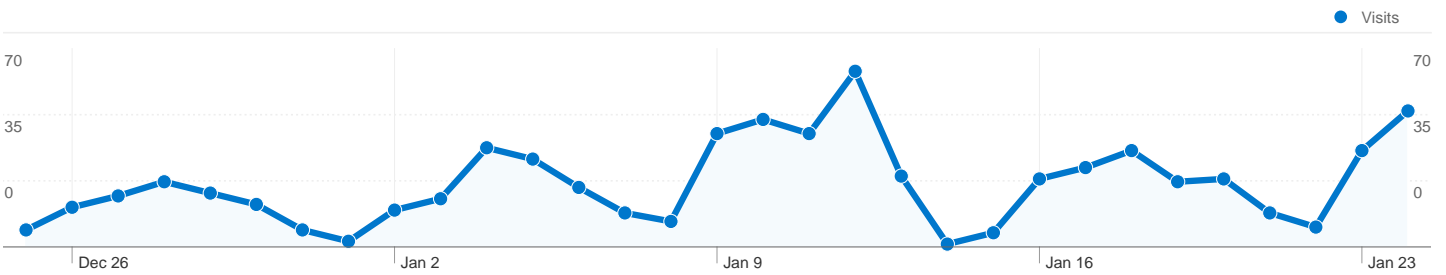
- 1) Adjusted a sticky amp to correct a phase issue.

Cities

- 1) Mounds View - Cleaned the tape path for their DSR-250
- 2) Little Canada - Got a tape unstuck from a Panasonic AG-7300
- 3) Lauderdale - Reconnected the euroblock on the back of their camera controller
- 4) Roseville - Reterminated a bnc connector and adjusted a color monitor in the control room.

Misc.

- 1) Cared for battery issues and overheating and bad windshield wiper issues on the minivan.
- 2) Mounted LCD around the facilities.
- 3) 2 headsets serviced.



693 visits came from 44 hostnames

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
693 % of Site Total: 100.00%	1.69 Site Avg: 1.69 (0.00%)	00:02:12 Site Avg: 00:02:12 (0.00%)	46.90% Site Avg: 46.90% (0.00%)	71.28% Site Avg: 71.28% (0.00%)	
Hostname	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
rvcc.nsacwebcasts.com	95	1.80	00:03:10	32.63%	56.84%
mwcc.nsacwebcasts.com	78	1.56	00:01:43	47.44%	76.92%
mvsb.nsacwebcasts.com	72	1.35	00:01:03	84.72%	80.56%
sasb.nsacwebcasts.com	65	1.68	00:01:31	60.00%	73.85%
ebcc.nsacwebcasts.com	54	1.93	00:03:06	38.89%	59.26%
ahcc.nsacwebcasts.com	33	1.42	00:00:44	21.21%	69.70%
nsppc.nsacwebcasts.com	27	2.70	00:02:38	44.44%	51.85%
svcc.nsacwebcasts.com	27	2.74	00:04:36	51.85%	51.85%
mvcc.nsacwebcasts.com	26	1.23	00:00:11	34.62%	92.31%
rwscsc.nsacwebcasts.com	24	1.50	00:03:09	41.67%	66.67%
nohoa.nsacwebcasts.com	23	1.48	00:04:21	43.48%	78.26%
lccc.nsacwebcasts.com	19	1.74	00:02:39	52.63%	73.68%
nocc.nsacwebcasts.com	19	1.42	00:01:39	31.58%	78.95%
mvpc.nsacwebcasts.com	17	1.12	00:02:25	29.41%	94.12%
sacc.nsacwebcasts.com	10	1.40	00:00:58	40.00%	80.00%
mveda.nsacwebcasts.com	9	1.33	00:00:50	22.22%	77.78%
rvpr.nsacwebcasts.com	9	1.56	00:03:29	66.67%	66.67%
mvws.nsacwebcasts.com	8	1.12	00:00:28	50.00%	87.50%
rvhra.nsacwebcasts.com	8	1.00	00:00:00	37.50%	100.00%
mwccw.nsacwebcasts.com	7	3.43	00:08:02	57.14%	42.86%
lcc.nsacwebcasts.com	5	1.40	00:05:58	60.00%	60.00%
rvhrc.nsacwebcasts.com	5	1.00	00:00:00	20.00%	100.00%

rvpwt.nsacwebcasts.com	5	2.40	00:01:14	40.00%	60.00%
www.rock.to/VeryProfitForex	5	1.00	00:00:00	0.00%	100.00%
lcpc.nsacwebcasts.com	4	1.00	00:00:00	100.00%	100.00%
mvcccm.nsacwebcasts.com	4	1.00	00:00:00	0.00%	100.00%
mwpcsc.nsacwebcasts.com	4	1.00	00:00:00	50.00%	100.00%
sapc.nsacwebcasts.com	4	1.00	00:00:00	0.00%	100.00%
mvstuiip.nsacwebcasts.com	3	1.00	00:00:00	33.33%	100.00%
nscconsac.nsacwebcasts.com	3	1.33	00:00:17	33.33%	66.67%
mvedc.nsacwebcasts.com	2	1.50	00:02:46	0.00%	50.00%
mvpr.nsacwebcasts.com	2	3.50	00:00:42	100.00%	50.00%
mwpc.nsacwebcasts.com	2	2.50	00:00:20	100.00%	50.00%
nsp.nsacwebcasts.com	2	1.50	00:00:08	50.00%	50.00%
rvccsm.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
svpc.nsacwebcasts.com	2	3.50	00:07:46	100.00%	50.00%
www.nsacwebcasts.com	2	8.50	00:20:10	0.00%	0.00%
ahpc.nsacwebcasts.com	1	6.00	00:03:10	100.00%	0.00%
mwenrc.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
mwhpc.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
nopc.nsacwebcasts.com	1	2.00	00:12:42	100.00%	0.00%
rvec.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
rvv.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
votesys.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%

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Explanation of Columns

Visits- The number of visits to the page.

Pages/Visits-The average number of pages viewed during a visit to the site. Repeated views of a single page are counted.

% New Visits-The percentage of visits by people who had never visited your site before.

Avg. Time on Site-The average duration of a visit.

Bounce Rate-The percentage of single-page visits (i.e. visits in which the person left your site from the entrance page).

North Suburban Access Corporation

2011 Financial Report Summary

For the Twelve Months Ending December 31, 2011

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Tuition/Training/Misc.	330.57	8,800.01	(0.88)	10,000.00	10,000.00
Cable Company Grants	0.00	1,275,274.08	(1.00)	1,275,275.00	1,275,275.00
Interest Income	125.39	1,605.71	(0.09)	18,000.00	18,000.00
Reimburs/WEBstream	4,037.85	29,247.12	(1.01)	29,000.00	29,000.00
Earned Income	10,469.14	a. 58,402.57	(1.62)	36,000.00	36,000.00
Donations	0.00	1,188.10	(1.19)	1,000.00	1,000.00
Transfer from Reserves	0.00	338,825.00	(0.62)	542,729.00	542,729.00
Total Revenues	14,962.95	1,713,342.59	(0.90)	1,912,004.00	1,912,004.00
Expenses Summary					
Personal Services	67,808.13	832,435.36	1.00	830,154.00	830,154.00
Operating Expenses	44,551.95	391,448.37	0.89	438,650.00	438,650.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	5,693.04	887,406.09	1.38	643,200.00	643,200.00
Total Expenses	118,053.12	2,111,289.82	1.10	1,912,004.00	1,912,004.00
Net	(\$ 103,090.17)	(\$ 397,947.23)	0.00	0.00	0.00

NOTE: This is not the final end-of-the-year financial statement.

a. Earned Income -- CLUES, Ramsey-Washington and South Washington Commissions, City of East Bethel

North Suburban Access Corporation

2011 Detail Financial Report

For the Twelve Months Ending December 31, 2011

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services						
Full Time Salaries	47,694.52		582,833.18	0.97	598,000.00	598,000.00
Part Time Salaries	7,129.98		70,363.71	1.15	61,000.00	61,000.00
FICA	4,032.22		49,627.93	0.91	54,499.00	54,499.00
Retirement	0.00		25,314.65	0.85	29,655.00	29,655.00
Unemployment	18.05		2,835.27	0.81	3,500.00	3,500.00
Workers Comp	0.00		3,316.00	0.95	3,500.00	3,500.00
Health/Life Insurance	8,933.36		98,144.62	1.23	80,000.00	80,000.00
Total Personal Services	67,808.13	b.	832,435.36	1.00	830,154.00	830,154.00
Operating Expenses						
General						
Printing	1,156.12	c.	5,174.35	0.77	6,700.00	6,700.00
Publications	0.00		512.89	0.85	600.00	600.00
Memberships	6,450.00	d.	11,793.00	1.03	11,500.00	11,500.00
Entries Fees	0.00		3,070.00	1.02	3,000.00	3,000.00
Video Programming	0.00		0.00	0.00	150.00	150.00
Total General	7,606.12		20,550.24	0.94	21,950.00	21,950.00
Supplies						
Office Supplies	1,576.54		8,030.07	0.80	10,000.00	10,000.00
Video Supplies	4,891.66		17,492.84	1.03	17,000.00	17,000.00
Software Supplies	0.00		7,639.63	0.51	15,000.00	15,000.00
Volunteer Supplies	1,757.94	e.	10,982.50	0.92	12,000.00	12,000.00
Total Supplies	8,226.14		44,145.04	0.82	54,000.00	54,000.00

b. Total Personal Services -- The Commission wrote a check for \$5,809 in December to reimburse NSAC for interns, so personal services will decrease by that amount.

c. Printing -- Newsletter (75%); letterhead and envelopes (50%)

d. Memberships -- Metro Channel 6 (\$6,400); Twin Cities Youth Media Network (\$50)

e. Volunteer Supplies -- Crew food for Santa Call-in and meetings

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	95.98		3,086.70	0.44	7,000.00	7,000.00
Video Equipment	0.00		15,268.42	0.76	20,000.00	20,000.00
Van Operations	2,448.58	f.	13,243.28	0.66	20,000.00	20,000.00
Building Janitorial	5,178.62		68,799.93	1.97	35,000.00	35,000.00
Total Maintenance	7,723.18		100,398.33	1.22	82,000.00	82,000.00
Travel						
Conferences	632.67	g.	7,869.56	0.66	12,000.00	12,000.00
Mileage & Meals	385.55		4,414.95	1.05	4,200.00	4,200.00
Total Travel	1,018.22		12,284.51	0.76	16,200.00	16,200.00
Tuition & Training						
Tuition & Training	113.96	h.	1,351.01	0.34	4,000.00	4,000.00
	113.96		1,351.01	0.34	4,000.00	4,000.00
Utilities						
Utilities	8,385.69	i.	40,959.95	2.56	16,000.00	16,000.00
	8,385.69		40,959.95	2.56	16,000.00	16,000.00
Leases						
Rent	0.00	i.	14,321.20	0.17	84,000.00	84,000.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		160.00	0.05	3,000.00	3,000.00
Bldg Security	0.00		0.00	0.00	0.00	0.00
Postage Meter	616.80		2,467.20	0.82	3,000.00	3,000.00
Total Leases	616.80		16,948.40	0.19	90,000.00	90,000.00

f. Van Operations -- Mini-van maintenance; fuel

g. Conferences -- Reimbursement for ACM conference expense

h. Tuition & Training -- Wellness reimbursement

i. Utilities/Rent -- The December rent expense was accidentally posted to the Utilities account and will be corrected when the Office Manager returns from sick leave. The error does not affect the total Operating Expenses.

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	6,225.00	0.96	6,500.00	6,500.00
Sales Tax	1,862.01	10,365.92	0.52	20,000.00	20,000.00
Payroll	263.57	3,579.43	0.94	3,800.00	3,800.00
Insurance	0.00	12,772.80	1.28	10,000.00	10,000.00
Legal	0.00	21,422.00	0.71	30,000.00	30,000.00
Special Program Grants	0.00	0.00	0.00	0.00	0.00
Intrnet Connect	0.00	11,000.00	0.90	12,200.00	12,200.00
Miscellaneous	5,748.36 j.	49,082.63	1.40	35,000.00	35,000.00
Total Contractual	7,873.94	114,447.78	0.97	117,500.00	117,500.00
Communications					
Postage	522.31	4,969.26	0.83	6,000.00	6,000.00
Telephone	804.99	14,334.26	1.02	14,000.00	14,000.00
Advertising & Promotion	1,660.60 k.	19,527.59	1.22	16,000.00	16,000.00
Total Communications	2,987.90	38,831.11	1.08	36,000.00	36,000.00
Recruiting					
Recruiting	0.00	1,532.00	1.53	1,000.00	1,000.00
Total Operating	44,551.95	391,448.37	0.89	438,650.00	438,650.00

j. Misc. Contractual -- The Buske Group; Letter of Credit renewal for lease; bank fees

k. Advertising -- Ads for Santa Call-in and Shoreview Northern Lights Band concert

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency						
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses						
Capital Improvements	5,693.04	1.	782,615.79	1.40	560,200.00	560,200.00
Video Equip.	0.00		80,401.30	1.46	55,000.00	55,000.00
Office Equipment	0.00		24,389.00	0.87	28,000.00	28,000.00
Total Capital	5,693.04		887,406.09	1.38	643,200.00	643,200.00
Total Expenses	118,053.12		2,111,289.82	1.10	1,912,004.00	1,912,004.00
Net	(\$ 103,090.17)		(\$ 397,947.23)	0.00	0.00	0.00

I. Capital Improvements -- Expense is for equipment that converts the digital cable channel to an IP stream. Also, although we received and deposited the tenant improvements funds check from Ryan Companies, it was posted in such a way that it did not decrease the total Capital Improvements. This will be corrected with the Office Manager returns from sick leave.

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**NSAC Item VI.B.
January 26, 2012**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Review of Mission Statement

The Strategic Planning Committee – Dan Roe, Blake Huffman, and Barb Haake – submit the following mission statement for your review and approval:

“North Suburban Access Corporation/CTV North Suburbs: Building our communities by providing access to services, tools and training to facilitate communication through electronic media.”

The next step is to develop our strategic goals for the next three years. To do that, the Committee recommends holding a three- to four-hour brainstorming retreat with the Executive Director and Sue Buske on a Saturday morning. Please check your calendars and let us know whether you are available on Saturday, March 31. (FYI, Barb Haake is out of town until March 7; Dan Roe is out of town on March 10, and I am out of town on March 17. Sue Buske is unavailable on March 24.)

Following that brainstorming session, Sue and I will refine the goals as necessary for review and comments by the Strategic Planning Committee. The Committee will then submit them to the Board of Directors for review and approval.

Once the goals have been approved, Sue and the staff will work on the tasks, assignments and timelines to achieve the goals. Those will then be submitted to the Committee for review and comment. When that process is complete, the Committee will then submit the final Strategic Plan to the Board of Directors for approval.

Action Requested: Motion to adopt the NSAC/CTV North Suburbs mission statement as submitted by the Strategic Planning Committee.

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**NSCC Item VII.D.
NSAC Item VI.C.
January 25, 2012**

to: Commissioners
Board of Directors

from: Cor Wilson, Executive Director

subject: Election of Officers

The members of the Nominating Committee – Rick Talbot, Craig Wilson and Jeff Dains – report the following slate for your consideration:

Chair/President – Blake Huffman

Vice-Chair/Vice-President – Steve Beilke

Secretary/Treasurer – Gina Bauman

Action Requested: Motion to accept the slate as submitted by the Nominating Committee.

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**NSAC Item VI.D.
January 25, 2012**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Appointment to Human Resources Committee

Assuming the election of Blake Huffman as president of the Board of Directors, there will be a vacancy on the Human Resources Committee. Current members are: Blake Huffman, Gina Bauman, Tessia Melvin (City of Shoreview) and Kim Moore-Sykes (City of St. Anthony). (We could certainly have more than two Directors on the Committee.) The Committee meets on an as-needed basis.

The next meeting is scheduled for Friday, February 3, from 11:30 a.m. to 1 p.m., and Director Huffman will be at that meeting. The agenda for the meeting is to review the process for my performance evaluation and to work with me on the process for reviewing applications and interviewing candidates for the Business Manager position.

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**NSAC Item VI.E.
January 25, 2012**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Appointment to Finance Committee

Assuming the election of Blake Huffman as president of the Board of Directors, there will be a vacancy on the Finance Committee. Current members are: Blake Huffman, Gina Bauman, Jim Roth, Sue Iverson (Arden Hills Finance Director) and Shelly Ruecker (Little Canada Finance Director). (We could certainly have more than two Directors on the Committee.) The Committee meets on an as-needed basis.

We do not have a committee meeting scheduled, but I anticipate that this committee will work with the new Business Manager to develop an investment policy for the NSCC and NSAC. In the fall, this committee will provide initial review and comments on the proposed 2013 budgets.

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