

**Colorado Channel Authority Board**  
**June Meeting Agenda**

Monday, June 18, 1pm-2pm / Senate 352  
Conference Dial-in Number: (641) 715-3276  
Host Access Code: 819283\*  
Participant Access Code: 819283#

**1. Call to Order and Attendance**

- a. Present
  - i.
- b. Not Present
  - i.
- c. Other Individuals Present

**2. Review & Approval of Meeting Minutes**

- a. May 2018 [Meeting Minutes](#)
  - i.

**3. Treasurer's Report (As of 5/31/18)**

- a. Reserve Account: \$14,378.89 (holding steady from previous month)
- b. Income Statement: [P&L Report](#)
- c. All checks signed for the 2017-2018 fiscal year
- d. Fundraising (Alan August)
  - i. Began May 1st, 2018
  - ii. 8 hrs/week @ \$22/hr
  - iii. To date (48 hours or the equivalent of a little over 1 week of full-time work):
    - 1. Activities
      - a. Outlining program
      - b. Ingesting materials from Kate Hawthorne into new master database
      - c. Sponsor outreach and follow-up
      - d. Grant research
    - 2. Cost: \$1056 (48 hrs worked)
    - 3. Results
      - a. \$2,000 sponsorship revenue
      - b. Updated CC [sponsor packet](#)
      - c. Created sponsor sales [video](#)
      - d. Assembled master fundraising database with ~800 leads
      - e. Submitted LOIs to [Gill Foundation](#), [Chambers Fund](#)

**4. Committee Coverage Update**

- a. Follow up on response to [letter to Exec Cmte](#)
- b. Hardware side being explored by Zack Wimberly and Brandon Stiller
  - i. No status change since we last met
- c. Software side requires meeting between Manish Jani & Brian Hiatt to explore replicating workflows and integration with Granicus and "clicks"
  - i. Senator Fenberg reached out to Mike Mauer to continue planning this
  - ii. Currently, camera and systems automatically start with Granicus

**5. 2018/19 Annual Budget & Contract**

- a. 2018/19 Proposed Budget (See Below)
- b. [2018/19 Budget Resolution](#)
- c. [2018/19 Notice of Budget Hearing](#)
- d. [2018/19 Draft Contract](#)

**6. Next Meeting Time/Date**

- a. September 14th, 1pm-2pm with walkthrough of control room afterwards

**7. ColoradoChannel.net Website Update**

- a. Website redesign [proposal](#)
  - i. [Wireframe](#) Feedback
    - 1. Discuss Front Page Fresh Content Options
      - a. Most Popular videos
      - b. Latest Videos
      - c. Educational Videos/Additional Productions
      - d. Twitter Feed
      - e. Recent News
    - 2. Board member headshots
    - 3. Get Informed Buckets
- b. [Analytics summary](#)

**8. Previous Meeting Action Items**

- a. Sen. Fenberg and Tony to talk to Rep. Van Winkle and other interested board members re: Committee Room Coverage
- b. Manish and Brian to discuss software integration necessary for committee room coverage.
- c. ✓ Tony to reach out to Rep Van Winkle and Sen Fenberg regarding Committee Coverage
- d. ✓ Schedule a Board Walk-through of Colorado Channel Control Room - after September meeting
- e. Tony to edit budget to show equipment procurement portion
- f. Tony/Kaye to present marketing budget/plans for 2018/19 fiscal year (website update)
  - i. Present Website revision/upgrade plans
- g. Annual wrap-up video - start next year

**9. Upcoming Action Items**

- a.

<b><u>Colorado Channel Authority Board 2018-2019 Budget</u></b>		
<b><u>Revenue</u></b>		<b>FY 2018/19 Budget</b>
	- Operating Budget (From General Assembly)	\$258,163
	- From Marketing/Fundraising Activities	\$5,000
	- Interest and Other	0

	<b>Revenue Total</b>	<b>263,163</b>
	- Equipment Budget Allocation	\$25,837
<b>Expenses</b>		
	Personnel	184,804
	Open.Media SaaS Annual Service	10,000
	Comcast Internet Service, TV & IP	1,980
	Supplies	800
	Web Development & Maintenance	9,000
	Conference Membership & Travel	1,700
	Interstitial & Channel Productions	24,000
	Fundraising & Grantwriting	5,000
	Apptek CC Subscription	9,000
	Accounting/Audit	--
	Education Programs	--
	Marketing/Education (Website Re-design)	15,000
	<b>OMF Contract Subtotal</b>	<b>261,284</b>
	<b>Budget Surplus (Deficit)</b>	<b>1,879</b>
	Incidentals (Bank Fees)	
	Reserves	24,351
	<b>CCA Subtotal</b>	<b>24,351</b>
	<b>Budget Total</b>	<b>\$263,163</b>