

**Board of Directors Meeting
Executive Conference Room, City Hall
19655 Allendale Ave, Saratoga CA
MINUTES
May 23, 2018**

The meeting was called to order at 2:05 pm by Chair Tom Moran.

Board Members Present: Michael Davey, Jill Hunter, Ginger Lai, Emily Lo, Scott Ludwig, Lauren Pettipiece

KSAR Staff: David Lee, Station Manager

Minutes of the March 28, 2018 board meeting were amended and approved.

Communications from the public to the Board

There were none.

Board Application by Mike Davey

The Board voted to accept and welcome Mike as a new board member. Mike is a social studies and English teacher at Saratoga High School and associated with video production at the school.

Treasurer's Report: Approved

David reported a current year-to-date negative balance of \$3,099.40. The PEG budget also reflects a shortfall of \$2,537.85. PEG funds are paid directly to the City and available to KSAR upon request. The cost of recording "extra activities" (those outside the events contracted by the City) was responsible for the deficits.

Emily suggested a more in-depth discussion of the budget be put on the agenda for the next Board meeting at which time David will provide information about the actual costs of providing coverage for "extra events."

Reports:

City of Saratoga:

Emily said the city will celebrate Memorial Day and July 4th, both of which will be taped by KSAR. KSAR's contract with the City includes the following events: Arbor Day, candidates' forum, the annual Christmas tree lighting, State of the City address, Memorial Day and the 4th of July.

West Valley College:

Scott said that graduation is scheduled for May 24th. He also said the West Valley campus continues to host a popular farmers' market every Saturday and the recent Wildflower Show was a success. A bond measure relating to the college will be on the November ballot.

Bulletin Board:

There were no significant changes.

Station Manager's Report:

David said KSAR continues to work with SASCC in developing a mini recording studio in the Senior Portable. He said the Community Loop Program is progressing and the next phase will include the process of enlisting sponsors. He looks forward to working with students, recruited by Mike, from Saratoga High School.

Mike said the students already have some knowledge of video recording and editing so their internship at KSAR would be mutually beneficial. The issue of an agreement/contract for KSAR volunteers and students will be further developed by David and Mike.

Approved:

The Board authorized \$4,000 for the extra time that will be spent on training and development for SASCC and Saratoga High School students.

Approved:

The Board also authorized the amount of \$5,500 for the purchase of a Mac Pro laptop to upgrade present equipment.

Approved:

The Board approved an amount, not to exceed \$10,000, for the purchase of two 4K camcorders and accessories to increase KSAR's present inventory. Mike said there should be some compatibility of equipment used by KSAR and the high school.

Chair's Report:

Tom said the meeting with the City Council went well. The Council commended KSAR for documenting community events and providing a historical record for the City.

Respectfully submitted,
Ginger Lai

Calendar dates:

2018 Board Meets bi-monthly on the 4th Wednesday of each month @ 2:30pm

- July 25
- September 26
- November 28