

Fairfax Cable Access Corporation
Monthly Board of Directors Meeting
Minutes

Date: January 23, 2008

Time: 7:10 PM (EST)

Place: Conference Room, FPA Bldg, 2929 Eskridge Road, Merrifield, VA

Notice: Regular monthly meeting; adequate notice given

Attendees: Board members Georgia Graves, Jim Southworth, Steve Mullen, Charlotte Yakovleff, Jim Housel, Ahmed Selim, Ayme Pointer, Robert Giarrusso; Executive Director Chuck Peña, Guest Steve Ruddell, Mark Levine.

Absent with advance notice:

Quorum: Present

Call to Order: 7:10 PM

Call for Conflicts of Interest: None

Action Item: Defer approval of November 2007 minutes.

Agenda Item: Mark Levine added to agenda to speak for 5 minutes and 5 minutes of discussion.

Motion: That Ayme Pointer be assigned the duty of taking meeting minutes. Moved by Robert Giarrusso, seconded by Jim Housel; motion carried.

Mark Levine: Requested authorization to 1) allow public access in Alexandria, Arlington, and DC and elsewhere to carry the live feed and 2) permit live streaming on the internet. Indicated his view that doing so would be good publicity for FCAC and Fairfax. Also, Verizon FIOS is currently carried in both Prince William and Loudon Counties. Mark is hoping to get presidential candidates onto his show, which is bicycled to Alexandria and Arlington, and will soon be in DC as well. Also, the show is released to Google Video after the show airing on FCAC.

Discussion: Concensus to establish a special committee to review live streaming: members Robert Giarrusso, Steve Mullen, Jim Housel, and Chuck Peña.

President: Discussed a Virginia Film event, on following Tuesday night, covering the state of the industry and exposition. Entire Board is invited.

Executive Director Report: Attached.

Motion: That a new Air Conditioner be purchased as soon as possible. Moved by Jim Southworth, seconded by Robert Giarrusso; motion carried.

Motion: That the budget be amended to budget for the purchase of a new Air Conditioner. Moved by Ahmed Selim; tabled.

Steve Mullen: Commended staff including Greg, Pete, and Steve for recent work on improving support in studios.

Jim Southworth: Suggested that recent letter commending Greg specifically would be appropriate for a 'Wall of Fame' exhibit.

Action Item: Executive Director to establish a 'Wall of Fame' exhibit.

Operations Committee Report: Attached.

Discussion regarding whether the Training Department should consider Audacity rather than Audition on its computers used in WEBR training. Chuck Peña will have staff review and make recommendation as appropriate.

Ahmed Selim: Noted the following concerns:

- 1) An organization chart for FPA reflecting actual employees, both full and part time, including instructors.
- 2) Position descriptions for all positions at FPA.
- 3) Detailed budget including cable and non-cable funds for the current fiscal year.
- 4) Up to date, Board-approved Operations Manual.
- 5) Up to date, Board-approved Personnel Manual.
- 6) All needed committees in place ASAP, with mandates and limits of authority written out.
- 7) Need to have the audit financial report for the fiscal year ending June 30, 2007.
- 8) Need to know what happened to the facilitator's recommendations, especially the FPA Mission.
- 9) Need to have the outcome from the Board's meeting which took place at Georgia Graves' office. (Ayme said she sent out, but agreed to resend)
- 10) Schedule of Board meetings needs to go up on the website.
- 11) Appearance of resumes on internet needs to be improved.
- 12) Membership fee on website needs to be corrected. Still listed as \$52.
- 13) Directions on the internet need updating

Treasurer's Report: Attached

Discussion regarding ongoing finances. Staff has \$2000 discretionary expenditure authorization and \$5000 emergency authorization without seeking prior Board approval.

Membership Committee Report: Will be conducting a membership survey. Requested 2007 membership numbers from staff as well as a listing of position descriptions.

Action Item: Chuck Peña will send Robert Giarrusso 2007 membership numbers within 10 days.

Action Item: Ayme Pointer and Chuck Peña will provide position descriptions.

Action Item: Staff will investigate an upgrade for FACIL to permit studio and equipment scheduling.

Jim Southworth: Discussed potential speakers to provide FCAC with information on near and long term technology developments

Internet Committee: Charlotte Yakovleff gave a brief overview of internet operations. Peter Beckman and Paco Hope explained the relationship between the internet group and FCAC, pointing out significant areas of support provided free to FCAC. Discussed the internet access and services provided by internet group for the benefit of FCAC.

Review of Action Items and Old Business.

No action items from the last meeting.

New Business:

None.

Motion: That the meeting be adjourned; moved by Jim Housel; seconded by Steve Mullen; motion carried.

Adjourned at 10:08 PM.