

Fairfax Cable Access Corporation Monthly Board of Directors Meeting Minutes

Date: July 25, 2007

Time: 7:03 PM (EST)

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

Notice: Regular monthly meeting; adequate notice given

Attendees: Board members Jim Southworth, Steve Mullen, Charlotte Yakovleff, Jim Housel, Ahmed Selim, Jeffrey Sachs (on phone), Ayme Pointer and Georgia Graves;

Others: Executive Director Chuck Peña, Guest Steve Ruddell, Steve Thompson; Rob Irwin; Martin Dudley.

Quorum: Present

Call to Order: 7:03 PM

Call for Conflicts of Interest: None

Defer approval of June minutes. Jeff S. preparing tonight.

Notice of election sent on Monday. Members as of August 10, 2007 are eligible to vote. Bylaws require that notice include where and when election will be held. This notice includes more than this minimum. Publication of the Fairfax Examiner pending decision by the Board of Directors..

Motion: To approve first six lines of the mailed notice for publication in the Fairfax Examiner. Moved by Charlotte, second by Selim, motion carried. Consensus for publication will be on Wednesday, 9/5/07, and 9/12/07.

Action by Chuck: Put notice of election up on website by 8/3/07. Change of membership fee is not yet on homepage of website. Will be put up by 8/3/07. Staff informed that refunds of overpayment of membership fee is appropriate.

Election will be supervised by the LoWV. Will serve refreshments.

Steve Rudell: will arrange refreshments; will honor 9 tv and 13 radio shows that are 500+. Plaques will be provided. Limited to shows that have been produced in house. Room for 24 on wall plaque. Other recognition of service by past BoD members.

Georgia asked for other matters for the annual meeting. No additional items.

Operation Report: Mentioned new set in studio A. Lisa did an excellent job. Black curtain already in. Blue in tomorrow. Black, tan and blue in Studio B. Woody repaired

the risers voluntarily. Cleaned again. Implemented more rigorous check out system to check equip on return. New desk for studio B will be in soon (August).

Recognize any members present. No 24 hour notice given.

Exec. Dir.:

- Just came back from BizPac meeting. Anti-gang activity of FPA noted.
- Have performed annual evaluations and salary increases.
- Offering a health care plan alternative under the Blue Choice plan. Chuck to decide upon staff input.
- Initiated discussions with Verizon on channel coverage. Considering overnight coverage with Spanish language satellite feed.

Charlotte asked about the salary increase. Amounts varied between individuals.

Jim S: would like to move forward with our request for the pending capital grant. Would also like to announce Studio C at membership mtg.

Motion: That the request for the pending capital grant be submitted immediately. Moved by Jeff S, seconded by Georgia; tabled by the chair.

Consensus of BoD that Steve will provide numbers and the request by Thursday, August 8, 2007.

Treasurers Report:

- Income statement and balance sheet ending 30 June
- A little more than \$100K because of Verizon additions
- Rental income is up reflecting increased attention.
- Training up because of Meena's efforts
- Dues income will go down because of reduced due fee.
- Facilities expense is hard to predict.
- Training instructors expense is down thanks to attention by Meena.
- Internet high based on Cox data lines.
- Depreciation up because of new equipment.
- Accrued leave liability is of concern.
- Generally good end of year report.

Jeff S asked if we have moved any cash in higher yielding investments. Treasurer reported that we do not.

Jim S.: Based on Ops equip purchase budget plus money set aside from last meeting, we could move forward in the next 90 days to commence virtual Studio C. Treasurer response: Yes, but at a level below what we could do with capital grant.

Selim wants to see next year's budget and a comparison between actual versus budgeted. Treasurer response: We really only budget for next year only. The Auditor is assisting in defining and clearing up historical definitions of cable and non-cable assets.

Jim S noted that Steve M is providing substantial valuable expertise to FPA.

Ayme has no new status on Strategic Plan. Jim S. has had difficulty developing a matrix to schedule the next SP session, wants dates when available for Sat/Sun meeting.

Membership cmte: Any feedback on dues. Chuck and Steve R haven't heard anything +/-.

Charlotte proposed the SP session on 8/15/07. Ayme asked for materials for meeting. Chuck can support the acquisition of materials for Ayme.

Jim S raised the issue of enforcement of membership, qualifications, etc. Jerry has put together reports that Steve R. uses to spot check membership dues. Steve R said that we could ratchet up enforcement as far as BoD wants. Selim stated that it is sometimes difficult to get crew to be members. Steve R. mentioned the cost to qualify, and there shouldn't be any non-member crews. Georgia suggested creating an incentive list of membership benefits, and perhaps including an electronic tracking. Chuck indicated that Meena is considering a proficiency test for equip qualification.

Review of Action Items and Old Business.

No action items from the last meeting.

Selim asked what action was taken from the last training session. Jim S indicated that the last session was for internal and operational issues.

New Business:

None.

Moved into Executive Session: 9:05 pm.

Motion: That the meeting be adjourned; moved by Jeff S; seconded by Steve M; motion carried.

Adjourned at 10:08 PM.