

FPA BoD Minutes – 8/25/2021 @ 7:07pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 8/25/2021

Minutes approved by the board on Sept. 29 at 7:09pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Hurriyet Ok -Happy Garcia -Peggy Fox -Shu Bartholomew
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Jerry Ferguson -Jay Erausquin -Lisa Clarke -Rocio Lopez -Sam Rogers
Members in Attendance	-Ben Zuhl

Meeting Open		
Call to order at 7:07pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements: Chuck: Kudos to Engineering for dealing with the events of the recent power outage. Ruth: Thanks to everyone who helped run the Meet & Greet event. Happy: Thanks to Kyle & Harry for helping with lighting on the show every week. Steve: Thanks to Jerry for his work on editing the Meet & Greet program.

Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 7/28/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: Makes motion to approve minutes from July 28, 2021, as amended; Happy seconds. Motion passes.

Staff Reports

Executive Director	Chuck Peña	<p>Action Item:</p> <p>Lisa is asking for revisions to the Operations manual specifically concerning all volunteers being certified to use the equipment in the facility. Producers who are found in violation of this should be fined \$25 per instance.</p> <p>Happy: How is a producer supposed to know who is certified if it is not listed on the member badge?</p> <p>Lisa: Producers can check on volunteer certifications by contacting Jay, looking at the volunteer credential sheet, or calling the Equipment Room.</p> <p>Isaac: How do producers find volunteers to assist them?</p> <p>Lisa: Producers can contact Jay for assistance or find volunteers via the volunteer list.</p> <p>Jay: The volunteer list includes certifications for various volunteers who have given permission to have their information released. The volunteer request emails go to all volunteers and producers can then verify with Training to follow up regarding a responding volunteer's certifications.</p> <p>After much discussion over the validity of instituting fines and process for checking certifications, this action item has been referred to the Membership Committee for further review.</p>
--------------------	------------	--

	<p>Hurriyet: Suggests a change regarding verbiage in another section in the manual regarding sanctions over excessive usage of equipment.</p> <p>Maryam: The line in question is put into effect when some producers excessively use equipment without turning in corresponding content. Limitations are placed on usage of certain types of equipment until programs are turned in, but this is a minor occurrence. The section can be rewritten in order to facilitate friendlier language.</p> <p>FPA was unable to acquire the FOX 5 news set prior to them vacating the building they were leasing.</p> <p>FPA suffered power loss due to severe weather on August 10th. Arcelious and Engineering staff were working until 2am in order to restore power. Phones and other systems were down after the power outage until Engineering was able to restore power. Thanks to Engineering and all other staff who assisted with power outage.</p> <p>Two former staff who quit at different times some months ago never returned the FPA keys (including exterior door keys) which had been issued to them, which presented a security and safety concern. The said employees were contacted by staff in an effort to get them to return the keys, but the keys were still not returned. Chuck crafted a letter stating if the keys were not promptly returned, FPA would pursue legal action. Chuck sent this letter to a lawyer, who sent it to both of these former employees. Chuck reported one of the former employees then immediately returned his keys. During the August 2021 board meeting, the other former employee texted Production Manager Lisa Clarke stating that he had just seen the letter and would be taking steps to quickly return the keys in his possession. Had the keys not been returned, the cost to FPA to rekey the locks and have</p>
--	---

		<p>replacement keys made would have been approximately \$1,000.</p> <p>Alliance Center had their annual meeting and their board of directors meeting today. Expressed concern over the expenditure of roof replacement at this meeting. Board president agreed that life of the roof can be extended for 7 years and can avoid paying the replacement fee at this time.</p> <p>Gayle: Are the keys to the building able to be duplicated?</p> <p>Chuck: The current building keys are not able to be duplicated except by the original locksmith who created them.</p> <p>Happy: Has the employee received their final paycheck?</p> <p>Chuck: We cannot legally withhold pay from an employee but can take legal action against said employee.</p> <p>Lisa: Previous employee just contacted me and said will return the keys tomorrow.</p>
Engineering	Arcelious Joyner	n/a
Outreach	Jerry Ferguson	Nothing additional to report.
Training	Jay Erausquin	<p>Summer camps have been completed and went well given the current restrictions.</p> <p>The public libraries have fully reopened so we will begin taking catalogues to them again to help with marketing goals.</p> <p>Will be working with Steven to take the current tutorial videos and make short sneak peek videos from them to add to social media and during station breaks.</p>

<p>Production</p>	<p>Lisa Clarke</p>	<p>Asked Chuck and Isaac to extend deadline for facility usage report to November instead.</p> <p>For the October meeting, can candidates be given the option to stay home to deliver their speech?</p> <p>Isaac: Did the notice for the member meeting go out already?</p> <p>Chuck: What Lisa is asking for does not need to be included in the notice as it does not create any violations for a candidate to present remotely via Zoom.</p>
<p>Programming</p>	<p>Maryam Shah</p>	<p>Programming numbers are slowly rising and remaining consistent since the re-opening last August.</p> <p>More people are using the television remote contribution system, but many are still coming in person due to their internet connection speeds.</p> <p>People are responding to the primetime channel lineups on social media and we will continue to work on plan as previously discussed with Peggy.</p> <p>We were hit hard by the multiple power outages and all affected producers were contacted regarding their shows not airing. All producers were understanding and patient regarding the outage and system failures.</p> <p>Isaac: How long were the channels down?</p> <p>Maryam: We lost hours of programming content on two different days, possibly 12 hours or more.</p> <p>Chuck: In the future we need to focus on powering down sensitive equipment rather than keeping the channels on the air in order to avoid damage.</p>
<p>Office Manager</p>	<p>Rocio Lopez</p>	<p>Reporting for the first month of the fiscal year, starting July 2021.</p>

		<p>Cox total income down \$5K. Received 4th quarter payment for \$196K. Verizon total income down \$1.5K. \$568K total combined for fiscal year 2021.</p> <p>Training income up \$2K, other interest and dividend income up \$575, salaries down \$1300, facilities expense remains constant, professional service expense up \$2600. Marketable securities up \$1.3M due to market changes. Accounts receivable grant down \$22K and fixed assets and production equipment are up due to ongoing projects.</p>
--	--	--

Committee Reports		
Finance Committee	Steve Mullen	<p>Good news is Cox income went up for the first time in months based on several promotions Cox has been offering to increase revenues. This is an 8.3% increase from the same quarterly period last year.</p> <p>Will wait to get a report from Arcelious detailing equipment damage to understand the cost of replacement equipment before moving forward with any bonus payments for staff.</p> <p>Moving forward on review of Edward Jones account with assistance from Dan Burnett. Meeting will be happening soon.</p>
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	<p>Had good feedback regarding last Meet and Greet and event went well. Member participation increased during this past online event. Edited version of event will air in September.</p> <p>Planning on having another Meet and Greet about acting, based on member questions during the latest event.</p>
Outreach	Shu Bartholomew	Nothing to report at this time.

Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	Encourage everyone to create short videos to share with Maryam for social media.
COVID Transition	Happy Garcia	Did not meet this month but would like to give an accolade to the staff for enforcing current protocols.
Executive Committee	Isaac Asare	Nothing to report at this time.

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 9/29/21 and 10/17/21.
Adjournment	Gayle: moves to adjourn the meeting, Peggy seconds. Meeting is adjourned at 8:41pm.