

FPA BoD Minutes - 12/09/2020 @ 7:04pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 12/9/2020

Minutes approved by the board on Jan 27: 8:16pm

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Steve Mullen -Gayle Yiotis -Ruth Bennett -Peggy Fox -Hurriyet Ok -Happy Garcia -Colin Davies -Shu Bartholomew
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Rocio Lopez
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:04pm	Isaac Asare (President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Chuck: thank you to everyone who worked on the election.  Gayle: thanks staff for their work during the Covid-19 pandemic.  Ruth: thanks Colin & Hurriyet for organizing the meet and greet.  Isaac: thanks the new board members who have joined the team.
Meeting Agenda	Issac Asare	Agenda moves forward with no changes.

	(President)	
Approval of 10/28/20 Meeting Minutes	Gayle Yiotis (Secretary)	Ruth: makes motion to approve minutes from October 28, 2020 as amended; Colin seconds. Motion passes.

Election of Board Appointed Director & Board Officers		
3-Year Board Appointed Position		Steve: nominates Isaac for the 3-year board appointment; Peggy seconds. Motion passes.
President		Steve: nominates Isaac to serve as president; Happy seconds. Motion passes.
Vice President		Gayle: nominates Ruth to serve as vice president; Shu seconds. Motion passes.
Secretary		Happy: nominates Gayle to serve as secretary; Ruth seconds. Motion passes.
Treasurer		Gayle: nominates Steve to serve as treasurer; Happy seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Action item: Jay is asking for the system of volunteer credits earned by members (at \$20 per credit) to be altered. Instead of expiring one year after earning the credits, the credits could be kept until their memberships expire. This will make it easier for Jay to keep track and for the members to use them.</p> <p>Steve: moves to change the volunteer credit policy as requested by Jay; Shu seconds. Motion passes.</p> <p>Training Coordinator, Cindy Rauda, has parted ways with FPA. Jay has restructured the position to a role called Member Training Specialist. The new position will include previous clerical duties along with new training and instructional duties.</p>

		<p>Annual Member Meeting and Election went extremely well, especially as the first remote general event. Voting via Election Buddy worked very well and securely. Thank you to the engineering, equipment room, and training staff for contributing to the success of the election.</p> <p>FPA is taking steps to move away from Skype and will transition to Zoom in studio productions, per Jay's emails.</p> <p>Winter hiatus is scheduled for January 2 - 9, 2021.</p> <p>On Thanksgiving, a radio automation software failure occurred, resulting in Maryam and Arcelious working during the holiday to keep Radio Fairfax on the air.</p> <p><i>Teen Dreams: A Global Video Contest</i>, Ruth's first remote meet and greet, based on the United Nations sustainable development goals took place on November 5, 2020 and was very successful.</p>
Engineering	Arcelious Joyner	<p>Thank you to everyone who made the virtual election a success.</p> <p>All approved items from the recent Operations Committee have been delivered and installed, or are awaiting commissioning.</p> <p>A list of upcoming hiatus items are included in the board report.</p> <p>Isaac: is there any timeline for members on being able to submit programs and remote contributions from home?</p> <p>Arcelious: we are looking to finalize the transcoder on January 7, will undergo testing for 3-4 weeks. If all goes well, implementation can begin soon afterwards.</p>
Outreach	Jerry Ferguson	<p>Completed 5 shows this week, waiting on another 3-5 before the end of the month.</p>

		<p>Isaac: feedback regarding the quality of productions since COVID?</p> <p>Jerry: less intensive due to not having shoots, but Zoom recordings can be difficult due to internet quality issues and audio/video issues caused by delays.</p> <p>Ruth: thanks Jerry for helping with Staff Productions during shortages.</p>
Training	Jay Erasquin	n/a
Production	Lisa Clarke	n/a
Programming	Maryam Shah	n/a
Office Manager	Rocio Lopez	<p>Will be on leave starting end of December, will return in March. Steve Mullen and/or Gabriela Silva will be presenting financial statements in her absence.</p> <p>Cox total income down \$20K from last year. 1<sup>st</sup> quarter payment for FY20 received in November for \$176,746.65.</p> <p>Verizon total income down \$45K from last year. 1<sup>st</sup> quarter payment for FY20 received in November for \$389,963.04.</p> <p>Both Cox and Verizon total combined is \$567K.</p> <p>Training income down \$16K, salaries &amp; benefits down \$16K, facilities expense down \$10K, maintenance reserve expense down \$4K, instructor expense down \$9K.</p> <p>Marketable securities up \$200K, accounts receivable cable grant down \$66k, prepaid expense up \$18K, fixed assets, production and internet equipment up due to upgrades.</p> <p>Hurriyet: given the changes are there any risks or concerns to be aware of?</p>

		<p>Steve: projected revenue reduction of 10% due to COVID-19 will lead to a more conservative budget. Will be controlling finances on the expense side. Hoping to recover other income for the rest of the fiscal year.</p>
--	--	---

Committee Reports		
Finance Committee	Steve Mullen	<p>Successful Open the Books Day in November, one member did show up. Auditor Dan Burnette was present.</p> <p>Will take another look at all other income areas and keep an eye on cable revenue checks.</p> <p>Bonuses for staff will be made available in December. If finances improve, a smaller bonus may be available at end of the fiscal year.</p> <p>Isaac: when should the annual report for Edward Jones be expected?</p> <p>Steve: contacted new Edward Jones Advisor, Nick Sposa, however there has been difficulty meeting due to COVID-19. Will try to get report for the January meeting.</p>
Performance Management	Gayle Yiotis	<p>All is going well at FPA so far despite some minor member issues.</p> <p>Gayle: Chuck, have all staff read COVID restrictions carefully?</p> <p>Chuck: all staff has been acquainted with overall good compliance with regulations from members, except for a select few.</p>
Operations	n/a	<p>Chair is vacant at this time, Isaac will oversee temporarily. There was a recent Operations Committee meeting, items from that meeting were approved.</p>

<p>Membership Development</p>	<p>Ruth Bennett</p>	<p>Shu, Colin, Hurriyet, and Happy are on the committee, will be looking for more members who are not on the board.</p> <p>Will be looking for more topics for future meet and greets.</p>
<p>Outreach</p>	<p>n/a</p>	<p>Is currently vacant, Isaac is looking to possibly appoint Shu as chair.</p>
<p>Promotional Development</p>	<p>n/a</p>	<p>Currently vacant, Isaac is looking to possibly appoint Peggy as chair.</p>
<p>Executive Committee</p>	<p>Isaac Asare</p>	<p>Asking for input and adjustment on current COVID-19 policy.</p> <p>Happy: suggests toning down language in policy by removing sections regarding staff authorization to contact police, out of concern for black and brown members being disproportionately affected by excessive police force.</p> <p>Chuck: discussed with Lisa, agrees that staff should feel they have support in case of member non-compliance. All members should be treated courteously, but there is also a need to protect everyone's safety.</p> <p>Peggy: perhaps more of a focus on safety messaging (akin to seatbelt messaging) rather than direct references to police, possible more towards subtle implication.</p> <p>Gayle: language could include that a non-compliance of rules can result in production being shut down.</p> <p>Shu: have there been any discussions with police with regards to enforcing COVID-19 violations?</p> <p>Chuck: the police cannot enforce COVID-19 violations, as that is handled by the health department. However they can address trespassing on private property, for example.</p>

		<p>Isaac: perhaps the language should be reviewed and references to police could be removed after consultation with staff and board.</p> <p>Hurriyet: the issue is with enforcement as all rules are clearly written. Staff members can inform producers in a non-confrontational manner, so the producers can take responsibility for violations.</p> <p>Isaac: Chuck will email the members regarding the COVID regulations, including any possible reprimands for violations such as, but not limited to, halting productions.</p> <p>Chuck: staff is disinfecting studios and equipment thoroughly and building is cleaned 5 days a week by professional cleaners. Questions regarding UV lights being installed have come up, research on the FDA website has concluded that the efficacy of these lights currently remains unproven in killing the coronavirus.</p>
--	--	---

<b>Meeting Close</b>	
Unfinished Business	n/a
New Business	n/a
Confirm future meeting dates	Next meetings are 1/27/21 and 2/24/21.
Adjournment	Steve: moves to adjourn the meeting, Gayle seconds. Meeting is adjourned at 8:56pm.