

FPA BoD Minutes – 1/26/2022 @ 7:06pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 1/26/2022

Minutes approved by the board on 2/23/2022 @ 7:05pm

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

Meeting Open		
Call to order at 7:06pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Shu: thanks entire staff, Gayle concurs. Hurriyet: Sam, for helping with first production of the year. Chuck: thanks staff who worked during hiatus to maintain equipment.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.

Approval of 12/08/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: motion to approve minutes from December 8, 2021 as amended; Happy seconds. Motion passes.
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Staff Reports		
Executive Director	Chuck Peña	<p>Representatives from Arlington Independent Media visited FPA on January 11, 2022 for a tour. Sam provided a demo in Studio C, Arcelious and Maryam joined Chuck in presentation to propose providing services to them.</p> <p>In December, Chuck reported to the board that our loss of cable revenues seemed to be possibly leveling off. Although we have no information yet on Cox second quarter revenues, we do know that our Verizon revenues for our FY 2022 second quarter actually increased compared to our last FY's second quarter, rising from last FY's 2Q revenues of \$384,373.25 to our current FY's 2Q projected Verizon revenues of \$391,617.75 – an apparent <i>increase</i> of \$7,244.50. A fuller analysis, including an examination of Cox revenues, will be provided in February.</p> <p>Arcelious has conceived a plan to create a podcasting booth called “The Whisper Room” which would enable both video and radio podcasts. The Radio Guild producers have showed tremendous interest for this idea.</p> <p>Michael Liberman, Fairfax County Director of Cable and Consumer Services, has retired. Mr. Lieberman was a big supporter of FPA and we are looking forward to working with his successor.</p>
Engineering	Arcelious Joyner	Wants to acknowledge Armando for taking some time off from his full-time job to cover for Arcelious during a family emergency.

		<p>Operations Committee meeting was held on December 10, 2021 and the budget was approved. The Whisper Room will be installed next month. The RTS wireless system has been installed.</p> <p>The Whisper Room has a HEPA filter, microphone, and camera and other features that will also tie into master control. This booth can be used as another studio, an additional guest booth, and other ways.</p>
Outreach	Jerry Ferguson	Nothing to report at this time.
Training	Jay Erasquin	<p>Developing a podcasting curriculum which also includes training for the Whisper Room. Will offer training for it beginning in March. Will offer training on the new teleprompters in February.</p> <p>Will be promoting a 'Refresher Day' on Wednesdays to help members with various technical areas for free.</p> <p>Gayle: can I place a guest in the Whisper Room while another guest is in another studio?</p> <p>Jay: yes, television and radio producers can include additional guests in the booth during their broadcasts.</p>
Production	Lisa Clarke	<p>Submitting additional information regarding the issues concerning Equipment Room staffing presented last month. Proposing shortening hours due to a lack of usage as reflected in graphs shown to the board.</p> <p>After much back-and-forth discussion, it will be brought back to the board for further review.</p>
Programming	Maryam Shah	Had a radio guild meeting on January 23, 2022 and asked some board members to attend those meetings. Reminder to all that the programming produced in the Whisper Room may not be broadcast prior to first airing at FPA due to the exclusive distribution license producers agree to.

		Permission for live streaming programs from FPA studios must first be granted in writing. Television and radio hours seem to be picking up; Black history month programs will air in February and new radio content has been acquired for black history month. Also, radio producer Doug Gofus sadly passed away in December 2021.
Office Manager	Rocio Lopez	Reporting as of December 2021. Cox total income down \$9K from last year (LY). Verizon total income down \$1K from LY. Training income up \$8k from LY, office operations expense down \$9k from LY, training instructors up \$10k from LY. Marketable securities up \$1.5M due to market changes and accounts receivable cable grant down \$3k. UPDATE. At the time we presented the Comparative Budget at the January BoD Mtg, actual cable revenue checks for the 2nd Quarter were not yet received, so numbers included were based on prior revenue accruals. Now that checks for the 2nd Quarter have been received, revenues are up for both Cox and Verizon in the 2nd Quarter when compared to the same period one year earlier. This is a very positive financial development!

Committee Reports		
Finance Committee	Steve Mullen	Will have an update at the next meeting regarding Edward Jones investments.
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Working on next Meet & Greet for the members. Would like Arcelious & Jay to do demos on the Whisper Room for the members.
Outreach	Shu Bartholomew	Nothing to report at this time.
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional	Peggy Fox	Looking into a name change and will set up an

Development		upcoming Promotions Committee meeting.
COVID Transition	Happy Garcia	Nothing to report at this time.
Executive Committee	Isaac Asare	Will select the March and September meetings for policy review.

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 2/23/22.
Adjournment	Peggy: moves to adjourn the open meeting and go into closed session, Gayle seconds. Open meeting is adjourned at 9:19pm.