

FPA BoD Minutes – 6/30/2021 @ 7:02pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 6/30/2021

Minutes approved by the board on July 28

<b>Attendance</b>	
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 -Arcelious Joyner -Jerry Ferguson -Jay Erausquin -Lisa Clarke -Rocio Lopez -Sam Rogers -Gabriela Silva
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:02pm	Isaac Asare (President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Chuck: thanks staff for hard work during hiatus.  Gayle: seconds Chuck and compliments entire staff.  Steve: thanks Jay and Steven for holding Zoom class to help television productions.  Isaac: thanks Gayle, Chuck, and Jay for conducting member survey and thanks all staff for

		their work.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 5/26/21 Meeting Minutes	Gayle Yiotis (Secretary)	Shu: makes motion to approve minutes from May 26, 2021 as amended; Steve seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Action Item: Proposed changes to Operation Manual were sent to the board previous month along with a justification sheet for those changes.</p> <p>Isaac: is there an opportunity for member feedback?</p> <p>Chuck: members will be notified of changes after they are approved by the board.</p> <p>Isaac: the 15-minute grace period for live radio production can be difficult since there is not technically enough time to do this with radio.</p> <p>Gayle: question regarding equipment returns one hour prior to close?</p> <p>Lisa: that section is in reference to field equipment only, not studios.</p> <p>Shu: moves to proceed with Operations Manual change except for radio grace period section; Steve seconds. Motion passes.</p> <p>Action Item: Asking to add Juneteenth (June 19<sup>th</sup>) to official FPA holiday closure.</p> <p>Gayle moves to make Juneteenth a holiday for FPA; Peggy seconds. Motion passes.</p>

		<p>A three-judge panel of the 6th circuit court rendered a decision on the FCC offset rule and upheld that cable operators could offset the franchise fee using the cable operator marginal cost, rather than the market value.</p> <p>Arcelious will explain new organizational changes in the Engineering department.</p> <p>Sadly, Irene Alba, FPA's former custodial service provider and mother of long-time producer Percy Calderon, passed away due to COVID on May 28<sup>th</sup>.</p> <p>Sent out survey to both active and inactive members regarding COVID-19 Precautionary Measures.</p>
Engineering	Arcelious Joyner	<p>The new AC unit was installed by Commercial Express without making additional modifications. They also installed a smoke detector system in the duct work for fire prevention.</p> <p>Alexander Pierson has left FPA after serving with FPA for 7 years and we thank him for his service.</p> <p>Alexander's former position will be split into two positions. Lindsay Bills and Armando Prado will be joining the organization.</p> <p>Began hiatus work this week including systems and equipment modifications with minimum impact to broadcast.</p> <p>Maryam and I had a meeting with Dwelltime Television, a supplier of broadcast equipment, to examine software replacement for the bulletin board system with Maryam.</p> <p>Attended a radio guild meeting and radio producers requested a camera for Zoom in radio studios.</p>

		<p>Outsourced the radio streaming server with a third party which will help protect FPA from bots and will also supply the Icecast logs.</p> <p>Steve: thanks for doing the fixed assets inventory.</p> <p>Arcelious: thanks Lisa, Sam, Jay, and Maryam for assisting with inventory.</p>
Outreach	Jerry Ferguson	FPA received some press for Valor Awards which ran in the Patch.
Training	Jay Erausquin	Completed radio and field camera tutorials. May start moving to software tutorials in the future and feedback for current tutorials is good. Equipment room staff has been doing a great job helping with tutorials.
Production	Lisa Clarke	Pleased that the tutorials are completed.
Programming	Maryam Shah	n/a
Office Manager	Rocio Lopez	<p>Have yet to receive the Verizon report in order to calculate the accrual for the month, so instead used April's numbers for calculations. Will update the change once actuals are received.</p> <p>Cox total income is down \$70K from last year. Verizon total income is down \$136K from last year. The combined third quarter total is \$550K.</p> <p>Training income is down \$14K from last year. Office rental income is down \$5K from last year. Interest and dividend income is down \$16K due to changes in the market.</p> <p>Salaries, benefits and tax expenses are down \$78K due to staff departures. Facilities expense is up \$21K due to the Adobe Creative license purchase.</p> <p>Maintenance reserve is up \$10K due to the AC unit replacement. Professional service expense is up \$10K.</p>

		<p>Marketable securities are up \$1.5 million due to transfers from Bank of America to Edward Jones. Accounts receivable grant is down \$45k.</p> <p>Gayle: why is June not included in the income statement?</p> <p>Rocio: we report a month prior due to bank statements not coming in until the 15<sup>th</sup> of the following month.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Thanks to everyone for doing inventory of fixed assets as it is an important yearly accounting function.</p> <p>Meeting scheduled this week with Gabby and Rocio to evaluate the amount of actual expenses charged to program areas. Will revisit the audited financial "Statement of Functional Expenses" spreadsheet to ensure it is still valid.</p> <p>The next quarterly revenue payments will be received in late July/early August and am hoping to give additional staff compensation if possible, pending financial review.</p>
Performance Management	Gayle Yiotis	All is going well at the station and proud of the staff's handling of various situations.
Operations	Hurriyet Ok	Nothing to report currently.
Membership Development	Ruth Bennett & Colin Davies	Will have another virtual Meet and Greet on August 11 <sup>th</sup> to benefit radio and television producers as well as volunteers, as it will focus on improving speaking voices.
Outreach	Shu Bartholomew	Spoke with Jerry about organizations to contact such as Toastmasters and Rotary Club for outreach purposes.

<p>Promotional Development</p>	<p>Peggy Fox</p>	<p>Lisa had a professor from GMU at a recent taping, and we are looking to contact them regarding potential FPA name change. Can send out news advisories to media contacts if anything newsworthy occurs at FPA.</p>
<p>COVID Transition</p>	<p>Happy Garcia</p>	<p>COVID numbers are going up due to the Delta variant. Appreciate the member survey sent out by Chuck. The infection probability rate has gone up and given the member survey results, we need to wait before loosening restrictions.</p> <p>Ruth: (for Chuck) what is the status of other access stations in the area?</p> <p>Chuck: Arlington is still closed to the public aside from equipment check out. DCTV is still not open to the public, as well as Montgomery Community TV.</p>
<p>Executive Committee</p>	<p>Isaac Asare</p>	<p>Are there any adjustments to COVID Precautionary Measures from staff and board?</p> <p>Happy: reflect that Studio C allows 2 people on-camera, which has been done.</p> <p>Lisa: the allowance is only 1 person, but a past member mistakenly put 2 people on the Studio C desk.</p> <p>Steve: did we not previously change the restrictions to include 2 people on set?</p> <p>Chuck: it was changed to allow for 2 people if they are 6 feet apart, however, there is some concern related to improper lighting of guests.</p> <p>Steve moves to update the COVID-19 Precautionary Measures to allow for field-certified members to use additional lighting in Studio C; Gayle seconds. Motion passes.</p>

<b>Meeting Close</b>	
Unfinished Business	n/a
New Business	Gayle: how will we address the annual meeting?  Isaac: will investigate creating a committee to work on annual meeting details.
Confirm Future Meeting Dates	Next meeting is 7/28/21 and 8/25/21.
Adjournment	Gayle: moves to adjourn the meeting, everyone seconds. Meeting is adjourned at 8:46pm.