

FPA BoD Minutes – 5/25/2022 @ 7:03pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 5/25/2022

Minutes approved by the board on June 29, 2022 @ 7:10pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Colin Davies -Hurriyet Ok -Peggy Fox -Shu Bartholomew -Happy Garcia
Staff in Attendance (via electronic & phone participation)	-Arcelious Joyner -Jerry Ferguson -Jay Erausquin -Maryam Shah -Rocio Lopez
Members in Attendance	n/a

Meeting Open		
Call to order at 7:03pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict-of-Interest policy -Accolades & Acknowledgements Shu: thanks all the staff for their work. Gayle and Peggy agree. Isaac: thanks to Gayle for handling last minute changes.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 4/27/22 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from April 27, 2022, as amended; Shu seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	n/a
Engineering	Arcelious Joyner	<p>Brought in a second candidate to interview for the Junior Broadcast Engineer position.</p> <p>Attended NAB in Las Vegas and will be presenting documentation from the convention to Chuck, staff, and the Operations Committee.</p> <p>Working on bulletin board replacement and hiatus work list.</p>
Outreach	Jerry Ferguson	Nothing to report at this time.
Training	Jay Erasquin	<p>Looking for replacement instructors for the upcoming summer camps.</p> <p>Course schedules for next semester have been completed and finalizing the curriculum for courses. Audio podcasting course is done but waiting on the creation of Studio D tutorial video.</p> <p>Gayle: are we still promoting courses with Fairfax County the Parks and Recreation catalog?</p> <p>Jay: we are advertising classes in that catalog on a quarterly basis.</p>
Production	Lisa Clarke	n/a
Programming	Maryam Shah	<p>Working on items for Marketing Committee, including quotes from PR companies and social media projects.</p> <p>Katie completed her initial training and is doing well.</p> <p>Programming numbers are starting to go up, which is hopeful. We have been contacting members who</p>

		dropped out due to COVID, and some former members are starting to come back slowly and currently are working on contacting more.
Office Manager	Rocio Lopez	<p>Cox total income up \$12K and third quarter payment of \$134K was received. Verizon total income down \$10K and third quarter payment of \$372K was received. Combined total is \$548K for third quarter of FY 2022.</p> <p>Staff productions up \$5K, office suite rental income up \$12K, interest/dividend income up \$25K, salaries and benefits up \$99K, facility expense down \$21K, and office operations expense down \$26K. Marketable securities down \$277K, accounts receivable down \$6K, and fixed assets are up due to ongoing projects.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Delayed the budget presentation due to COVID and will instead be presented in June. Still working through some best estimates of what the next fiscal year will look like. Looking at the comparison budget, the Verizon income goes up and down on a quarter-by-quarter basis, which makes budget projection difficult. Cox income seems to be doing well.</p> <p>Also looking to do a cost-of-living adjustment for staff due to rising costs and are hoping to maintain the bonus program and staff benefits.</p>
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Ruth and Colin will be meeting with Arcelious regarding the next Podcasting Meet and Greet event.

Outreach	Shu Bartholomew	Whistleblower law prevented someone from becoming a producer due to address privacy concerns. Isaac: suggests Happy co-chair the Outreach Committee with Shu so the outreach plan can be put in place.
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	Stumbled into a possible issue with rebranding as the name NOVA Media due to the name already being in use by another company. Will work with Chuck to come up with new names.
COVID Transition	Happy Garcia	Recommends increase in capacity in the studios and rooms. Also asks board for a vote in lifting COVID restrictions. Steve: what is Chuck's and the staff's input regarding the lifting of these restrictions? Gayle moves this vote be tabled until Chuck is present and staff feedback is received at the June meeting; Ruth seconds. Motion passes with a 6-3 vote.

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 6/29/22 and 7/27/22.
Adjournment	Steve: moves to adjourn the meeting, Peggy seconds. Meeting is adjourned at 8:17pm.