

FPA BoD Minutes – 4/24/2024 @ 7:05pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on 5/29/2024 @ 7:09pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Hurriyet Ok -Steve Mullen (SM) -Gayle Yiotis -Colin Davies -Sharon Sobel -Reggie Marston
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jay Erausquin -Maryam Shah -Gabriela Silva -Steven Jackson (SJ)
Members in Attendance	n/a

Meeting Open		
Call to order at 7:05pm	Hurriyet Ok (President)	-Reminder of Code of Conduct  -Acknowledging conflict of interest in Board Code of Conduct  Acknowledgements & Accolades:  Chuck appreciates Gabby for fixing financial issues and collaborating with HR company. Steve Mullen and Gayle Yiotis thank Gabby for improving accounting documents, completing reconciliations, and managing transactions.  Chuck recognizes Arcelious and Sumit for attending the NAB Conference on FPA's behalf.
Meeting Agenda	Hurriyet Ok (President)	<u>Motion to accept meeting agenda as written</u> Hurriyet ensures that all received the emailed agenda. He asks if there are any corrections or changes to the agenda. -Agenda update: add Gabby for financial statement highlights -No objections. Agenda stands, as updated.

		-Meeting agenda approved unanimously.
Approval of 3/27/24 Meeting Minutes	Gayle Yiotis (Secretary)	<p><u>Motion to approve March minutes as written</u></p> <p>Gayle ensures that all received the emailed minutes. She asks if there are any comments or questions. There are none.</p> <p>-Steve motions, Colin seconds, no one abstains or opposes</p> <p>-March minutes approved by unanimous vote.</p>

Staff Reports		
Executive Director	Chuck Peña	<p>Chief Engineer Arcelious and IT technician Sumit attended the National Association of Broadcasters (NAB) Show and Conference in Las Vegas last week to explore beneficial products for FPA. (See Engineering Report below.) Chuck and Arcelious have already discussed potential future purchases, which will be considered by the Operations Committee. There is a major potential product purchase that would immensely improve studios.</p> <p>Chuck emailed an updated Board Contact List to all current Board members at the end of March.</p> <p>One of the long-time NOVA.ORG leaders, Paco Hope, will lead the migration of NOVA.ORG members' equipment out of the FPA building by June 1, which is the date Chuck had previously specified in a letter to NOVA.ORG liaison Peter Beckman. Individuals with equipment in the racks used by NOVA.ORG have agreed to remove this equipment by June 1. Further, NOVA.ORG will eliminate any mention of a connection to FPA or FCAC on any public www.nova.org web pages. Paco's email contains numerous detailed technical items that need to be cleared up. Chuck and Arcelious will discuss these matters with Paco.</p> <p>-Paco asked that the NOVA.ORG group retain the www.nova.org URL domain name, which was theirs to begin with. It was registered under FPA due to our relationship, but it is appropriate to return the domain name to the group because it was indeed theirs first. We expect mutual cooperation throughout the full migration of NOVA.ORG equipment from FPA facilities by June 1.</p>

		<p>Chuck gave a comprehensive report on the current situation at our sister public access center, Arlington Independent Media (AIM), whose mission and members we support and are willing to assist, if doing so is helpful to them.</p>
Engineering	Arcelious Joyner	<p><u>Building Engineering:</u></p> <ul style="list-style-type: none"> <li>-Master Control Rooftop Unit 4 requires two repairs to fix the leak on circuit #1 condenser coil (\$2,500) and replace crankcase heater #1 and 2. Both repairs anticipated in the next 3-4 weeks.</li> <li>-No expected issues after repair (replaced most major components)</li> </ul> <p>Arcelious and Sumit attended the National Association of Broadcasters Convention (NAB) from 4/13 - 4/17 to discuss potential equipment upgrades with vendors.</p> <ul style="list-style-type: none"> <li>-Panasonic: FPA has been demoing Kairos-K production switcher in Studio D for 3 months. Arcelious found the larger unit to be overkill for FPA, since we have fewer live productions and more pre- and post-production. However, they have a new, smaller model specifically for public access that has 1 control unit and 2 surfaces. This is cost-effective because there is no need for a production switcher and controller for each control room (1 brain for both switchers A and B).</li> <li>-Solid State Logic: Considering System-T Audio Console to replace Wheatstone consoles in radio studios. However, Wheatstone offers a direct replacement to our end-of-life audio console. It would be cost-effective to just replace the blades or processors instead of the whole system.</li> </ul> <p>Arcelious' report has a link to Ross TouchDrive. He thinks this is by far the best option for FPA's control room. Arcelious will update all after receiving pricing from Ross and meeting with Jay and Lisa about this.</p>
Outreach	Vacant	<p>Hurriyet asks if we should eliminate this report as we decide how to fulfill Jerry's duties. Matter moved to new business. The activity may turn into a new committee.</p>
Training / Office Manager	Jay Erausquin	<p>Jay is negotiating contracts for next semester's instructors. Out of 6 current contractors teaching, only 1 is currently pending (in coming to agreement on classes and rates). July to December course schedule is almost ready and should be announced to members by the end of May. Promotional materials will be distributed shortly thereafter.</p>

		<p>-All teachers gave proposal ideas for potential new classes next semester. Jay has 1 new idea so far for a video blogging editing course, which he will evaluate in the next 2 weeks.</p> <p>-Jay is promoting summer camps and extending the 10% early registration discount by another month. Producer Martin Dale is sponsoring 3 summer campers. He will provide scholarships to 3 students who win a contest on his program. He has done this previously, and Jay thanks him for this generosity.</p>
Production	Lisa Clarke (absent)	<p>Chuck relays that he and Lisa have been working with incoming clients regarding fee-for-service. Lisa or Chuck may take over Jerry's role. Lisa may be the best option since she is closest to producing fee-for-service productions.</p>
Programming	Maryam Shah	<p>Monthly numbers are in report. After fixing issues with Spintron stream for Radio Fairfax, we will migrate over to the new backend Drupal website upgrade on Monday, April 29. There will be a temporary freeze on updates, and Maryam will check functioning for the next few days.</p> <p>-Maryam is running a social media ad to draw people into FPA.</p> <p>-Part-time master Control Operator role is not filled because the Cablecast transition is not complete. Maryam will post the job opening by the end of this week or early next week.</p> <p>Steve Mullen asks for confirmation that the deadline for renewals is Friday, April 26 at noon. Maryam suggests that Steve apply online instead of waiting for paper option. Hurriyet offers to help Steve.</p> <p>-Maryam adds that she is considering changes to the renewal process to make it more streamlined and user-friendly, but software prices are increasing as use of online documentation becomes more standard. Hence, we may have to upgrade our plan to support electronic processes for producer convenience. We are always trying to improve processes but will still offer paper options when requested.</p>
Accounting	Gabriela Silva	<p><u>FPA Financial Statement Highlights – March 2024</u> (amounts compared to same quarter last year)</p> <p>Cox Cable Support Grant: FY24 Q3 accrual down \$45K (compared to FY23 Q3 actual)</p> <p>-Accrual reflects FY24 Q2 payment received in February 2024</p> <p>Verizon Cable Support Grant: FY24 Q3 accrual down \$31K (compared to FY23 Q3 actual)</p>

-Q3 payments anticipated in mid-May

Income Statement Highlights (amounts compared to last year)

- Maintenance Reserve down \$15K
- Office Operations up \$27K due to rise in overall costs
- Salaries, Benefits, and Taxes up \$65K

Statement of Financial Position (amounts compared to last year)

- Marketable Securities up \$2.5 million due to market changes
- Transfer from Edward Jones to Fisher Investments completed on April 26, 2023
- Cable (\$6,230,333) and non-cable (\$4,610,360) balances as of March 31, 2024 (total \$10,840,693)
- Total in March 2023 was \$8,326,989 (at Edward Jones)
- Investment Income increased by \$2,513,704 from March 23-24
- Accounts Receivable Cable Grant down \$29K due to decline in cable revenue

Comparison Budget Highlights (March is quarter end)

- Budget, actuals as of 3/31/24, and actual as percentage of budget: compares where we are in March against budget

Cox Service Fee (61%) and Verizon Service Fee (70%)

- Both are below 75% threshold (ideal for this time during year)

Income

- Rental income down (56%): only 1 tenant
- Internet subscriptions (63%) and membership dues (65%) down. Membership increased but not the amount budgeted.

Expenses

- Part-time salaries up (83%). Retirement up (85%) due to increased participation by employees.
- Facility maintenance up (115%) due to HVAC repairs.
- General operations up (90%) due to overall rising costs.
- Photocopier/printing/postage up (97%) due to increase in printing/mailing of promotional items and higher stamp price.
- Bank/credit card fees up (84%) due to remote check depositing service through Bank of America. Rocio signed up at the end of FY2023, so we are seeing a full year of use (small increase).

		<p>-Investment program &amp; administrative fees up (89%) but the increase correlates to the increased value of investment accounts with Fisher/Fidelity.</p> <p>-Internet up (106%) due to new internet account (undergoing nova.org split)</p> <p>Gabby emphasizes that this reflects July 1, 2023 to now. We are doing a deeper dive to improve financials. Some items were coded to expense that could have been capitalized or coded to prepaid and amortized over a certain period, which would reduce our direct financial impact and help overall financials.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Steve reports that we had a request from our retirement plan administrator (Principal Financial Group) to change financial advisors. Retirement plan start date was June 1, 2014. It was created after interviewing 5-6 companies. Principal Financial Group was ideal at the time (small plan, small dollars).</p> <p>-Fisher has been extremely successful with FPA's investment management. Steve met with Fisher on April 12 regarding a 401K platform group within Fisher. Their exclusive goal is to improve retirement fund financials for small businesses. They can meet each employee one-on-one to help them decide what financial retirement plan assets they want to select. Fisher would also meet with clients periodically with briefing results.</p> <p>Steve Mullen, Steven Jackson, and Gabby are beginning to plan the FY2025 budget next week. Steve Mullen hopes to present the budget in May, but it could be in June. Steve Mullen and Steven Jackson will meet with all managers shortly. Steve Mullen will provide an update in May if the budget is not completed.</p>
Performance Management	Gayle Yiotis	<p>Smart HR has finished all one-on-one meetings with staff. They are currently updating the staff/personnel manual. All else is going well.</p>
Membership Development	Ruth Bennett (absent) & Colin Davies	<p>Ruth and Colin will begin planning their next meet-and-greet.</p>

Operations	Reggie Marston	Nothing to add to report. Reggie will meet with Arcelious about next steps.
Promotional Development	Peggy Fox (absent)	
COVID Transition	Happy Garcia (absent)	
Strategic	Vacant	
Outreach	Vacant	

Meeting Close	
Unfinished Business	None
New Business	<u>Fee-for-Service: Planning, Challenges, and Next Steps</u> Sharon met with others to discuss fee-for-service and emailed a report from the meeting in mid-April.
Confirm Future Meeting Dates	Next meeting: Wednesday, May 29, 2024 at 7pm (normal time)
Adjournment at 8:56pm	Steve Mullen motions, Gayle seconds, all in favor -April Board meeting adjourned at 8:56pm