

FPA BoD Minutes - 8/28/2019 @ 7:03pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 8/28/2019

Minutes approved by the board on _____

Attendance	
Members of the Board in Attendance	-Jim Housel (President) -Steve Mullen (Treasurer) -Isaac Asare (Secretary) -Georgia Graves -Ingrid Parris-Hicklin -Reggie Marston - <i>electronic participation</i> -Ruth Bennett - <i>electronic participation</i>
Staff in Attendance	-Chuck Peña -Steve Ruddell -Daniel Olewine -Jerry Ferguson -Maryam Shah -Jay Erasquin -Rocio Lopez
Members in Attendance	-Ben Zuhl

Meeting Open		
Call to order at 7:03pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">● Ruth: Kudos to the people who helped Ingrid and I with the non-profit event, particularly Chuck, Steve R, Jay, Maryam, and Lisa.● Ingrid: Kudos to Ryan, who was our photographer. Maryam did an awesome presentation.● Jim: Kudos to Ruth and Ingrid for the event.● Chuck: Thanks to staff for sending out Member Meeting notices.
Meeting Agenda	Jim Housel (President)	-There is one change to agenda; we have one short item to be discussed in executive session.

		-A motion to approve the meeting agenda is made by Isaac and seconded by Ingrid. The motion carries.
Approval of the Minutes from 7/31/2019	Isaac Asare (Secretary)	-A motion to approve the July 2019 minutes is made by Ingrid and seconded by Reggie. The motion carries.

Staff Reports		
Executive Director	Chuck Peña	<p>-If we have a staff vacancy, the board has talked about reviewing whether to fill that vacancy. We have a vacancy which, I believe, is an essential position. Going forward, I would like to let the board know that it is most appropriate to let the executive director have some discretion as to whether to bring such matters to the board.</p> <ul style="list-style-type: none"> • Jim: Previously, we had agreed that moving forward, staff would discuss and clear filling vacancies with the board. That is not really practical. It is an operational duty. When there is an issue filling a vacancy that has strategic issues that warrants input from the board, it would be brought to our attention. <p>-The 2019 Notice of the Member Meeting was published in The Washington Times on July 31st and August 7th. The notarized affidavit for the publication is on the back of the report. The notice was mailed on August 9th to active FPA members. Steve Ruddell posted the notice on all external doors. The League of Women Voters will conduct the election. Our outside corporate counsel, David Lawrence, will be present at the meeting.</p> <p>-On August 1, the FCC voted to adopt a new order to offset franchise fees by the fair market value of non-cash contributions required under cable franchises. The vote was 3-2. The order also stated that local governments cannot regulate cable companies' internet services. Prior to 2002, the county government could collect fees from the</p>

		<p>cable companies' internet services. In 2002, the FCC reclassified internet services from a telecommunication service to an information service. Local governments were no longer able to collect franchise fees from internet service revenues. Cable subscribers are decreasing. We may never get those internet fees back.</p> <p>-In terms of changes from the earlier order, there has been a statement from Commissioner O'Reilly that within 12 months, the FCC may revisit the issue as to whether or not channel capacity bandwidth provided to PEG channels should be used to offset franchise fees. I think they should not be.</p> <ul style="list-style-type: none"> • NATOA had requested that any change not take effect until January 1st to allow local governments to prepare for the loss of franchise fee revenues. The request was denied. The order was published in the federal registrar. • The order becomes effective on September 26th. A lawsuit will be filed. <p>-I took a webinar last week entitled 'FCC Changes to Cable Franchising.' The webinar was directed by Nancy Warner. This webinar is made free of charge to members, and it is not to be shared outside of the organization.</p> <p>-Hispanic Heritage Month will be September 15th through October 15th. FPA will be presenting special programming.</p> <p>-Jim and I were talking about the Safe Harbor immunity situation. We have reviewed it, and only cable operators are granted immunity. An individual who had previously informed us that we were covered under the statutory immunity now believes that we are not. I am trying to find other ways to obtain immunity; perhaps we can cloak ourselves as a public forum.</p>
Operations	Steve Ruddell	<p>-We have a safety committee.</p> <ul style="list-style-type: none"> • Maximum occupancy signs are up. Alexander measured the square footage of the spaces.

		<ul style="list-style-type: none"> We got the curtains fire-proofed in all the studios. <p>-We will go over holiday dates in October when the new board members are seated.</p>
Engineering	Daniel Olewine	<p>-We are midway through our OSHA self-check. Kudos to Rocio for leading the safety and security committee. She is responsible for a lot of the momentum.</p> <p>-We have restarted the “Jay-tabase” meetings to find a CRM replacement for Facil. Lisa is leading the charge to move the effort forward.</p> <p>-Steven Barbaro and I attended the DEFCON conference earlier this month in Las Vegas, NV.</p>
Outreach	Jerry Ferguson	-I was able to clean my office.
Training	Jay Erasquin	<p>-Cindy will be absent for a few weeks. Reagan Ortiz will be helping part-time. Hopefully that will give me time to focus on the January-June schedule.</p> <p>-There will be mentoring changes next semester. There may be new teachers as well.</p> <p>-One of the TV101 students was a junior journalist on the FOX 5 Zip Trip in Mosaic District.</p>
Programming	Maryam Shah	<p><i>-please see report-</i></p> <p>-Steve M: Maryam and her staff worked to save my ‘Sports Scope’ production and air it on time.</p>
Office Manager	Rocio Lopez	<p>-The financial statements are reported as of July 31st, 2019.</p> <p>-Last board meeting, I reported that we received the Verizon check. After that, we received the Cox check for the last quarter of the fiscal year 2019. The Cox total income statement is the same as last year due to the accrual for the same budgeted amount. We were very conservative with the budget. We kept the same budgeted amount for Cox. For Verizon, we upped it by \$50k. The Verizon total income is down \$2k from last year.</p> <ul style="list-style-type: none"> The total amount for the fourth quarter of fiscal year 2019 is \$641k. Chuck: The first quarter delta of fiscal year

		<p>2018 was \$51k. Now we are down to \$5k.</p> <p>-Other/Interest/Dividend Income is up \$5k due to the additional deposit to the cash management accounts.</p> <p>-Facilities Expense is up \$5k due to higher electricity bills.</p> <p>-Maintenance Reserve Expense is up \$4k due to repairs to the A/C system.</p> <p>-Office Operations Expense is down \$7k due to the purchase of virtual sets for the Studio C TriCaster and various purchases for general operations.</p> <p>-Professional Services Expense is down \$9k due to the payment made to Dan Burnett for additional services provided.</p> <p>-Jim: Why are the electricity bills higher?</p> <ul style="list-style-type: none"> ● Steve M: This summer was warmer this year than last year, which is why the A/C costs may be higher. Can we track electricity usage? ● Rocio: The electricity bill is higher for this period. There could be other reasons behind the cost increase, such as other utilities. ● Jim: I thought that installing LED's would drive down the electricity consumption and impart less heat in the spaces. ● Danny: I believe it was CFL technology that was installed, but in the studios, we are using LED's. ● Jim: It would be nice to know what is driving the increase in cost. <p>-Under the Statement of Financial Position, Marketable Securities are up \$834k due to the various transfers made from Bank of America to the Edward Jones cash management plan.</p> <p>-Accounts Receivable - Cable Grant is down \$451k from a year ago because we received the actual quarterly payment in July of this year.</p> <p>-Fixed Assets: Commercial Condominium Unit is up to repairs made to the A/C system. Production Equipment is up due to ongoing projects and upgrades. Office Furniture is up due to upgrades.</p>
--	--	---

Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>-Dan was here last month. We said September is our target date for delivering our financials to the county. We will not do that until Jerry's report is ready.</p> <p>-We will plan for an early September open-the-books date.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-I sent out several job announcements.</p> <p>-We had a great meeting.</p> <ul style="list-style-type: none"> ● Thank you to Maryam for taking a look at the program for the event. ● Ben Zuhl was on the agenda and he presented. ● Ruth worked on the agenda, and I would like to keep it as a template. ● The event was well received. ● We developed the application for an organization to have a public service announcement. <p>-I am hoping we can get Jerry back out to Mount Vernon to cover the Slave Memorial.</p> <p>-The 11th through the 15th, I will be at the Congressional Black Caucus. It is a great networking opportunity.</p> <p>-I have a proposal for consideration. The Rotary Club of Tysons is doing their first Turkey Trot. It's a 5K. They would like to get us involved. FPA could be a sponsoring partner for as low as \$500.</p> <ul style="list-style-type: none"> ● Jim: Don't you have a committee that decides how to disperse outreach funds? Ingrid: Yes, I will reach out to the committee.
Director of Technology Development	Isaac Asare	<i>-nothing to report-</i>
Director of Operations and Radio Development	Reggie Marston	<i>-nothing to report-</i>

<p>Director of Member Development</p>	<p>Ruth Bennett</p>	<p>-Thank you again to the people who helped with the non-profit event.</p> <ul style="list-style-type: none"> ● Chuck wrote the letter, Steve R printed and mailed the letters. Jay gave tours and distributed membership information. Maryam gave a presentation about programming and the slides that air on one of our channels. Attendees asked a lot of questions and showed a lot of interest. Lisa did a great job on 'How to create a PSA.' Thanks to Ben Zuhl for talking about radio as a possibility for non-profits, and doing live shows. Thanks to Mr. Selim, because he was the one who started this whole thing. ● We invited eighteen non-profits. We had ten RSVP's, two no-shows, and one walk-in. We had nine organizations attend. <p>-For our next meet-and-greet, one of the staff members recommended the topic of safety. We are on for September 18th, which is close to the Member Meeting. It may be a good time to remind whoever may attend the Member Meeting to vote. We have a police officer coming to talk about safety, in particular crime prevention and active shooter training. I will talk with Chuck and Danny about when to send out the invitations for the meeting.</p> <p>-Jim: Thank you for all the creativity, actions, and projects that you have been leading. It has enhanced the member experience at FPA.</p>
<p>Director of Community Development</p>	<p>Georgia Graves</p>	<p>-There are events coming up in September:</p> <ul style="list-style-type: none"> ● Greater Reston Chamber - <i>Intro to Selling to the Commonwealth</i> ● Dulles Regional Chamber - <i>In a Word; Transportation, Silver Line Metro Monday, Hispanic Business Reception</i> ● Committee for Dulles - <i>Farewell to Chairman Bulova</i> ● NOVA Chamber of Commerce - <i>Leveraging Military and Annual State of Health Care</i>

Meeting Close	
Unfinished Business	<p>-Jim: We were trying to create a tribute for Mr. Selim to thank him for his decades of service. Perhaps we could put together an achievement award like a plaque to present to him.</p> <ul style="list-style-type: none"> • Steve M: We could create a picture tribute to Mr. Selim for display at FPA. We will try to do it within the week.
Closing Remarks	<p>-Jim: Back in October, I had indicated that this would be my last year on the board. It has been an honor serving with dedicated and creative people. In the time I have been on the board, I have gotten to know a lot of you here. I have seen the transformation of the organization. The board has gone from operational to strategic, and reaching that point required a lot of trust in staff, support from members, and creative problem-solving. There are many things on the horizon. It is nice to see the outreach we do, the responsible management of our resources, and what we do to enhance members' experience. That is what makes this organization a fabulous one.</p> <p>-Georgia: Recently, my older brother passed away. His service is on September 22nd.</p>
Add new items to next month's agenda	-None-
Confirm future meeting dates	<p>-Future meetings will take place on:</p> <ul style="list-style-type: none"> • September 22 (Annual Member Meeting) <p>-A motion to adjourn is made by Ingrid and seconded by Isaac. The motion carries.</p> <p>-The meeting is adjourned at 8:26pm.</p> <p>-Executive session to follow</p>