

FPA BoD Minutes - 10/25/2017 @ 7:10pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 10/25/2017

Minutes approved by the board on _____

Attendance	
Members of the Board	-Jim Housel (President) -Georgia Graves (Vice President) -Steve Mullen (Treasurer) -Ruth Bennett (Secretary) -Ingrid Parris-Hicklin -Kevin McFarland -Reggie Marston -Mary Gillam
Members of the Board in Attendance	-Georgia Graves (Vice President) -Ruth Bennett (Secretary) -Steve Mullen (Treasurer) -Ingrid Parris-Hicklin -Kevin McFarland -Reggie Marston -Mary Gillam
Staff in Attendance	-Chuck Pena -Rocio Lopez -Danny Olewine -Jay Erasquin -Jerry Ferguson -Maryam Shah
Members in Attendance	-Anita Washington

Meeting Open		
Call to order at 7:10pm	Georgia Graves (Vice President)	-Congratulations to Steve M and Reggie on their election. -Accolades: <ul style="list-style-type: none">• Ruth is grateful to Steve R, Danny, and Alexander for emergency preparedness event• Ingrid thanks Lisa, Dan, Ryan, and Sam when taping five episodes on 10/16 for their professionalism -Approval of agenda: Motion to accept the agenda

		made by Reggie, seconded by Kevin, the motion carries.
Approval of Minutes	Ruth Bennett (Secretary)	-Ruth asks to postpone the approval of minutes to the next meeting.
Election of Board officers		-The Board accepts Jim H as President. -The Board accepts Kevin as Vice President. -The Board accepts Mary as Secretary. -The Board accepts Steve M as Treasurer.

Staff Reports		
Office Manager	Rocio Lopez	<p>-Everything seems regular compared to last year.</p> <p>-The tax total income is down \$19k from last year.</p> <p>-The 4th quarter payment was received from Cox in the amount of \$231k.</p> <p>-A check was received for \$120k from Cox after the audit.</p> <p>-Chuck: A special payment from Verizon was received some years ago, in the amount of \$180k as a result of an underpayment FPA discovered.</p> <p>-The Verizon total income is down \$5k from last year. FPA received a payment of \$460k from Verizon.</p> <p>-Staff productions income is up, office suite rental income is up, salaries/benefits/taxes are down, facilities expenses are up \$6k, office operations expenses are down \$69k, internet expenses are up, prepaid expenses are up \$7k, fixed assets are up, and the loan payable building is down \$84k.</p> <p>-The comparison budget should be around 25% on the income and expenses side, and FPA is within that range.</p> <p>-Fee for service and staff productions are up, and the net training income is up.</p> <p>-Steve M: The last payment was made on the mortgage for the building on 9/28.</p>
Executive Director	Chuck Pena	- Cox has paid FPA the above noted \$120,652.76, (which represents payment of \$96,031.45 for unpaid PEG Grants plus \$24,621.31 interest). The PEG grant underpayments were discovered as a result of an audit conducted by an outside firm engaged by the County. After reviewing the results

		<p>of the audit, the County filed a law suit against Cox, which was subsequently dropped after Cox agree several conditions, including the interest payment amounts, which represent an interest rate equal to that which the federal government charges for late tax payments.</p> <p>-FPA participated in Hispanic Heritage Month with special programming celebrating Hispanic Heritage, and sent out two press releases. FPA is continuing to build a favorable reputation with Ch. 9 News Reporter Peggy Fox, who described FPA Spanish language movies, based on classic novels as fantastic. Further, Fairfax County School Board representatives were extremely supportive as this programming and worked to promote it, including sending the press release to school principals to share with teachers.</p> <p>- Verizon’s announced “Over the Top” (OTT) video service will be delayed until at least the Spring of 2018, and possibly longer. Verizon cites a confluence of factors in this delay. As reported to the Board last month, Verizon is planning an OTT video service, which will deliver video programming via internet protocol, rather than as a tradition cable service. As noted last month, Chuck’s position is that if any Verizon company offers video services in Fairfax County, those revenues should be subject to the PEG fees which fund FPA. The franchise agreement is with Verizon Virginia. The OTT service will be provided by Verizon Enterprises.</p> <p>-At the last board meeting, an action item was proposed to strengthen language stating that members could not view pornography on FPA’s network. Chuck thinks that the current verbiage in the Operations Manual, approved by the Board during its August 2017 meeting, is sufficient.</p>
	<p>Georgia Graves</p>	<p>-Georgia would like to find a common date for staff and board members to hold an Emergenetics session.</p> <p>-Danny: Steve R is looking to approve 2018 FPA BoD meeting dates.</p> <p>-The November 2017 and December 2017 meetings will be combined; the meeting will take place on November 29.</p> <p>-The Christmas party will take place on December 8.</p>

Engineering	Danny Olewine	<p>-Engineering is working on some projects, including:</p> <ul style="list-style-type: none"> • Upgrading the dub suites to HD • The HD playout server launch <p>-An air conditioning unit was replaced. The unit covers Master Control, Studio C, Radio Fairfax, WRLD, and some of the green room.</p> <p>-The software for the security cameras has been upgraded.</p>
Outreach	Jerry Ferguson	<p>-For 2018, Jerry has been asked to continue the board at Tysons as part of the executive branch.</p>
Training	Jay Erasquin	<p>-The membership appreciation party will take place on Tuesday, November 14th at 6:30pm.</p> <p>-Friday Night Live is ready to go, and promotional materials are prepared.</p> <p>-A new packet has been developed for sponsorship.</p> <p>-New catalogs are ready.</p>
Programming	Maryam Shah	<p>-Programming is working on the soft launch of the HD playout server.</p> <p>-Maryam is finalizing the details of Christmas party.</p> <p>-Maryam needs the board members' bios for the FPA website.</p>

Director Reports		
Director of Financial Management	Kevin McFarland	<p>-This will serve as the quarterly report on evaluations and returns as of 10/25/17. For the cash management at Edward Jones:</p> <ul style="list-style-type: none"> • Total amount invested: \$4,169,916.06 • Value today: \$4,643,100.57 • Net average return: 4.01% • Net return for 2017: 8.07% • Total ROI: \$473,184.50 • Projected annual income: \$87,665.00
Director of Community Development	Georgia Graves	<p>-The following events are coming up:</p> <ul style="list-style-type: none"> • Northern VA Chamber of Commerce on 12/1 • Ed Asner at Greater Reston Chamber of Commerce on 10/28 • Microsoft - Seamlessly Utilizing LinkedIn for Dynamics 365 on 11/2 • Innovate Conference at Dulles Regional

		<p>Chambers on 11/15</p> <ul style="list-style-type: none"> • Dulles Executive Women on 11/13 • Leadership Fairfax 21st Annual NOVA Leadership Awards on 11/9 • Mount Vernon Lee Chamber Police & Firefighters Tribute on 11/13
Director of Promotional Development	Ingrid Parris-Hicklin	<p>Events Attended:</p> <p>9/20-24/17 Congressional Black Caucus Foundation, 47th Annual Legislative Conference</p> <p>9/21/17 Inaugural Legislative Luncheon ~ Saluting Links On the Hill, Marriott Marquis, 901 Massachusetts Avenue, NW, Washington, DC</p> <p>9/25/17 Moderator for Going Places: Safe Driving as You Age, Health Panel, NV Rides, Beatley Central Library, 5005 Duke St, Alexandria, VA 22304</p> <p>10/6/17 Catholics For Housing Gala, Westfield Marriott Washington Dulles</p> <p>10/14/17 Tysons McLean Orchestra</p> <p>10/20/17 Luncheon Recognizing Forty Under 40 at Hampton University</p> <p>Upcoming Events:</p> <p>10/26/17 EXPO Sponsors & Exhibitors Reception, Clubhouse, 10734 West Drive Fairfax VA 22030</p> <p>10/27/17 Monte Carlo Night, Fairview Park Marriot, Falls Church, VA</p> <p>11/03/17 Master of Ceremonies for the Holiday Celebration of the BL Ultimate NOVA Business EXPO, 3939 Oak St. Fairfax 22030</p>
Director of Strategic Development	Mary Gillam	<p>Principle of Reciprocity in Action</p> <p>-On Monday, Mary interviewed a gentleman on her FPA Show, <i>Leadership Table Talk</i>. In return, he extended the invite to her to speak at the Belle Haven Country Club in Alexandria.</p> <p>Strategic Planning:</p> <p>-Mary would like to get her hands on a soft copy of FPA's strategic plan. Perhaps strategic planning can be done offsite. It would be a great way to start off the new year.</p>
Director of Member	Ruth Bennett	-FPA had an emergency preparation presentation,

Development		<p>and Ruth is glad that it got them thinking about what could be done at FPA.</p> <p>-Member appreciation day is coming up. Invitations must be sent out to the members soon.</p> <p>-The director of the Fairfax County Library came up with a memories project, where they will have old technology at one of the libraries so that people can bring old media. FPA might be able to contribute old technology for this memories project.</p>
Director of Finance Operation Development	Steve Mullen	-We are delaying the appointment for the open board seat to give us an opportunity for a meet-and-greet with other candidates.

Meeting Close	
Unfinished Business	-none-
Add new items to next month's agenda	-none-
Confirm next meeting date	<p>-Steve R's recommendations for board meeting dates are accepted with the change in May.</p> <p>-Motion to adjourn the meeting is made by Ingrid, Steve M seconds, the motion passes. The meeting is adjourned at 8:45pm.</p>