

Meeting of the FPA BOD – 3/30/16 @ 7 pm
 Minutes taken by the Board Secretary on 3/30/16
 Approved by the Board on 5/25/16

Attendance		
Members of the Board	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) ▪ Ruth Bennett 	<ul style="list-style-type: none"> ▪ John Henkel ▪ Rich Massabny ▪ Kevin McFarland ▪ Jim Southworth
Members of the Board in Attendance	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) ▪ Ruth Bennett – by telephone 	<ul style="list-style-type: none"> ▪ John Henkel ▪ Rich Massabny – by telephone ▪ Kevin McFarland ▪ Jim Southworth
Staff in Attendance	<ul style="list-style-type: none"> ▪ Chuck Pena (Executive Director) 	<ul style="list-style-type: none"> ▪ Steve Ruddell, Operations ▪ Danny Olewine, Engineering ▪ Jay Erausquin, Training ▪ Maryam Shah, Programming ▪ Rocio Lopez, Office Manager

Activity:	Speaker:	Targeted Information
BOD Meeting Open		
Call meeting to Order	BOD Jim H	<ul style="list-style-type: none"> ▪ Welcomed the Board members, staff and visitors, and reminded the Board members re Conflict of Interest & Board Code of Conduct. ▪ Accolades and Acknowledgements: Jim Southworth mentioned that Inside Scoop Program sent 2 members of the production team to Kazakhstan for reporting. Board members congratulated Rich Masabny on his 80th birthday.
Meeting Agenda:	Jim H	<ul style="list-style-type: none"> ▪ Motion by John Henkel to approve the Agenda, seconded by Kevin McFarland. Voice vote, and the Motion passed.
Approval of Minutes	Suyong M.	<ul style="list-style-type: none"> ▪ Presented Minutes of the Board meetings on 2/3/16, as well as 2/24/16. ▪ Motion by Steve Mullen to approve with a few minor changes (typographical errors), seconded by Jim Southworth. Voice vote, and the Motion passed.
Monthly Reports		
Executive Director Report	Chuck P.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported re incident of financial conflicts for a producer where commercial advertisements occurred in violation of FPA Policies and Procedures. Emphasized the need to strictly reinforce prohibitions against personal financial gains for the producer from productions using FPA facilities and equipment. Proposed revisions to FPA Op. Manual to address strengthen prohibitions against personal financial gains by producers from productions using FPA facilities. Discussions followed. Motion by Ruth Bennett to vote on the recommended language change as submitted. Seconded by Rich Masabny. Voice vote, and the Motion did not pass. The proposed changes will be conveyed to Membership Committee for further discussions.

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		<ul style="list-style-type: none"> ▪ Informed the Board of Chuck Pena’s appointment to the George Mason University’s Advisory Board on Film and Video Studies Program. Reported re efforts to promote relationships between FPA and GMU. As a result of such efforts, Professor Yi Chen will be teaching at FPA. ▪ Reported re implementation of new hours for FPA Master Control and the Radio Fairfax Studio. ▪ Reported re new system supplements suggestion box and improve members ability to provide feedback. ▪ Updated the Board re FPA staff transfers and departures. ▪ Updated the Board re approval by Engineering request to move the dep’t to the 2nd floor of the building. ▪ Reported re acquisition of the National Gallery of Arts video collection for FPA Channels. ▪ Reported re free cable boxes from Cox Communications. ▪ Updated re training on preventing harassment in the workplace. ▪ Updated re AC and heater replacements.
Operations	Steve R.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Requested approval for Board Meeting/ Member Meeting dates from July to December. December 7, 2016 for the Board / Member Meeting. ▪ Requested approval for FPA Holidays from July to December.
Engineering	Danny O.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re moving Engineering Dep’t to 2nd floor. ▪ Updated the Board re new projects, status on current major projects, and other projects in work.
Development	Jerry F.	<i>Please reference written report for details [No in-person report due to illness]</i>
Training	Jay E.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re training activities, and the volunteer class credit program. ▪ Informed the Board re planned activities for the coming month.
Programming	Maryam S.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported re programming hours, website statistics, and the Bulletin Boards status. ▪ Updated the Board re changes to radio productions. A limited number of producers were affected, and producers were given 30 days of notice regarding the changes, and were provided help make a smooth transition. ▪ Updated the Board re personnel changes (Bangaly Cisse, and Genevieve Llamas).
Office Manager	Rocio L.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reminded the Board re auditing status.
Director Reports - 35 Minutes		Reporting Areas of Responsibilities

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Director of Finance Operation Development	Steve M	Keep BOD informed of FPA Financial Health <ul style="list-style-type: none"> Provided input to FPA Strategic Plan for 2016-2018, detailing input re goals and objectives in the financial section.
Director of Financial Management	Kevin	Improving financial management (cash, retirement, investments) <ul style="list-style-type: none"> Annual Report First Q report will be reported next month.
Director of Community Development	Georgia	Building relationships among FPA, BOD, & Community <ul style="list-style-type: none"> Updated the Board re April events for Board members and management staff. Recommended Fairfax Leadership Program for staff and Bd. Members. Staff enrollment would be reimbursed.
Director of Strategic Development	Suyong	Defining the strategic direction of FPA <ul style="list-style-type: none"> Updated the Board re status of the draft Strategic Plan. Jim Housel suggested matrix for assessment of strategic goal achievements.
Director of Technology Development	Jim S	Exploring next generation technology developments <ul style="list-style-type: none"> Informed the Board re new gadget allowing for improvements to audio recording.
Director of Performance Development	John H	Advancing organization, employee training & performance <ul style="list-style-type: none"> Updated the Board re working with ADP for sexual harassment training modules. Informed the Board re works in progress: teamwork training, and Employee Handbook. Raised an issue to consider: Are resources devoted to Celebrate Fairfax efficient and beneficial to the FPA? Suggestions questions for the Board's considerations, such as establishing standards for benefits to FPA, and format of FPA presence during Celebrate Fairfax.
Director of Member Development	Ruth B.	Increasing & improving membership experience <ul style="list-style-type: none"> Updated the Board re effectiveness of the suggestions boxes, and issue over potential verbal suggestions, making follow-up difficult to measure.
Internal Affairs & Operations Development	John H.	Maintaining operation continuity & advancement
Unfinished Business – 10 Minutes		
Unfinished Business	President	Report by Danny O.: <ul style="list-style-type: none"> Telephone System Options: 1) Cox Communications, 2) on-site telephone system from Allworx, and 3) Digium telephone system. Recommended Allworx system. Danny O. will move forward with the transition.
New Business - 5 Minutes		
Call for new business	President	<ul style="list-style-type: none"> Motion to adjourn by Kevin M., and seconded by Jim Henkel. Voice vote, and Motion passed.
Close Meeting		

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<ul style="list-style-type: none"> ▪ Add new items to next month's ▪ agenda ▪ Confirm next meeting date 	President	Future meetings: <ul style="list-style-type: none"> ▪ April 27th ▪ May 25th ▪ June 29th ▪ July 27th ▪ August 31st
Executive Session		
<ul style="list-style-type: none"> ▪ One item 	President	Assemble in classroom A