

FPA BOD Minutes – 5/25/2016 @ 7 pm
 Minutes taken by the Board Secretary on 5/25/2016
 Minutes approved by the Board on 6/29/16

Attendance		
Members of the Board	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) 	<ul style="list-style-type: none"> ▪ Ruth Bennett ▪ 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) 	<ul style="list-style-type: none"> ▪ Kevin McFarland ▪ Rich Massabny – by telephone ▪ Jim Southworth – by telephone
Staff in Attendance	<ul style="list-style-type: none"> ▪ Chuck Pena (Executive Director) ▪ Danny Olewine, Engineering ▪ Jerry Ferguson, Development 	<ul style="list-style-type: none"> ▪ Jay Erasquin, Training ▪ Maryam Shah, Programming ▪ Rocio Lopez, Office Manager
Members in Attendance	<ul style="list-style-type: none"> ▪ Abdiel Garcia ▪ Jim Girardi 	<ul style="list-style-type: none"> ▪ Brian Kelleher ▪ Ahmed Selim

BOD Meeting Open		
Call meeting to Order	BOD President Jim Housel	<ul style="list-style-type: none"> ▪ Welcome Comments ▪ Acknowledge Conflict of Interest & Board Code of Conduct <p>Accolades and Acknowledgements:</p> <ul style="list-style-type: none"> ▪ Jim Southworth: Members of the Emerald Planet and Inside Scoop received paid opportunities to do live shows from the Embassy of Kazakhstan. ▪ Chuck Pena: Sale of equipment completed successfully.
Meeting Agenda:	Jim Housel	<p>Approval / Amend</p> <ul style="list-style-type: none"> ▪ Jim H. moved to approve, and the motion was approved by a unanimous voice vote.

Approval of Minutes	Suyong Min	<ul style="list-style-type: none"> ▪ 3/30/16 Meeting Minutes: Georgia Graves Moved to approve the Minutes, seconded by Kevin McFarland. The Motion was approved by a unanimous voice vote. ▪ 4/27/16 Meeting Minutes: Review and approval of the Meeting Minutes was continued until the next Board meeting on June 29, 2016.
Monthly Reports		
Executive Director Report	Chuck Pena	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re status of the ongoing Verizon employees’ strike. Parties will be entering into mediation. Verizon experienced significant drop in revenue, so anticipate impact on FPA funding. ▪ Informed the Board re FCC Notice of Proposed Rule Making re development of open technology standard that may allow third party sales/rental of set-top boxes directly to subscribers. May impact revenue to cable companies, which will in turn impact FPA funding in about 3-6 years. Recommended organizing opposition to the proposal within the public access community, to have them reach out to their respective congressional representatives. ▪ Informed the Board re employee benefits insurance premium rates as of 7/1/16 (Kaiser Medical Insurance, Humana Dental, Vision, Short Term Disability and Long Term Disability, and Life and Accidental Death & Dismemberment). ▪ Updated the Board re free work shop on Acting by Ron Newcomb. ▪ Reported to the Board re Mason Film Festival on 4/30/16 held at GMU in Fairfax, VA. Continuing to explore avenues for collaboration with GMU Film and Video Studies Program (FAVS). Professor Yi Chen will begin her class at FPA this month. ▪ Informed the Board re evaluations re new copiers. ▪ Reported to the Board re successful completion of excess equipment sales, resulting in over \$3,500 in sales. The sales was conducted fairly and efficiently.
Operations	Steve Ruddell	<i>Not present - please reference written report for details</i>

Engineering	Danny Olewine	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported to the Board that the new phone system is installed and in use. Working well. ▪ Georgia Graves gave thanks to Danny and the staff for a smooth transition to the new system.
Development	Jerry Ferguson	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Jim Housel gave accolades for Jerry’s various contributions towards the Reston Chambers Gala. ▪ Georgia Graves gave accolades to Jerry for being nominated as Voluteer of the Year by the Greater Reston Chamber of Commerce on 6/23/16.
Training	Jay Erasquin	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re survey results addressing questions about how the public finds out about the FPA and its programs. ▪ Reported to the Board that preparations under way for summer camps.
Programming	Maryam Shah	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported to the Board re anticipated attendance at _____. ▪ Informed the Board re efforts to keep track of equipment use as compared to lagging programming content output. Some producers checking out equipment but not producing programs, so working collaboratively to improve programming output.
Office Manager	Rocio Lopez	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Steve Mullen mentioned that the transition to AccuFund is still in progress. Monthly financials were showing some errors, so working on correcting them. ▪ Reported to the Board that financial data being manually input at the moment while the transition is taking place. Anticipate that next month will have corrected report on the financials. ▪ Reported to the Board that budget in progress as well.
Director Reports		Reporting Areas of Responsibilities

Director of Finance Operation Development	Steve Mullen	<p>Keep BOD informed of FPA Financial Health; <i>Please reference written April 2016 Financial Statements and Budget Assumptions, for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re transition to AccuFund. ▪ Reported to the Board re Budget draft for FY 16/17. Highlighted that Cox service fees will decrease, while Verizon service fees will increase. ▪ Provided kudos to Rocio Lopez and the other managers who were integral in drafting a budget that gave a more realistic view of the finances, while ensuring that the budget provided for a net income balance. Highlighted that the total income will decrease slightly, resulting in cutbacks in expenses to ensure that the budget provided a net positive income rather than negative balance. ▪ Highlighted new items to expenses, such as new staff training costs, that were put in place per Board actions, and anticipated need to replace the color copier. Highlighted that FPA will be paying off the building loan next year (~\$8k/month currently for existing loans), which will be a huge impact on expenses next year. ▪ Steve Mullen moved to approve the Budget for 2016/17. The Motion was approved by a voice vote, with 1 abstention (Kevin McFarland).
Director of Financial Management	Kevin McFarland	Improving financial management (cash, retirement, investments) - no report at this time.
Director of Community Development	Georgia Graves	<p>Building relationships among FPA, BOD, & Community</p> <ul style="list-style-type: none"> ▪ 6/9/16 State of the Dulles Airport, and Dulles Matters Development project updates. ▪ 50th Anniversary of Dulles Airport, so efforts underway to celebrate this, culminating on 11/11/16 50th Anniversary Gala. ▪ 6/17/16 Taste of Reston in Reston Town Center. ▪ 6/23/16 Volunteer of the Year Award.
Director of Promotional Development	Richard Massabny	Increase community awareness of program content and opportunities – no report.
Director of Strategic Development	Suyong Min	Defining the strategic direction of FPA – no report.

Internal Affairs & Operations Development	Jim Housel	Maintaining operation continuity & advancement - no report.
Director of Technology Development	Jim Southworth	<p>Exploring next generation technology developments</p> <ul style="list-style-type: none"> ▪ Reported re issues re Skype, and some miscellaneous issues with Studio C, such as member drop (?). ▪ Brian Kelleher from Inside Scoop came to report, and requested by Jim S. to recognize him: Skype video issue in Studio C. Microphone connected to the computer, webcam attached causing some issues. Brian Kelleher will speak with Danny about this in more detail. Also reported re viewer call-in's. That system had been working, but stopped working since change into new system b/c guests had to call an extension. ▪ Danny - programming error – will be addressing this. No red cards had been established. Problem resolved.
Director of Performance Development	John Henkel	Advancing organization, employee training & performance – Not present – no report.
Director of Member Development	Ruth Bennett	<p>Increasing & improving member experience – Not present – report by Chuck via email.</p> <ul style="list-style-type: none"> ▪ Looking forward working with Ingrid Parris-Hicklin.
Unfinished Business		
Unfinished Business	BOD President Jim Housel	<ul style="list-style-type: none"> • None. • Out of town next week – Georgia Graves will cover the meeting for Jim H.
Close Meeting		
<ul style="list-style-type: none"> • Add new items to next month's agenda • Confirm next meeting date 	BOD President Jim Housel	<p>Future meetings:</p> <ul style="list-style-type: none"> • June 29th • July 27th • August 31st • Last Sunday in September – membership meeting. • Motion by Jim H., Kevin M. seconded, motion carried.