

FPA Board Minutes : October 30, 2013

The meeting was called to order.

The agenda for the meeting was approved.

The minutes from the August meeting were approved.

It was noted that the minutes from the September Annual Meeting are traditionally not taken, and deferred to the next month's meeting.

Member Speakers :

Leo Torrezao asked a question about Channel 10 being identified as "local origination" on the air rather than as Public Access. Chuck noted that according to the franchise agreement we are identified as Public Access, and that he would speak to Cox about the on-air identification.

Jim Southworth introduced the next speaker, Matt Pastic a Fairfax County teacher at Fairfax Academy. His intention is to "build a bridge" between the studios at his school and FPA. He is hoping to bring up to 30 students to FPA on a field trip on November 20. Jim S. noted that he hopes that many of the students will begin producing content for FPA. It was suggested that Matt meet with staff members at FPA and see what they can offer to the students.

Monthly Reports :

Executive Director's Report (Chuck Pena) :

- Chuck noted that the land adjacent to FPA that previously belonged to a scrap metal recycler, is proposed to be rezoned from industrial to residential. There is a plan to build 25 townhouses on the lot. This has some benefit to FPA, as the switch in zoning improves our location and will possibly positively affect its value.
- A recent audit by the Virginia Employment Commission (VEC) took place, and the determination was given that FPA instructors are considered employees of the organization, rather than independent contractors. This would cause problems with adjusting the employer share of Social Security, Medicare, and unemployment insurance tax.

After discussion, the board decided to agree with legal advice received by FPA. This advice was NOT to proceed with an appeal, but instead to send a letter of disagreement with the decision of the VEC. It was suggested that we ask Dan Burnett, our tax resource, for further direction on how to proceed.

- Chuck noted that a member had approached him recently about providing police protection for a guest on an upcoming television show. It was agreed that this was not under the aegis of FPA.

Operations (Steve Ruddell) :

- Steve questioned the meeting times for the next two months, and the impact they might have on holidays. It was noted that the FPA Board meets the last Wednesday of the month, but exceptions are made during Thanksgiving and Winter holiday. The meeting for November will be held on the 20th, and December's meeting will commence on the 18th.
- Steve also noted the hiring of a new Senior Tech Adviser, Bengaly Ciasi.

Engineering (Danny Olewine) :

- Danny noted that the new server system is now operational, and put forward an on-air due date of January 1, 2014 (or the first working day of the new year). He pointed out that the new system can handle much more storage. The "old" system continues to have difficulties, crashing as recently as the 29th of October.

Development (Jerry Ferguson) :

- Jerry noted that the development report for September and October is in the Staff Report distributed to board members.

Training (Jay Erausquin) :

- Jay introduced a new forum, soon to be available, for producers. The forum will consist of four sections : 1). Announcements, 2). Volunteers Needed/Available, 3). Production Inquiries, and 4). Networking. The forum will be monitored by three staff members, and should be available to members soon.

Office Manager (Rocio Lopez) :

- Rocio presented the Financial Statement for September. See the report distributed to board members for details.

Programming (Maryam Shah) :

- Maryam noted that the amount of new content, especially for the new channel 36, is down a little compared to previous years. She is currently adding PEG content from elsewhere to "pad out" the channels. She is adding "wrap-arounds" to acquired programming, so that it will meet the current Verizon/FPA Administration Agreement's definition of "qualified programming."
- Verizon is currently carrying channel 36 in Washington, DC.
- Maryam needs board biographies to update the website. It was agreed that new pictures would be taken, possibly at the next Board Meeting.

- Maryam continues to work on updating the Bulletin Boards airing on channels 10, 36, and 37.
- FPA participated in the Merrifield Festival which took place in October.
- In addition to the advertisements placed weekly in the Fairfax Times, FPA is working on finalizing an advertising campaign that would place our banner on the back of Fairfax Connector buses. The ads would be geared to the public for joining FPA as well as listening/viewing our content.
- Maryam is also working on finalizing a final hire for Programming Coordinator. Once this is done, someone from the Programming department will be available at FPA seven days a week.

Director's Reports :

Finance (Steve Mullen) :

- Steve has received some input from New York Life about retirement. Apparently, NYL does not work with "small" accounts for retirement, and they suggested that we speak with our Payroll handler, ADP, about putting together a retirement program. Discussions are now taking place with ADP.

Community Development (Georgia Graves) :

- Georgia provided a handout of upcoming events in which FPA may be interested in attending. See the list of activities provided for more information.

Technology Development (Jim Southworth) :

- Jim spoke about developing the capacity to accept shows for airing as files rather than tapes or discs. Danny Olewine noted that FPA will soon be able to do this.

Internal Affairs (Jim Housel) :

- Jim noted that the revised personnel manual is complete. The board agreed to wrap up any issues with it at the November meeting.

There was no old or new business.

The meeting was adjourned.