

FPA BoD Minutes – 1/29/25 @ 7:01pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on 02/26/2025 @ 7:15pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Hurriyet Ok -Steve Mullen -Gayle Yiotis -Peggy Fox -Reggie Marston -Sharon Sobel -Deniz Orhun -Ulysses Campbell
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jay Erausquin -Gabriela Silva -Maryam Shah -Kelly Marcellus -Sam Rogers
Members/Guests in Attendance	-Cathy Centra -Lynn O'Connell

Meeting Open		
Call to order at 7:01pm	Hurriyet Ok (President)	<ul style="list-style-type: none"> <li>• Reminder of Code of Conduct</li> <li>• Acknowledging conflict of interest in Board Code of Conduct</li> <li>• Acknowledgements &amp; Accolades:</li> <li>• Steve thanks Gabby for assisting with strategic planning, continuing reconciliations, working with Kelly, and collaborating with HR. She has gone above and beyond.</li> <li>• Steve applauds Kelly for her outstanding work. She is leaving at the end of January and we are sad to see her</li> </ul>

		<p>go, but we wish her well in her new position. Gayle and Peggy also appreciate Gabby and Kelly.</p> <ul style="list-style-type: none"> <li>• Peggy adds that Lisa left her position, but she served FPA exceptionally well for over 20 years (sic). Hurriyet appreciates Lisa for supporting staff and FPA members. Steve emphasizes Lisa's role in boosting staff productions, especially during the pandemic when FPA was losing money. She conducted an excellent evaluation to determine fees for staff productions and did commendable marketing work.</li> <li>• Steve thanks Gayle and Nikki for composing the outstanding December minutes. Gayle appreciates Nikki as well.</li> <li>• Chuck notes that the January hiatus was cut short due to heavy snow fall, but he appreciates the diligent work of the Equipment Room and Engineering staff members for their work during hiatus. Chuck also thanks Office Manager Jay Erausquin for providing food, using a very efficient ordering system that he developed, for all staff during hiatus.</li> <li>• Amendment to Chuck's written report: New firewall installation will occur on February 14-15 (not 13-14). We will not shut down on February 14 and 15, but we informed producers that we may lose internet connectivity on those days.</li> </ul>
Meeting Agenda	Hurriyet Ok (President)	<ul style="list-style-type: none"> <li>• <u>Motion to accept meeting agenda as written</u></li> <li>• Hurriyet ensures that all received the emailed agenda. He asks if there are any corrections or changes to the agenda.</li> <li>• <u>Changes:</u></li> <li>• Ulysses proposes adding a report from the Ad Hoc Committee that is studying potentially providing members with access to Board meetings. Hurriyet agrees that Ulysses may offer his report before the Strategic Planning discussion.</li> <li>• All in favor of approval. No objections.</li> <li>• Meeting agenda approved unanimously, as amended.</li> </ul>

<p>Approval of 12/04/24 Meeting Minutes</p>	<p>Gayle Yiotis (Secretary)</p>	<ul style="list-style-type: none"> <li>• <u>Motion to approve December minutes as revised.</u></li> <li>• Gayle ensures that all received the emailed edited minutes. She asks if there are any comments or questions. There are none.</li>   <li>• Ulysses moves to approve minutes, Peggy seconds</li> <li>• Discussion ensues</li>   <li>• Hurriyet hesitates to approve the minutes because he wishes to limit the financial details made public. Steve proposes waiting until the next meeting to approve the minutes in order to consult with Arcelious and Gabby and then resolve the matter. Steve agrees that reducing information on our investment portfolio and cable revenues can protect against bad actors overseas. Steve asked Arcelious if the firewall provides adequate protection. We can make this a future action item to determine which financial details to include. Gayle offers to delete financial information before sending the minutes to Maryam.</li> <li>• Hurriyet wants to wait to approve the minutes. Chuck believes that postponing approval of the minutes is not in violation of the FPA bylaws or articles of incorporation.</li> <li>• Hurriyet motions to approve the December minutes in February.</li> </ul>
<p>Election of Board Vice President</p>	<p>Hurriyet Ok (President)</p>	<ul style="list-style-type: none"> <li>• Vice President Ruth Bennett retired/resigned from the FPA Board, so we must elect a replacement.</li>   <li>• Hurriyet asks for nominations.</li>   <li>• Steve nominates Peggy Fox to fulfill the Vice Presidential role.</li> <li>• Peggy is willing to serve and excited to help FPA. She is exceptionally well-qualified, an excellent communicator, and always has great ideas on how to improve FPA. She has provided great commonsense solutions to issues in the past and worked well with staff. Peggy has served as Board Outreach and Publicity Director. She is well-known in the community, having served as a local news reporter for years. She has strong contacts with local broadcast professionals.</li> </ul>

		<ul style="list-style-type: none"> <li>• Gayle seconds, all in favor, none abstain.</li> <li>• Peggy Fox elected as Vice President by unanimous vote, for appointment until October 2025.</li> <li>• No other nominations made. Hurriyet congratulates Peggy, who says she will do her best to help FPA move forward. She is grateful to work with the strong Board.</li> </ul>
--	--	---

**• Committee Reports**

Ad Hoc Committee	Ulysses Campbell	<ul style="list-style-type: none"> <li>• <u>Ad Hoc Committee: FPA members access to Board meetings</u></li> <li>• This committee was formed in response to an FPA member producer requesting to attend Board meetings. Ulysses asked about the necessity to allow this. Chuck inquired with legal counsel as to whether or not FPA is considered a public body, which requires member access to board meetings.</li> <li>• Legal counsel advised its opinion that FPA is not a public body, and is not under obligation to open Board meetings to members. However, given the Strategic Planning Initiative, it seems prudent to develop means through which members can sit in on Board meetings. We can now proceed with next steps.</li> </ul>
------------------	------------------	---

**• \* Staff and Committee Reports Temporarily Suspended until March Board meeting to Allow Time for Strategic Planning Working Group Presentations**

**• Strategic Planning Working Group Presentations**

• Lynn O’Connell moderates the discussion. Cathy Centra is present to answer questions.

Membership	Sharon Sobel	<ul style="list-style-type: none"> <li>• <u>Priority:</u> (1) attract younger members to FPA and (2) recruiting a more targeted audience with interest in media production.</li> </ul>
------------	--------------	--

		<ul style="list-style-type: none"> <li>• <u>Measure of Success (MOS)</u>: (1) increase membership by 20% annually, (2) create base of volunteer hours metric and track over the next 3 years (showing an increase over time), and (3) reduce class cancellations by half compared to 2024.</li> <li>• <u>Modifications</u>: We are not currently tracking volunteer hours, so we cannot track an increase (any number above 0 is an increase). In his monthly Board reports, Jay will now note how many hours members are volunteering on shows.</li> <li>• Hurriyet encourages prioritizing ideas for the next 6 months to 1 year according to our limited resources. Board member “to be determined” is in discussion. Sharon explains that the 9 action items have different check-in points, which organizes the timeline and order of importance. The action items can naturally be scaled down. The document is evolving, and priorities will naturally shift over time. Chuck and Jay agree with the plan. As sub-committee leader, Sharon adds that she will track progress and ensure that check-ins occur.</li> </ul>
Revenue Generation	Gabby Silva	<ul style="list-style-type: none"> <li>• <u>Priority</u>: identify 3-4 key items to generate revenue annually to help offset the declining Cox/Verizon revenues</li> <li>• <u>MOS</u>: (1) implement 3 ideas annually and (2) achieve \$50K increase in annual revenue from action items in report</li> <li>• Main action item is applying to 3 grants/government funding opportunities annually. Gaining grants is difficult.</li> </ul>
Organization	Gayle Yiotis	<ul style="list-style-type: none"> <li>• <u>Priority</u>: (1) define FPA’s roles and responsibilities through a developed hierarchy and protocol, (2) identify succession plan items, (3) and invest in staff learning, professional development, and job satisfaction</li> <li>• <u>MOS</u>: (1) organization chart (FPA briefed in meeting by Executive Director), (2) identify succession plan items, (3) conduct annual employee survey to gauge employee</li> </ul>

		satisfaction, (4) at least 75% employees (including part-time staff) participate in all in-person staff training on change management within 1 year of the implementation of the strategic plan, and (5) at least 90% of employees attend at least 2 required online trainings annually
--	--	---

<ul style="list-style-type: none"> <li><b>Meeting Close</b></li> </ul>	
Unfinished Business	<ul style="list-style-type: none"> <li>Executive Session meeting on February 3 at 6-7 p.m. is confirmed. Chuck will email an invitation.</li> <li><u>Election of Open Board Position</u></li> <li>Hurriyet explains that there is one more Board position open since Ruth left, and we have 2 qualified candidates. We will meet with both of them in early February during an Executive Committee meeting. Since Ruth was elected for 3 years, there are 2 years remaining in her term. The elected replacement will be up for reelection in September.</li> <li>Steve comments that Jennifer Roberts is an excellent candidate for the open Board position. Since both candidates are accomplished, Hurriyet clarifies that we will meet with both candidates.</li> </ul>
New Business	<ul style="list-style-type: none"> <li>None</li> </ul>
Confirm Future Meeting Dates	<ul style="list-style-type: none"> <li>Next meeting: Wednesday, February 26, 2025 at 7pm</li> <li>Similar meeting format as that of the January meeting: Finalizing Strategic Planning Initiative</li> <li>March Board meeting returns to normal Board/staff reports</li> </ul>
Adjournment at 8:41pm	<ul style="list-style-type: none"> <li>Peggy motions, Gayle seconds, all in favor</li> <li>January Board meeting adjourned at 8:41pm</li> <li>Executive Session for whole Board begins after January Board meeting.</li> </ul>