

FPA BoD Minutes – 3/26/25 @ 7:06pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on 4/30/2025 @ 7:17pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	<ul style="list-style-type: none"> -Hurriyet Ok -Steve Mullen -Gayle Yiotis -Peggy Fox -Reggie Marston -Ulysses Campbell -Sharon Sobel -Anne Sobota -Jennifer Roberts
Staff in Attendance (via electronic & phone participation)	<ul style="list-style-type: none"> -Chuck Pena -Arcelious Joyner -Jay Erausquin -Gabriela Silva -Maryam Shah -Yensi Umanzor -Sam Rogers

Meeting Open		
Call to order at 7:06pm	Hurriyet Ok (President)	<ul style="list-style-type: none"> -Reminder of Code of Conduct -Acknowledging conflict of interest in Board Code of Conduct <p>Acknowledgements & Accolades:</p> <p>Steve and Gayle thank Gabby for her outstanding accounting manager activities. She continues to lead the accounting focus group for the strategic plan. Steve applauds her work training the new accountant Yensi and in working with NOVA 401K Associates in completing compliance reporting for the FPA retirement plan.</p> <p>Chuck appreciates Jay for initiating member incentives including the TV Mentor Guild, FPA Meet Up Group and the upcoming mentoring program. Chuck thanks Arcelious for installing the</p>

		firewall and Sam for taking over management/directing of staff productions.
Meeting Agenda	Hurriyet Ok (President)	<p><u>Motion to accept meeting agenda as written</u> Hurriyet ensures that all received the emailed agenda. He asks if there are any corrections or changes to the agenda.</p> <p>Changes: adjournment added and request from Jennifer as call for new business on the initiative for educational and job training programming proposal</p> <p>-Gayle moves to approve agenda, Steve seconds, all in favor -Meeting agenda approved unanimously</p> <p>Moving forward, some reports will be quarterly and strategic planning committee reports will be provided in between.</p>
Approval of 2/26/25 Meeting Minutes	Gayle Yiotis (Secretary)	<p><u>Motion to approve February minutes as revised</u> Gayle ensures that all received the emailed edited minutes. She made all requested changes. She asks if there are any comments or questions. There are none.</p> <p>-Steve thanks Gayle for completing all updates and Nikki for writing the minutes.</p> <p>-Steve moves, Ulysses seconds, all in favor -February minutes approved unanimously</p>

Staff Reports		
Executive Director	Chuck Peña	<p>Please refer to the written report for details. Items in the report will be briefly highlighted in the interest of time.</p> <p>The first item concerns exploring the possibility of some funding from Arlington County. A proposal was crafted by Chuck, but is being revised at the instructions of Hurriyet. A number of Arlington Independent Media (AIM) members wish to keep any public access studio in Arlington.</p> <p>-Gayle asks if Fairfax County has an issue with this. Chuck notes that the Director of Communication Policy and Regulation did share a concern, but Chuck presented a solution that</p>

		<p>addressed this concern and which was an accepted solution. According to both the County official above and the County Attorney, we are free to move forward with Chuck's plan. He can discuss this further after the board meeting at any board member's request.</p> <p>Northern Virginia Community College Cable Channel 19 was discontinued in 2023. Verizon (and presumably Cox) were improperly sending cable fund money of up to approximately \$180K annually to NVCC for the discontinued channel. Chuck presented to Fairfax County in an effort to obtain future funding to FPA some of the money formerly earmarked for NVCC Channel 19. Unfortunately, the County determined the extra funding should be provided to George Mason University's GMU-TV.</p> <p>As I previously noted in my January 2025 written report to the Board, a Fairfax County resident FPA member had submitted a program, entitled REMEMBERING THE HOLOCAUST, for cablecast during January over FPA Channel 10. FPA's cablecast of this program was noted, during the January 14, 2025, Fairfax County Board of Supervisors meeting, although criticism was directed toward the FPA member responsible for presenting the program, no negative criticism was directed towards FPA. However, it should be noted that this individual continues to present similar programming on FPA. Since this is a freedom of speech issue, we should not attempt to censor such programming.</p> <p>-Ulysses asks if FPA can place a disclaimer declaring that FPA is not associated with the content of programming. Maryam clarifies that FPA has over 100 disclaimers loaded in the system and one or more, depending on time, randomly air before each program begins. The language in each of the disclaimers are identical, emphasizing the content airing does not necessarily reflect the views of FPA.</p> <p>The Board of Supervisors approved our Site-Specific Plan Nomination Amendment to redevelop the Alliance Center Property. This allows construction of two highrise buildings of seven stories each with up to residential units, on the upper floors and retail, restaurants, and other commercial offerings on the ground floor.</p>
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Engineering	Arcelious Joyner	<p><u>Building engineering:</u></p> <p>HVAC preventive maintenance: link to repairs and recommended placements will be forwarded later</p> <p>The network firewall was installed and tested. It is working, and we turned on new features to block attacks.</p> <p>We performed better than anticipated at the Rasmus Auction and earned \$6870. Steve thanks Arcelious for organizing this.</p> <p>The custom digital sign-in sheet on our tablet is installed, replacing the binder.</p> <p>We created digital purchase order (PO) forms for Programming, Production, Accounting, and the Equipment Room.</p> <p>The Red Card report is included for the last two months. Some tests and Equipment Room reports are included. Sharon asks if these reports can be replaced with a summary of trouble tickets to explain the big picture. Arcelious replies that this is the most condensed version without resolutions and comments. Chuck would like to poll the Board and have a consensus before changing these reports. Arcelious can provide a heat map or graph to display the number of tickets with no description. Hurriyet suggests categorizing tickets for trends and providing 2 to 3 lines to explain the overall picture.</p>
Production	Sam Rogers	<p>The report was submitted to Chuck last week, but it was not emailed. It enumerates the list of productions and staff. Productions have been increasing since January, but this is typical. There may be a small influx between March and June and a decrease in the summer. Sam will update Chuck with performance numbers.</p> <p>There has been a smooth transition. We lost one producer right before Lisa left. We had two additions to staff productions.</p>

		<p>Chuck thanks Sam for stepping in to direct and edit staff productions.</p> <p>Peggy asks if we can reach out to the producer who left. Sam can email them.</p> <p>Maryam stated that the Trump Administration is reviewing NPR and PBS underwriting guidelines. Maryam is preparing a condensed explanation of underwriting rules. Our Verizon administration agreement prohibits us from airing commercial advertising, but we can air PBS-style underwriting announcements. PBS underwriting rules may change in the near future, so this summary of guidelines has not been distributed to staff yet.</p> <p>Gayle asks if new people understand they cannot present commercial advertising. Sam emphasizes that this is very clear in producer’s workshops and the orientation. Sam also communicates this when reviewing the contract with producers.</p>
<p>Training / Office Manager</p>	<p>Jay Erasquin</p>	<p>Jay changed the format of his report to make it easier to follow.</p> <p>As of today, FPA has 366 members. We started tracking volunteer hours. In January, we had 15 volunteers complete 66 hours total. In February, we had 18 volunteers complete 60 hours. We are also tracking facility usage. We had 253 hours of total usage in January and 315 hours in February.</p> <p>Jay has started the preliminary class schedule for next semester and the summer camp registration. He launched a TV Mentor Guild this past week. The Google group has 12 members. We will keep promoting this, but Jay gave resources to the producers and volunteers to network amongst themselves too.</p> <p>Jay offers to add a table for class confirmations and cancellations, but Hurriyet thinks only atypical data need to be reported. We have our first webinar course on blogging for producers this Sunday, March 30.</p> <p>Hurriyet will email all about the Media Lab at Montgomery Community Media, which has unique training offerings and services in non-traditional TV production.</p>

		<p>Since many government employees are losing their jobs, Gayle asks if we can offer classes to help employees transition in the workforce (e.g. Microsoft package). Jay emphasizes that our mission is to offer development in media, radio, and TV. FPA can help you build skills, but we do not offer career assistance. Chuck reaffirms our funding from the cable companies must be used for TV production and content creation over our channels. We could potentially explore alternative funding for these services. Jay mentions that we may be able to use non-cable revenue to buy extra equipment to create facilities for podcasting and then offer other classes. Chuck reminds all that the Verizon administration agreement expires in 1.5 years and then we would no longer be restricted. The Cox administration agreement expired in May 2013 when the Cox franchise agreement was renewed. Cable fund money comes from either Cox or Verizon.</p>
Programming	Maryam Shah	<p>The 100th anniversary newsletter went out last week, where we featured our strategic plan. All active members should have received it. We are ready to launch our online payment system for membership renewals. We are in the last stage of testing and will notify members soon. It has been tested on web and mobile. Maryam will email the renewal process soon. The previous renewal process was removed from the operations manual. The new process links show and membership renewals to reduce paperwork and increase efficiency. Producers can still book studios 6 months in advance using a different form. This will streamline processes for members.</p> <p>We slightly upgraded the design on the Channel 37 bulletin board. It is not HD on Verizon, but the graphics are improved.</p> <p>Maryam is not waiting to draft the handbook summarizing PBS underwriting guidelines for producers. The new FCC chair is investigating NPR and PBS, claiming their underwriting announcements are in violation of IRS regulations. Maryam will include a notice in the producer's handbook that rules could change. Funding could be stripped in the future.</p>
Accounting	Gabriela Silva	<p><u>FPA Financial Statement Highlights</u></p> <p>The report will be provided in April. Gabby is training Yensi, who is currently part-time. She will begin as FPA's full-time</p>

		accountant on April 7. We are completing the audit with Dan Burnett and will begin planning the budget in April/May.
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Committee Reports		
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Finance Committee	Steve Mullen	<p>Finance reports will be provided at the end of each quarter. Data up to March 31, 2025 will be reported in April. We do not receive the bank summaries and investment updates until mid-April anyway.</p> <p>Chuck wonders if we should wait for the report until May because we don't receive the Cox check until April. Steve says that cable companies have 45 days from the end of the quarter to submit payment, but we often get them after 30 days. We will provide an update when the checks arrive. Gabby adds that the March 31 financials include an accrual for the Cox payment using prior quarter actuals, so it is a close estimation.</p>
Performance Management	Gayle Yiotis	<p>Nothing to report. Gabby adds that she and Cathy will initiate the year-end bonus or performance review process at the end of April to be completed by the end of the fiscal year.</p>
Membership Development	Sharon Sobel	<p>Sharon relays that Ruth mainly organized meet-and-greets, but she thinks more can be done for member recruitment/retention.</p> <p><u>Motion to merge the Membership Development Committee with the Strategic Plan Membership Subcommittee</u> -Sharon motions, Steve/Peggy/Ulysses second, all in favor -Committees merged unanimously</p> <p>Sharon proposes implementing a tiered pricing structure for membership based on where members live, the kind of content they are submitting, whether underwriting occurs, etc. Some members would pay over the \$26 flat fee. We can serve non-local audiences and potentially increase revenue. The topic lies at the cross-section between membership and revenue. Hurriyet suggests having the committees communicate on the matter. Sharon asks for this to be added to the April agenda.</p> <p>Steve asks if there is an update on our non-profit fellowship program that we want to model after DCTV. Sharon followed up with Julia from DCTV and reported on it. Gabby asserts that the</p>

		initiative is under the revenue subcommittee. Gabby and Peggy want Sharon to send them her report.
Operations	Reggie Marston	Nothing to report. The last discussion involved LED screens, which we are not pursuing due to funding. He will meet with Arcelious after the NAB conference from April 5 to 10. They will discuss end-of-life replacements for equipment like the production switcher and the frame for the control room. Arcelious states that we have not spent above the threshold, so we did not need meetings.
Promotional Development	Peggy Fox	No report. Peggy will report on revenue for the strategic plan next month. We are waiting to use the new name NOVA Public Media until the discrepancy with Arlington is resolved. Chuck states that we are notifying the Fairfax County government that we want to use the name. Sharon reports that Jay designed a brochure to send to area non-profits, but it needs to be amended to reflect Lisa's resignation. Distribution will occur after. Sharon can send the link to the Board. Chuck and Sharon will plan when the brochures will be mailed.
Ad Hoc Committee	Ulysses Campbell	<u>FPA members gaining access to Board meetings</u> : Formal activities of the committee have been suspended during the strategic planning initiative and will officially resume in May.

Meeting Close	
Unfinished Business	None
New Business	<u>Jennifer's proposal to provide programming related to education and job training</u> -Many grants specifically offer funding to entities offering job skill training. We can inventory what we currently have to demonstrate that we offer educational content (e.g. "Cybersecurity Today" episode featured a practitioner in cybersecurity training). This could recruit and enroll federal workers looking for new occupations and fill a need in underserved communities. The initiative could increase FPA's visibility with cable stations and bolster our ranking, which can lead to more funding for underwriting. The new programming could bring in new members, producers, and content.

	<p>-After completing an inventory, we can develop a plan to attract new producers and encourage current ones to orient some of their programming towards education and training.</p> <p>-Gayle applauds this. Peggy wants to create promotional material for this. Chuck is interested in obtaining grant funding to provide services.</p> <p>-Jennifer notes that the process is cyclical because we need to show that we offer specific programming in order to get the funding to create content.</p> <p>-All three strategic planning subcommittees can discuss where the initiative should be located. The committees can provide feedback to Jennifer. Gayle suggests starting an Education Committee for Jennifer.</p> <p>Anne is in the revenue/finance committee.</p>
<p>Confirm Future Meeting Dates</p>	<p>Next meeting: Wednesday, April 30, 2025 at 7pm</p> <p>-Three strategic plan subcommittees will report</p>
<p>Adjournment at 8:45pm</p>	<p>Steve motions, Ulysses/Gayle second, all in favor</p> <p>-March Board meeting adjourned at 8:45pm</p>