

FPA BoD Minutes - 04/25/2018 @ 7:00pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 04/25/2018

Minutes approved by the board on ____5/23/18____

Attendance	
Members of the Board	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston -Isaac Asare
Members of the Board in Attendance	-Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) - <i>by phone</i> -Ingrid Parris-Hicklin -Georgia Graves - <i>by phone</i> -Ruth Bennett -Reggie Marston -Isaac Asare
Staff in Attendance	-Chuck Pena -Steve Ruddell -Danny Olewine -Jerry Ferguson -Jay Erasquin -Maryam Shah -Rocio Lopez
Members in Attendance	-None-

Meeting Open		
Call to order at 7:00pm	Kevin McFarland (Vice President)	-Welcome comments -Reminder of Code of Conduct -Call for conflicts of interest <ul style="list-style-type: none">• None -Accolades and acknowledgements <ul style="list-style-type: none">• Chuck welcomes back Danny, Joe, and Lisa from NAB in Vegas.• Ruth commends the Friday Night Live crew.

		<p>The event was fun and she learned a lot. Ruth is attending Friday Night Live again on April 27.</p> <ul style="list-style-type: none"> • Steve M said the Friday Night Live crew was outstanding, and thanked Steve R for the food provided during the board meetings. • Mary also thanked Steve R for the food that was provided at the strategic planning session. • Ingrid thanked those who attended the Best of Reston event. <i>The event brings the connections to the Board of Supervisors about what FPA does and that it is of great value to the residents of Fairfax County.</i> • Georgia thanked Isaac for being at the Best of Reston event.
Meeting Agenda	Kevin McFarland (Vice President)	-A motion to approve the agenda was made by Steve M and seconded by Ingrid. The motion carries.
Approval of the March 2018 Minutes	Mary Gillam (Secretary)	-A motion to approve the March 2018 Board Minutes was made by Steve M and seconded by Ruth. The motion carries.

Staff Reports		
Executive Director	Chuck Pena	<p>-FPA received a special payment from Cox Communications in the amount of \$71,878.28. This was for underpayment during the audit period from July 1, 2014 to June 30, 2017. Approximately ten percent was interest charges.</p> <p>-To make it easier for individuals to participate in board meetings remotely, Chuck has asked Danny to use advanced teleconferencing techniques in the conference room.</p> <p>-Chuck would like to take advantage of the closure of MHz Networks. The owner is Commonwealth Public Broadcasting, who sold their spectrum bandwidth during last year's FCC spectrum auction. The station went dark on April 1st. Chuck</p>

		<p>asked if they have any equipment they would be interested in selling to FPA.</p> <p>-Chuck invited the vice chair of Fairfax County Public Schools' Board and Verizon's FiOS service franchise manager for the Commonwealth of Virginia to Off the Wall at George Mason University. Off the Wall is the exhibit featuring works by GMU's College of Visual and Performing Arts.</p> <p>-FPA has hired three new part-time technical advisors.</p>
Operations	Steve Ruddell	-Steve R is putting together the plans for hiatus, and the full list of projects will be in May 2018 report.
Engineering	Danny Olewine	<p>-NAB was a great trip. Video is moving towards IP platforms to do things more efficiently. There is a lot of change in the industry right now.</p> <p>-Danny has been looking at conference room solutions. One company called Zoom has a product called Zoom Rooms that would allow any member to use the conference room facilities. -</p> <p>Danny hopes to use a lot of the infrastructure that is already available in the conference room and integrate it into a new system. In consideration are options for cameras as well as an LCD.</p> <p>-Mary: Is there a technology plan for integration of new technologies into your current architecture?</p> <p>-Danny: We have an overarching plan that needs to be updated, especially with the information learned at NAB and with consideration of FPA possibly moving to another building.</p>
Outreach	Jerry Ferguson	-See report-
Training	Jay Erasquin	<p>-Jay is done with his budget for the next fiscal year.</p> <p>-Jay is done with the fall semester schedule.</p> <p>-Friday Night Live is going well, and mugs and t-shirts are available.</p>
Programming	Maryam Shah	-Programming is plugging along with the new server system, and they are catching up from the

		<p>months spent on the soft launch and iTX practice.</p> <ul style="list-style-type: none"> -Programming staff will undergo free training from iTX. -Producers are adhering to the new 48-hour rule.
Office Manager	Rocio Lopez	<ul style="list-style-type: none"> -FPA has not received the quarterly cable checks yet. They are expected by the end of the month and no later than May 15. -The same trends are going on this month. The total for last quarter from Cox and Verizon was \$679,000. We are looking pretty closely at payments and expenses. -Staff know that FPA will be okay for this fiscal year. Most managers have already done their budgets. Budgets will be done by the next board meeting. -For this month's financials, we have the comparison budget. This quarter, the actual amounts should be around 75% of the budgeted amounts. A lot of the income accounts are greater than 75%. The interest and dividend income exceeds the expected budget amount due to the additional funds invested as well as improvements in the market conditions. -Additionally, the staff productions' income exceeds the percentage budget amount due to the increase of producers' requests for YouTube versions of their shows as well as more staff productions are being done with paying clients. -The Verizon and Cox service fee incomes are decreasing.

Director Reports		
Director of Finance Operation Development	Steve Mullen	<ul style="list-style-type: none"> -The budget challenge is trying to determine how conservative to be with cable revenue projections for next fiscal year. We will have seen the checks for the third quarter by the end of next month, so a further evaluation will need to be made of cable revenues in completing the budget to be presented at the end of May. However, revenue

		<p>check amounts for the final quarter will not be known by the time we need to approve the budget.</p> <p>-Chuck: Verizon has seen a decrease in cable revenues and an increase in broadband services that offsets their loss in cable. FPA has not received internet revenues since 2002.</p> <p>-Rocio and Steve M met with Dan Burnett to finalize issues that he had during this year's audit.</p>
Director of Financial Management	Kevin McFarland	<p>-The fee charge for the managed accounts at Edward Jones will be decreased by 4 basis points from 1.03% per year to 99 basis points per year. The total value of both accounts as of today is \$5,053,854.61. The inception value of the total amount invested is \$4,569,816.06. The net return on investment is \$484,038.55. The accounts have had an annualized net return after fee of 3.43% per year. For 2018 net, they are down 1%.</p> <p>-We expect more volatility in the markets going forward. Yields on bonds are down. The equity markets have been volatile.</p> <p>-The portfolio remains conservative at balance towards income with the heavier weighting on bonds.</p> <p>-The net return on investment on the accounts for 2017 was 9.39%.</p> <p>-The projected annual income on the accounts is up to \$95,422,75.</p>
Director of Promotional Development and Director of Community Development	Ingrid Parris-Hicklin and Georgia Graves	<p>-Georgia: Our committee has not met, but after the regular board meeting, we can go over a few items for approval. The first item is Celebrate Fairfax, and the other is the Silver Line and Metro Monday on April 30 at the Hyatt Dulles.</p> <p>Ingrid sent out job announcements that best meet the needs of members.</p> <p>-Ingrid was mistress of ceremonies on March 31st for the Women's Luncheon regarding the #MeToo movement.</p> <p>-On May 8th, there is a free event that National Capital Area Chapter of the American Society for Public Administration is holding.</p> <p>-On May 8th, the World Without Borders event is taking place at George Washington University.</p>

		<p>-Ingrid is serving as a moderator for the Safe Driving event on May 17th.</p> <p>-Celebrate Fairfax is taking place at the Fairfax County Government Center on June 8-10. It is important for FPA to be there.</p> <p>-A motion to approve an estimated expenditure of \$1,300 for Celebrate Fairfax is made by Ingrid and seconded by Mary. Kevin abstains. The motion carries.</p>
Director of Strategic Development	Mary Gillam	<p>- Distribution of the FPA Board of Directors' Manual remains on hold until additional inputs are received and incorporated into the final document.</p> <p>- Although the initial deadline for the inputs was Monday, April 23rd, Mary extended it to Friday, April 27th. However, due to some extenuating circumstances and time-sensitive business commitments, Georgia and others requested that the deadline move to Monday, April 30th, which was granted.</p> <p>-On April 18th, we had our initial strategic planning meeting with the FPA Board and Executive Director. The purpose of the meeting was to discuss in general the goals and objectives for our strategic planning initiative, and to lay the foundation for development of the FPA Strategic Plan. Although the minutes from the strategic planning meeting will be distributed separately, the group did cite some actions requiring resolution (i.e. review of the FPA mission statement, establishment of FPA core values).</p> <p>-Prior to meeting with the FPA staff, the Board would like to host a <i>second</i> internal strategic planning meeting. Mary will research potential dates and report back to the Board.</p>
Director of Technology Development	Isaac Asare	<p>-There is nothing to report.</p> <p>-Isaac has to meet with Reggie.</p>
Director of Radio Development	Reggie Marston	<p>-Reggie will meet with Maryam.</p>
Director of Member Development	Ruth Bennett	<p>-Ruth had an idea about outreach, but did not have the opportunity to meet with the committee.</p>

		-Isaac had voiced a similar suggestion. For example, our members do a lot of outreach, and they produce shows with organizations and people in Fairfax County. There must be some way we can recognize those who do outreach for us.
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Meeting Close	
Unfinished Business	-None-
Add new items to next month's agenda	-None-
Confirm future meeting dates	-The next meeting is May 23rd. -A motion to adjourn was made by Isaac and seconded by Reggie. The motion carries. -The meeting is adjourned at 8:07pm.