

FPA BoD Minutes - 8/26/2020 @ 7:03pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 8/26/2020

Minutes approved by the board on 9/30/2020

<b>Attendance</b>	
<b>Members of the Board in Attendance</b> (via electronic & phone participation)	<b>-Isaac Asare -Steve Mullen -Gayle Yiotis -Ruth Bennett -Reggie Marston -Hurriyet Ok -Ben Zuhl -Tim Bowden (newly appointed) -Colin Davies (newly appointed)</b>
<b>Staff in Attendance</b> (via electronic & phone participation)	<b>-Chuck Peña -Arcelious Joyner -Jay Erausquin -Maryam Shah -Lisa Clarke -Rocio Lopez</b>
<b>Members in Attendance</b>	<b>-Colin Davies -Abdiel "Happy" Garcia -Tim Bowden -Peggy Fox -Dr. Hasheem El-Tinay</b>

<b>Meeting Open</b>		
<b>Call to order at 7:03pm</b>	<b>Isaac Asare (President)</b>	<b>-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades &amp; Acknowledgements:  Chuck: Alexander Pierson was helpful during the closure and came in regularly. Steve: commends Sam Rogers for help during his production of Sports Scope. Ben: adds that Alexander has been great during the live show on Sundays.</b>

		Isaac: thanks candidates for their desire to be on the board and serve the community.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 7/29/20 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: moves to approve the minutes from July 29, 2020 as amended, Ben seconds. Motion carries.

Appointment of Board Members for Vacancies		
Candidate Bios and Q & A Session (30 minutes)		Candidates give the board their career backgrounds for consideration. Board members ask the various candidates questions regarding their interest in serving on the board.
Appointment of First Vacancy		Steve: moves to fill the first appointment for the elected position previously filled by Mary Gillam, Ruth seconds. Motion carries.  The board votes by secret ballot with Tim Bowden receiving majority of the votes (3 votes for Tim, 1 vote for Happy, 1 vote for Colin, and 1 vote for Hasheem).
Appointment of Second Vacancy		Ben: moves to fill the second appointment for the position previously filled by Kevin McFarland, Gayle seconds. Motion carries.  The board votes by secret ballot with Colin Davies receiving majority of the votes (4 for Colin and 3 for Happy).

Staff Reports		
Executive Director	Chuck Peña	FPA reopened on August 10, 2020 and everything is going well and members are cooperating with precautionary measures set. Staff is disinfecting areas and ensuring social distancing is taking place.

		<p><b>Consulted with Fairfax County Director of Communications Policy &amp; Regulation Dr. Rick Ellrod who was pleased with the detail and comprehensiveness of the precautionary measures.</b></p> <p><b>On August 7, 2020, sent an email to Board of Supervisors Chairman Jeff McKay advising him that after being partially closed we planned to fully open on August 10 under our COVID-19 Precautionary Measures and attached a .pdf of these COVID-19 precautionary measures. Chairman McKay wrote that he is glad to hear that we are taking the proper precautions and measures as we start bringing folks back into the building.</b></p> <p><b>Additionally, emails of FPA plans to fully reopen on August 10, 2020, along with a .pdf of our COVID-19 Precautionary Measures, were sent to Louise Anderson, Verizon Video Franchise Manager for the Commonwealth of Virginia; Barrett Storck, Cox Communications of Virginia Public Affairs Director; and Kevin McNulty, Cox Communications of Northern Virginia Public Affairs Manager.</b></p> <p><b>On August 10, 2020, Dr. Ellrod asked if I would be willing to present a VATOA (Virginia Association of Telecommunication Officers &amp; Advisors) Webinar on FPA's response to COVID-19. The Webinar will be presented to Dr. Ellrod's counterparts serving in local governments throughout the Commonwealth of Virginia.</b></p> <p><b>Was elected new vice president for the Alliance Center Condo Association. Serving as an officer may help to protect FPA's best needs and interest and protect property value.</b></p> <p><b>Conducted interviews with Arcelious for the available positions in the Engineering department.</b></p> <p><b>Contacted Julia Jones at the League of Women Voters regarding protection for their volunteers</b></p>
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		<p><b>for the upcoming annual election scheduled for November 15, 2020.</b></p> <p>Ben asks what the timeline is for filling the positions in Engineering.          Chuck says second interviews have been completed and Arcelious may bring in additional candidates for interviews if desired.</p>
<b>Engineering</b>	<b>Arcelious Joyner</b>	<p><b>Vector Security has completed work on the electronic door strikers for doors that allow entry into the facility.</b></p> <p><b>Upgrade of the Keyboard, Video and Mouse (KVM) system is still undergoing testing as it is used often in the control rooms.</b></p> <p><b>Mirrors Chuck’s accolades to Alexander as has helped with Adobe upgrades and various software packages, along with other projects.</b></p> <p><b>New projects include e-ballot and Election Buddy software for testing.</b></p> <p><b>Isaac: Can you comment on Facil upgrade?          Arcelious: Dave Becker has helped with deploying the new version of Facil.</b></p>
<b>Outreach</b>	<b>Jerry Ferguson</b>	<p><b>VA Housing Development Authority did a fee for service earlier in the year regarding how to buy housing and it is now being broadcast on 21 different stations in Virginia, including a number of government stations in the area and the PBS affiliate in Roanoke, VA.</b></p>
<b>Training</b>	<b>Jay Erausquin</b>	<p><b>Please check the status of the current membership numbers.</b></p> <p><b>Created a Training bulletin board on the website that includes class calendars, news, job announcements, tutorials and other resources for producers.</b></p>

		<p>Ruth and Steve: thank Jay for posting job announcements for members.</p> <p>Orientation on August 14, 2020 was attended by 6 people. Core courses are still going on with reduced capacity. Secondary classes have been cancelled as of now due to safety reasons and low turnout. Next semester's attendance will be determined by the possible continuation of the precautionary measures. Online classes and tutorials are currently being worked on as an option for members.</p>
Production	Lisa Clarke	n/a
Programming	Maryam Shah	<p>July numbers have increased since the closure. Hopefully the August numbers will increase as well.</p> <p>Opening has been slow, some radio producers have been attending in person but many are opting to record from home due to COVID.</p>
Office Manager	Rocio Lopez	<p>The financial statement is as of July 31, 2020. We received the 4<sup>th</sup> quarter payments from both Cox and Verizon but they are not reflected in the financial statement. The Cox payment received was \$181k and the Verizon payment was \$402k and this will be reflected in next month's financial statement.</p> <p>Staff Productions and training Income is down due to closure due to COVID.</p> <p>Interest and dividend income is up due to market changes.</p> <p>Office expenses down due to expensing each month as opposed to the previous year.</p> <p>Training instructor expense is down due to class cancellations.</p> <p>Professional Service expense is up due to legal services.</p> <p>Accounts receivable cable grant is up due to check deposits received and made in August, not July.</p>

		<p>Marketable securities are up due to transfers to Edward Jones account.</p> <p>Fixed assets are up due to ongoing projects.</p>
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<b>Committee Reports</b>		
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<b>Finance Committee</b>	<b>Steve Mullen</b>	<p>Financial statements will be mailed out to the board after necessary corrections are made. Notes included loss of 8.9% from Cox and loss of 9.2% from Verizon from the same period a year earlier. Budget predictions are very close this fiscal year July 1, 2020 through June 30, 2021. Difficult to predict the impact from this because upcoming November quarterly revenues could be worse due to high unemployment rates. Cable revenues may decline due to cord cutting as a result of economic climate.</p> <p>Coordinating with Dan Burnette regarding Open-the-Books session which is usually done in September. This could be done safely after speaking with Dan and staff about their comfort level.</p>
<b>Performance Management</b>	<b>Gayle Yiotis</b>	COVID restrictions are working and work from home is going well.
<b>Operations</b>	<b>Reggie Marsten Hurriyet Ok</b>	n/a
<b>Membership Development</b>	<b>Ruth Bennett</b>	n/a
<b>Outreach</b>	<b>Ben Zuhl</b>	Continuing to work on proposals for outreach that will be sent to members of the board shortly.
<b>Executive Committee</b>	<b>Isaac Asare</b>	Met with committee for Annual Elections and decided on digital and in person voting during the November 15, 2020 election. In-person voting will be monitored by the League of

		<p><b>Women Voters.</b> The meeting will be held in the building but via remote participation. Board members, candidates, and essential staff will be the ones present in the building for the meeting. Voting will be open for 3 hours as usual.</p> <p><b>Steve:</b> moves to hold the annual meeting on November 15, 2020 with new safety provisions in place and electronic voting, Ruth seconds. Motion carries.</p>
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<b>Meeting Close</b>	
<b>Unfinished Business</b>	n/a
<b>New Business</b>	n/a
<b>Confirm future meeting dates</b>	Next meetings are 9/30/20, 10/28/20, and 11/15/20.
<b>Adjournment</b>	-Meeting is adjourned at 8:54pm.