

FPA BoD Minutes – 12/14/2022 @ 7:00pm

Minutes taken by Meagan A. on behalf of the Board Secretary on 12/14/2022

Minutes approved by the board on @ 1/25/2-23 @ 7:15pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steven Mullen -Gayle Yiotis -Hurriyet Ok -Abdiel Garcia
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jerry Ferguson -Rocio Lopez -Maryam Shah
Members in Attendance	n/a

Meeting Open		
Call to order at 7:06pm	Isaac Asare	Accolades & Acknowledgements Ruth: Accolades to Rocio and Maryam for working on the party in January Steve: Thanks Sam Rogers for working over the weekend in the equipment room. Gayle: Kudos to Chuck for doing an outstanding job with the Alliance Center Business. Isaac seconds.
Approval of 10/26/22 Meeting Minutes	Gayle Yiotis (Secretary)	Gayle: Asks for approval of Minutes from October 26, 2022 meeting. Steve moves to approve Minutes as amended; Ruth seconds. Motion passes.

Election of Board-Appointed Directors

Isaac Asare	We're going to be interviewing John Aaron for our appointed seat.
John Aaron	<p>My name is John and my most current addiction is arts, media and public service and I am semi-retired from a 40 year business career as a CPA in public practice and commercial real estate, doing litigation support, a variety of other things, and particularly doing corporate financial analysis, strategic planning and implementation.</p> <p>I moved out to this area about five years ago.</p> <p>I was honored to be elected to the board of WIFV, now a year and a half into my first two year term. In that capacity, I served on several committees. I was key in helping to create our series of podcasts, both as a producer, writer, interviewer, and subject of interviews. And now I am serving on the Strategic Planning Committee.</p>
Gayle Yiotis (Secretary)	What do you feel you can bring to FPA? Strategic planning and financial help?
John Aaron	Well, define what you mean by financial help, help in presenting, help in crafting, asking questions such as I did to see where opportunities may or may not lie for other sources of monetization, looking at who other partners may be, who while themselves are not cable companies, may be content providers for whom this would be a suitable channel for even short form work; it's to be explored.
Steven Mullen	What was it about FPA that attracted you to assist the organization?
John Aaron	It gives me a chance to find out what you all do and how you do it, and to move my knowledge of the directors game up several notches and I have the time, I have the desire, I think I have the background.
Steven Mullen	Makes a motion to withhold the appointment vote until January meeting. Gayle and Happy second. Vote is unanimous, motion passes.

Executive Director Report

<p>Executive Director</p>	<p>Chuck Peña</p>	<p>On September 7th, we met with James Heo, who is the new Cox Communications of Northern Virginia government affairs manager. James came to take a tour of the FPA studios on September 7. I invited Arcelious to join us to answer any technical questions that he might have. James was very impressed with our facility and our service to the community. I had a very good meeting with James and I look forward to working with him.</p> <p>James advised us that other local governments throughout Virginia consider the Fairfax County cable franchise agreements as the highest standard of what local governments can achieve in a cable franchise agreement.</p> <p>In two emails, James' supervisor, Barrett Stork, the state-wide Cox Communications Government Affairs Director, thanked me for meeting with James and welcoming him as the new Government Affairs Manager for our region.</p> <p>I consider the welcoming as a success in diplomacy with the entity providing our second largest source of revenue.</p> <p>I have very unfortunate news, regarding our combined cable revenue for the new fiscal year's first quarter, which goes from the beginning of July to the end of September.</p> <p>Combined cable revenues were \$69,000 less than the same quarter last year, which represents a 12% drop from the previous quarter.</p> <p>This loss is mitigated by a special payment that we received from Cox Communications, in the amount of \$133,333.33, which represents payment to cover previous underpayment, during the period that the county is now auditing—July 2017 through September 2020. I received a letter from the Fairfax County Director of Communication Policy and Regulation informing me that there may be additional money forthcoming, but Cox has chosen to make this preliminary payment now.</p>
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Engineering	Arcelious Joyner	<p>Commercial Express will be back out in January to continue on with the service contract. We're still working to finalize a system for our iTX playout server replacement. Hurriyet had met with myself, Grass Valley, and Armando Prado, a few weeks ago and we had a demonstration of a system called AMP by Grass Valley. It's a little overkill for what we need for a public access</p>

		<p>station, so we're still looking for other systems. We may end up circling back to Cablecast which is a well known public access playout server solution. One thing I didn't like about Cablecast is that everything is self-contained into one box.</p> <p>Still working on video playout Bulletin Board system for channels 30, 36 and 37. So Maryam is working on finalizing the content for the bulletin board and we hope to have that completed by the next two weeks so that we can launch it during hiatus.</p> <p>We are using some of the newer technology called Docker, which has a lot of security features, to upgrade and host the website. I'll give you guys more updates on it as we get closer to the launch date.</p> <p>Just want to give acknowledgment to the engineering department and the guys for all of the work that they do to make my job easier and make the members happy and make other staff happy as well.</p>
Staff Development	Jerry Ferguson	Happy holidays to all of you and Happy New Year.
Programming	Maryam Shah	<p>The report I gave you does not include December numbers because obviously December is not over yet. So I'll have that for you in January. So then you'll get to see where we compare for 2022 in comparison to the two other years. I think we'll be close, not quite sure yet.</p> <p>The new bulletin board for Channel 30, 36 and 37—I've been working with engineering for the past couple of months to get that up and running because they're replacing the hardware for it. I've had to come in a couple of weekends to work with [Armando] and my staff has been receiving training from him as well.</p> <p>Gayle: Have you had any luck in bringing back some members?</p> <p>Maryam: I've been trying to call some members. A few old members have come back. Jay can attest</p>

		<p>to it as well. I've been calling members, old members that basically lapsed during COVID and I'm trying to keep up with that. So seeing who's going to call me back, if not, I'll do a follow up call soon. One of Katie's assigned tasks is to call members to have them pick up their old DVDs and tapes. She's been doing a really good job contacting all those producers that haven't aired in years.</p> <p>Gayle: The ones that aren't coming back, did they give you a reason?</p> <p>Maryam: Some people said that they need crew.</p>
<p>Finance</p>	<p>Rocio Lopez</p>	<p>I'll be presenting the financial statements as of October 2022. Total Cox income is down 13K from last year. Verizon's income is down \$66K from last year. We did receive the first quarter payment for fiscal year 2023 in the amount of \$330,104.04. The total combined payments from Cox and Verizon for the first quarter of fiscal year 2023 was \$492K. Office Suite Rental income is down \$5K from last year. Training income is down \$4K from last year. Salaries, Benefits and Taxes expense are up \$43K from last year. Programing expense is up \$4K from last year due to FPA's website upgrade. Professional Services expense is down \$24K from last year. Marketable Securities are down \$1M due to market changes. Accounts Receivable Cable Grant is down \$79K and the Fixed Assets Production Equipment is up \$34K from last year due to ongoing projects.</p> <p>Gayle: The income for Verizon is like double Cox Does that mean that in Fairfax County, Verizon has more cable subscribers than Cox?</p> <p>Rocio: Before, we used to have more of Cox payments coming from them. But then throughout the years, it's switched. And now Verizon is the one that has the most subscribers for cable.</p>

Committee Reports

Finance Committee	Steve Mullen	<p>Chuck did a really nice job in his report (which is in two parts) of describing the impact that we had from the loss of cable revenue for first quarter of the fiscal year 2022, versus what we experienced in the same period a year ago. And again, we're just going to have to keep our fingers crossed and hope that this is an anomaly; that it's an unusual event not to be repeated because that would be dramatic. That's a 12% reduction for a combined Cox and Verizon cable revenue stream.</p> <p>Isaac: I think the report you sent said something about market securities are down 1 million. Can you talk a little bit about that and what's happening with that?</p> <p>Steve: Most of the financial experts believe that the market is down pretty dramatically (approximately 20 per cent) due to the recession and COVID activity that's happened recently. For anyone who has their own 401k's or IRAs or other retirement investment plans, you're seeing the same thing in your own accounts that we're seeing in the FPA investment accounts. We expect Edward Jones to continue to make decisions that will provide a continuing stream of income for us with those investments. So as the market goes up, those investment values will go up. The strategy is to stay fully invested. Selling investments when the market values are down is not smart. You do not want to lock in unrecognized losses. Instead, wait for market values to rebound.</p>
Performance Management	Gayle Yiotis	Nothing to report.
Membership Development	Ruth Bennett & Colin Davies	<p>Ruth: I have hopes that we'll do a program after the new year, maybe say February or March. Contacted somebody that's a radio historian, who would make for an interesting show.</p>

Operations	Hurriyet Ok	Nothing to report.
COVID Transition Committee	Happy Garcia	<p>I believe that we don't need the COVID commission anymore, we should lift restrictions.</p> <p>Isaac: So your suggestion is to dissolve the committee and follow the county COVID rules?</p> <p>Happy: Yes.</p> <p>Isaac: If we can have a comparison for the next meeting, then we can take a look at it and decide on it at that time.</p>

Meeting Close	
Unfinished Business	<p>Isaac: Are we okay with switching the days that we hold a board meeting?</p> <p>Gayle: I think we need all of the board members present to discuss that.</p> <p>Isaac: Let's keep it as-is.</p> <p>Rocio: For the staff party, we will have it at Matchbox on January 6th at or around 5:30pm</p> <p>Isaac: Wants to stay away from the word "outreach" and call it "external affairs" activity. Will send questionnaire to staff with types of engagement, frequency, goals, and results, to have an idea of what staff is doing and come up with policies that can increase engagement. Can also include Board in this.</p>
New Business	No new business.
Adjournment	Steve: Moves to adjourn the meeting, Gayle seconds. Meeting is adjourned.