

**Fairfax Public Access Board of Directors**  
**February 25, 2015 – Regular Meeting Minutes**  
**2929 Eskridge Road, Fairfax, VA**

**Board members present:**

Jim Housel (President)  
Georgia Graves (Vice-President)  
Steve Mullen (Treasurer)  
Ruth Bennett (Recording Secretary)  
John Henkel  
Rich Massabny (by phone)  
Kevin McFarland (by phone)  
Jim Southworth

**Staff:**

Chuck Pena  
Steve Ruddell  
Daniel Olewine  
Jerry Ferguson  
Jay Erasquin  
Maryam Shah  
Rocio Lopez

President Jim Housel called the meeting to order at 7:09 pm.

President Housel:

Expressed his thanks for the condolences from FPA upon the illness and death of his father.  
Asked attendees to acknowledge any conflict of interest and referenced the Board's Code of Conduct policy.  
Asked for approval or amendment of the agenda as distributed. The agenda was approved.  
Asked if there were any accolades or acknowledgements. Hearing none he moved on to the next item of business.  
Postponed action on the regular January minutes until the March meeting so a revision could be added.

Called for amendments to or approval of the minutes for the February 4, 2015 teleconference.

VP Graves moved to approve the teleconference minutes as previously distributed.

Jim Southworth seconded the motion.

**The motion passed.**

**Director of Financial Management - Kevin McFarland**

Director McFarland, attending from Switzerland via phone, had no report and signed off.

President Housel opened the discussion of Jim Girardi's questions. (See attached.) Only questions 1, 2, 3, 4, and 8 were addressed at the meeting due to lack of time.

After discussion, the Board upheld the Director of Training and FPA policies for Questions 1, 2, 3, and 4.

For Question 8 (Can the makeup people get volunteer credit?), Jim Southworth moved to give individuals assisting with makeup volunteer credit. They would need to be members and take FPA's Makeup for Television class to become certified similar to other volunteer positions.

Steve Mullen seconded the motion with the amendment that only two makeup artists per show receive volunteer credit. Georgia Graves added a further amendment that a 90-day review of the change be done.

**The motion passed** with one no.

### **Audit Report - Dan Burnett**

Dan Burnett provided a draft audit for the fiscal year ended June 30, 2014.

He mentioned that it was an unqualified report. Overall net assets and cash flow have increased.

Dan Burnett is also assisting FPA in selecting a new general ledger system.

### **STAFF REPORTS – (attached and highlights below)**

#### **Executive Director - Chuck Pena**

- Reported that although Cox Channel 1010 that will carry HD programming will launch on March 5, 2015, FPA will not distribute HD programming until sometime this summer because FPA does not have the equipment or infrastructure in place at this time to do so.
- Reported that FPA had received complaints about a Holocaust denial member-produced show. He explained that FPA is following legal advice to treat all programming the same as long as they don't contain "commercial speech or obscene language."
- Explained that Cox had accepted his offer of a free underwriting announcement crediting Cox for our special Black History programming; but that although Verizon had declined his offer, their message was very cordial.

#### **Director of Operations – Steve Ruddell**

Described the heating and air conditioning changes that have been made.

#### **Engineering Report – Chief Engineer Danny Olewine**

- Spoke about the new Red Card system and the list of Red Card items.
- Presented information about the Ross HD switchers and graphics system that he recommends FPA purchase for studios A and B. The goal is to have the equipment in service by July.

NOTE: Steve Mullen asked Danny to work with the vendor regarding payment to accommodate our cash flow.

Georgia Graves moved that FPA purchase the equipment recommended by Danny.

Jim Southworth seconded the motion.

**The motion passed.**

#### **Director of Development – Jerry Ferguson**

Directed attendees to his fee for service and outreach/in-house activities in his written report.

#### **Director of Training – Jay Erausquin**

- Pointed out he is now able to provide additional data, including data for multiple years, due to Cindy's part-time help in the Training Department.
- Commented he will be working on the Partakes ad for the summer issue of the magazine.

NOTE: President Housel asked Jay to check if FPA courses are listed in both the ACE printed catalog and online.

#### **Director of Programming – Maryam Shah**

Reported Jeron Rhodes' last day was February 7<sup>th</sup>, and she will be conducting interviews for two new hires.

#### **Office Manager – Rocio Lopez (report attached)**

Reviewed the income statement and the statement of financial position.

## **BOARD DIRECTOR REPORTS**

### **Director of Finance Operation Development - Steve Mullen**

Director Mullen reported on the refinancing of the building loan. The Committee chose the Bank of America proposal as the best one for FPA. They hold the current loan and were able to extend the building loan for an additional five years for a favorable interest rate and fee. Although it's a variable rate, Director Mullen's goal is to pay off the loan as soon as possible and interest rates are predicted to stay low. The papers will be signed by February 27, 2015.

### **Director of Community Development - Georgia Graves**

Director Graves recommended the Dulles Matters event in Ashburn sponsored by various area chambers of commerce regarding the future of our whole region.

Director Graves moved that we renew our Media Sponsorship for the Dulles Chamber of Commerce for \$2500. Jim Southworth seconded the motion.

**The motion passed.**

Director Graves reminded the Board that Jerry Ferguson had been the recipient of the Best of Reston award in 2014 and moved that FPA purchase a table for \$3000 for the 2015 Best of Reston event.

Jim Southworth seconded the motion.

**The motion passed.**

### **Director of Internal Affairs and Operations Development – Jim Housel**

President Housel reported that he had met with a group of members and he would share their feedback with the Director of Member Development and the Executive Director.

### **Director of Technology Development – Jim Southworth**

Director Southworth reported that he is converting all his public service announcements and graphics to prepare for the switch to HD. He inquired whether the extensions to Skype have been purchased since he uses Skype for his program, and Danny Olewine indicated they had.

Director Mullen inquired about training for the new switchers and commented that he would support paying for staff assistance for productions if necessary. Danny Olewine indicated that he is already planning the training because it's going to be a big endeavor retraining everyone. He is considering various options including setting up a system in the conference room that people can practice on or even shutting down the studios for the training.

### **Director of Performance Development - John Henkel**

Director Henkel commented that he will be reporting back soon about the Radio Guild's progress with its newly implemented mentoring program for new people.

### **Director of Member Development - Ruth Bennett**

Director Bennett reported that the Membership Committee met on February 6, 2015, but the committee is not ready to make recommendations for the board on the Executive Director's January Action Item. Committee members are doing additional research and plan to have recommendations at the next Board meeting.

The Membership Committee set a date and time (March 19 – 7-9) for the first TV Guild meeting. We have an agenda, the Executive Director is looking for a speaker, and Jay Erasquin created a flyer to advertise the meeting. Board members and staff are invited to attend.

Jim Southworth suggested a demo by the vendor of the new HD Studio A and B equipment in lieu of a speaker. Danny Olewine will contact the vendor to inquire if that will be possible.

**UNFINISHED BUSINESS - none**

**NEW BUSINESS – none**

Steve Mullen moved that we adjourn.  
John Henkel seconded the motion.

**The motion passed.**

Regular meeting adjourned at 9:26 pm.