

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	-Jim Housel (President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) - <i>by phone</i> -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston - <i>by phone</i> -Isaac Asare
Staff in Attendance	-Chuck Pena - <i>by phone</i> -Steve Ruddell -Danny Olewine -Jerry Ferguson -Maryam Shah
Members in Attendance	-Anita Washington -Ben Zuhl

Meeting Open		
Call to order at 7:03pm	Jim Housel (President)	-Welcome comments -Reminder of Code of Conduct <ul style="list-style-type: none"> ● The board is in the process of amending the Code of Conduct. -Call for conflicts of interest <ul style="list-style-type: none"> ● None -Accolades and acknowledgements: <ul style="list-style-type: none"> ● Jim gives an accolade to those who planned the excellent holiday party. ● Chuck would like to thank all the staff who worked during Friday Night Live. ● Ingrid would like to thank Jay for putting together the presentation material for speaking at Clarewood University.

		<ul style="list-style-type: none"> • Danny would like to thank Georgia for organizing the Emergenetics session. • Mary would like to thank Genevieve and Sam for recording the board meeting minutes.
Meeting Agenda	Jim Housel (President)	<p>-Steve M is filling in for Rocio.</p> <p>-A motion to approve the agenda is made by Georgia and seconded by Ingrid. The motion passes.</p> <p>-Ruth pointed out the 'Eventbrite' typo on the minutes. The correction was made by Mary G. prior to the minutes being approved.</p>
Approval of Minutes	Mary Gillam (Secretary)	-A motion to accept the August 2017, October 2017, and November 2017 minutes is made by Steve M and seconded by Ingrid. The motion passes.

Staff Reports		
Executive Director	Chuck Pena	<p>-The written report will be provided at a later time.</p> <p>-February is Black History Month, and FPA will air six new programs.</p> <p>-Chuck has been collaborating with GMU. The school is provided with a cable channel under the cable franchises. This year, GMU-TV will present some programs that FPA aired in the past, 'Race Movies: The Art of the Black Renaissance,' 'Negro Colleges in Wartime' and 'The Art of Romare Bearden.'</p> <p>-FPA has sent out flyers for underwriting sponsorship for airing historical ethnic programs, Race Movies: The Art of the Black Renaissance,' and 'Negro Colleges in Wartime.' (The Art of Romare Bearden has copyright restrictions, which prohibit underwriting or commercial sponsorship.)</p> <p>-FPA is offering up to half the money to the GMU film and video program.</p> <p>-FPA had the first Friday Night Live on January 26, 2018. The next one is February 23.</p> <p>-Humana will no longer be offering long-term and short-term disability insurance. Insurance coverage will be provided by The Hartford.</p> <p>-On January 23, T-Mobile acquired Layer3 TV. Since they do not have physical cable, its cable services are provided without payment to local governments under cable franchises. Delegate Vivian Watts submitted a bill that would have charged cable-less companies the 5% tax applicable to cable companies, but the bill died in committee. Chuck would like to speak with Vivian Watts about a scaled-back version of the bill.</p> <p>-Georgia recommends that Ms. Watts be invited to the station</p>

		to speak with Chuck and the board members.
Operations	Steve Ruddell	<ul style="list-style-type: none"> -We had an excellent hiatus. -Engineers Danny and Alexander did a good job putting together Dub Suite A.
Engineering	Danny Olewine	<ul style="list-style-type: none"> -The new dub suites are HD-capable. -DVCPPro VTR's were phased out except from the dub suites and Edit 5. -Jim H: Has the TriCaster in Studio C been problematic? Engineering has replaced it with the Flypack TriCaster, and they are trying to figure out what the issues are. The TriCaster in Studio C will eventually be replaced by a newer model. -Ruth: Members Happy Garcia and Ben Zuhl appreciate Engineering's efforts in Studio C.
Outreach	Jerry Ferguson	<ul style="list-style-type: none"> -Best of Reston has made their selections, and Jerry will conduct interviews and produce videos. The event is April 12. -Next month, Jerry will be on the grants panel for the Arts Council of Fairfax for their Strauss Awards.
Programming	Maryam Shah	<ul style="list-style-type: none"> -The end-of-year totals are in the report. There is a small and steady decline in content. -Maryam asks that board members double-check their bio pages and make sure their email addresses are updated. -Programming is currently in soft launch mode for the new server system. Stricter rules will be enforced for incoming programs. -Isaac: Can we include technology to increase membership? Members can bicycle programs to online platforms as long as the members are granted permission from FPA and the programs air on FPA channels first. There are options within FPA studios for producers to stream online.
Office Manager	Rocio Lopez (via Steve Mullen)	<ul style="list-style-type: none"> -Nothing has changed on Cox and Verizon cable revenue amounts from the numbers presented at the November 2017 meeting. -We are anticipating receipt of the quarterly checks from Cox and Verizon in the next few weeks. The update will be provided at the next meeting. -Explanation was provided for the accounts receivable amount of more than \$100,000 as shown in the end-of-December 2017 monthly financials. To ensure that staff bonus payments were included in the final December 2017 payroll, ADP required us to process a wire transfer to them for the total amount of the bonus payments. Unfortunately, ADP debited a double payment of the bonus amount from FPA's Bank of America account. Bank of America caught the error. Rocio then took immediate action to get our money back from ADP.

		<p>You will see the double debit amount was eventually collected back from ADP and that corrective action taken will be reflected in the end-of-January 2018 financials. ADP banking officials, who apologized to us for their grievous error, have assured us a wire transfer will not be required in future years.</p> <p>-Discussed end-of-December 2017 Quarterly Comparative Budget amounts that were included in the monthly financials.</p>
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Director Reports		
Director of Finance Operation Development	Steve Mullen	-Dan Burnett is still working on the audit.
Director of Community Development	Georgia Graves	<p>-Georgia and Ingrid put together an initial plan for outreach programs, events, and initiatives. The plan is based upon priorities with the Fairfax County Board of Supervisors. A copy of the plan was disseminated at the meeting.</p> <p>-How can FPA partner with the Fairfax County school system? Instead of scholarships, FPA will hold a video contest award. Students would produce a 30-second infomercial about a local non-profit organizations, which FPA would air as a courtesy. FPA staff would be the judges. The award would be presented at a Board of Supervisors meeting.</p> <p>-Georgia and Ingrid also looked at partnering with the Rotary and Chambers of Commerce to offer a scholarship for students entering the media field in college.</p> <p>-In partnership with Fairfax County schools, students and politicians would have panel discussions at FPA, and the discussions would be filmed and aired.</p> <p>-Ingrid: There are events at Fairfax County Government Center which are free and open to the public.</p> <p>-Ingrid: The LiveWell project is focused on living in Fairfax County.</p> <p>-In 2019, FPA board members should meet with politicians to give their stance on certain issues.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-Ingrid distributed a detailed list of events and activities that she participated in throughout the month. The list also contains upcoming events that enables her to promote FPA in a variety of venues.</p> <p>-Please see Attachment A for Ingrid's input.</p>
Director of Strategic Development	Mary Gillam	-Board of Directors' Manual: Mary reminded everyone to please provide inputs regarding their specific duties and responsibilities so that we can close out this action. The draft BoD's Manual was originally sent out in October 2017.

		<p>-FPA Strategic Plan: Mary stated that she had reviewed the old plan that the BoDs and other key staff had developed previously. Based on the amount of effort expended, she recommends that we leverage the work done and use that as a baseline for completing the new plan.</p> <p>-Given everyone's busy schedule, Mary proposes that board members set up a time to brainstorm. Jim suggested weekend dates. The BoD will work to finalize a date.</p> <p>-Jim H: Recommended that everyone submit their input to Mary regarding the BoD's manual ASAP.</p>
Director of Technology Development	Isaac Asare	-Isaac wants to meet with Danny to discuss the use of the equipment.
Director of Radio Development	Reggie Marston	-Nothing to report.
Director of Member Development	Ruth Bennett	<p>-Ruth has changed the composition of the member committee. Three people left the committee, and there are two new people. A new member was recruited.</p> <p>-Ruth wants to make membership more positive by acknowledging what is good at FPA as well as working on how we can improve the member experience.</p>

Meeting Close	
Unfinished Business	-Jim: Has emergency preparedness been taken care of? Steve R is working on safety precautions with Engineering.
Add new items to next month's agenda	-none-
Confirm future meeting dates	<p>-The May 2018 meeting will be on the 23rd due to some scheduling issues.</p> <p>-A motion to adjourn the meeting is made by Georgia and seconded by Steve M. The motion carries.</p> <p>-The meeting is adjourned at 9:12pm.</p>

Fairfax Public Access Board of Directors
Promotional Development Report
January 31, 2018

The following job announcements were sent to Fairfax Public Access Members:

Production Editor	Maryland Public Television	12/13/2017
Audio-Video Preservation Specialist	USAJOBS	12/13/2017
Visual Information Specialist	Department of Homeland Security	1/8/2018
Video Production Manager	National Automobile Dealers Association (NADA)	1/9/2018
Video Producer	Catholic Relief Services (CRS)	1/9/2018

Events Attended:

12/2/17 Sigma Pi Phi Fraternity Beta Nu Boulé Annual Christmas Party
12/7/17 Community Business Partnership Holiday Mixer
1/12/18 Inaugural Gala for Justin E. Fairfax, Lieutenant Governor of Virginia
1/27/18 Speaker for Clarewood University's Speaker Series

Upcoming Events/Meetings:

2/1/18 Metro Today Scholarship
2/2/18 10th Annual Red Dress Heart Health Event
2/11/18 Debt of Gratitude: A Tribute to the Vietnam Soldier and the Music of the Time

Report submitted by Ingrid Parris-Hicklin, Director of Promotional Development
Fairfax Public Access Board of Directors – 1/31/18