

FPA BoD Minutes - 2/6/2019 @ 7:02pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 2/6/2019

Minutes approved by the board on _____

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

Meeting Open		
Call to order: 7:02pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">• Chuck - Thanks to everyone who worked on member appreciation day. Thanks to Maryam for her work on the Christmas party. Thanks to Maryam and Danny for sending out inclement weather announcements. The Radio Guild had their election and Isaac is now the President.• Ingrid - Thanks to Jerry for recording the Red Dress event at the Hilton. The event was about women's heart health. Jerry filmed on a day when FPA was closed.

		<ul style="list-style-type: none"> Steve M - There have been upgrades to Studio C, and Sam Rodgers has been extremely helpful several times. Thanks to Rocio Lopez for all she does.
Meeting Agenda	Jim Housel (President)	-A motion to approve the agenda is made by Steve and seconded by Kevin. The motion carries.
Approval of the November 2018 Minutes	Isaac Asare (Secretary)	-A motion to approve the November 2018 minutes is made by Ingrid and seconded by Steve. The motion carries.

Staff Reports		
Executive Director	Chuck Pena	<p>-The action item regarding new members who do not live in Fairfax County will be further tabled. We have a request to make a modification to the Policies and Procedures manual. The modification would require producers to notify FPA staff if they will not be present for their reservations. If they will not be present for ten percent of their upcoming productions, producers are to contact Chuck. In some cases, another certified producer can be present instead.</p> <ul style="list-style-type: none"> Jim: Is a proxy acceptable during a last-minute emergency? Lisa says that producers usually cancel a production altogether if they are unable to be present. Chuck suggests to add, "Any producer who cannot provide one-week prior notification may seek a waiver from the equipment room supervisor." <p>Motion: Make a modification to the Policies and Procedures manual. The modification would require producers to notify FPA staff if they will not be present for their reservations. If they will not be present for ten percent of their upcoming productions, producers are to contact Chuck. In some cases, another certified producer can be present instead. Any producer who cannot provide one-week prior notification may seek a</p>

		<p>waiver from the equipment room supervisor. Motion is made by Steve and seconded by Kevin. The motion passes.</p> <p>-An individual checked out equipment and kept equipment five weeks past the due date. Her check-out privileges will be suspended until December, but her membership will be retained.</p> <ul style="list-style-type: none">• Jim: The member may appeal to the board and have a hearing, and the board can confirm or modify. <p>-On December 14, electronically filed comments to the FCC over their proposed rule that would allow cable companies to offset the 5% franchise fees that they would otherwise pay to localities on December 14. They would be able to offset that amount by non-monetary obligations in the cable franchise. This could be negative for FPA. Submitted input and request to the county consultant for the community needs assessment for the upcoming Cox and Verizon cable renewals.</p> <p>-On February 25th, the Supreme Court will hear oral arguments involving Manhattan Neighborhood Network. They had two disgruntled members who were kicked out and their programming was taken off the air. They claimed that MNN is a state actor, and therefore MNN are prevented from banning these individuals from the board meetings. The court of appeals for the second circuit upheld the argument that MNN is a state actor. The American Civil Liberties Union stand that MNN is a state actor for the limited purpose that when program content is provided to that entity, it has full first amendment protection. This position is in line with how FPA currently operates; however, a different position taken by the court could drastically change how FPA does business.</p> <p>-We had our member appreciation party on November 30th. Jay, Rocio, Cindy, Steve, the Equipment Room, and Engineering helped out.</p> <p>-During one of the snowstorms, someone crashed a car into the building. The culprit came forward and reported to the management company. Necessary repairs were made.</p>
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Operations	Steve Ruddell	-Steve was out ill or on vacation during most of January, and therefore he does not have a report. Danny's and Lisa's reports contain information on hiatus.
Production	Lisa Clarke	-Training for everyone in department during hiatus. -Met with department heads to discuss equipment room. Information was gathered onto PowerPoint slides. -New measures in place to enhance customer service. -The PowerPoint slides contain daily, weekly, and monthly goals. -With assistance from Sam, created an Equipment Room team drive with applicable forms and a manual. Future projects: <ul style="list-style-type: none"> • Meeting with Rocio to discuss different classes through ADP for Equipment Room staff. • Mentorship program for new program producers. -Conducting interviews for more part-timers. -Multiple problem producers have been brought to attention. Lisa has contacted them.
Engineering	Daniel Olewine	-New security camera installations and replacements. -Installed new Wifi access points. -Large amounts of excess idle cables have been removed by Alexander. -Computers in Classroom 1 have been upgraded to have solid state hard drives and Windows 10. -HD launch is finally a completed project. There were some issues with the return feeds from Cox, but Cox has resolved the issue.
Outreach	Jerry Ferguson	-Celebrate Fairfax will take place in June. Prices for tables are going up, but the same deal from previous years would be offered to FPA if willing to move two streets down.
Training	Jay Erasquin	-There are seventeen classes starting in the next two weeks.

		<ul style="list-style-type: none"> -Working on how-to guides to simplify some of the materials in the folders. -Five new instructors are teaching this semester. -Jay is starting to push for summer camps and working on the full schedule.
Programming	Maryam Shah	<ul style="list-style-type: none"> -Rocio helped a lot with the Holiday party. -Starting to conduct interviews for the vacant position in Programming. The goal is to fill the position by March. -Radio Guild meeting took place on Jan 27. -End-of-year numbers in report.
Office Manager	Rocio Lopez	<ul style="list-style-type: none"> -The financials are as of 31 December 2018. -Received checks from Cox and Verizon. -Training income is down \$3k from last year due to the lower enrollment for the summer camps. -The other interest and dividends income is up due to the additional deposits to the cash management accounts. -Salaries and benefits are up \$40k due to increases in the salaries and benefits for this fiscal year. -Service expenses are down \$9k from last year due to wall repairs and paint in Studio B and both dressing rooms, as well as the installation of emergency lights. -The office operation expense is down \$65k from last year due to the prior year payment for Grass Valley technical support. -The professional service is up \$27k due to a payment to our auditor for additional services as well as the monthly payment for Edward Jones' administrative services. -Looking at the statement of financial position, marketable securities are up \$551k due to transfers made in 2017 to the Edward Jones cash management. -The accounts receivable is up \$105k due to the debit made in error by ADP last year for the end-of-the-year bonus payroll. -Looking at the comparison budget through the end of the second quarter, we should be around 50% of our budget. Even though cable revenues

		<p>are down significantly from the prior fiscal year, we do not see a big difference between the budgeted percentage and the actual percentage numbers because of our conservative budget revenue estimates.</p> <p>-The training income exceeds the expected percentage budgeted amount due to the fact that actual level of enrollment was up in some workshops.</p> <p>-On the expense side, we are at less than 50% in some areas.</p>
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Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>-Steve M and Rocio spent several days working on a cash requirements plan for the non-cable and cable. On the non-cable side, because the mortgage has been paid off, we will continue to generate revenue because of the rent equivalent. Revenues on the non-cable side would allow us to purchase another facility.</p> <ul style="list-style-type: none"> • Jim: Can the cash management policy be put in writing? Additionally, we can get money from the Edward Jones account within two days. Does that affect how much money we have to keep on hand? Steve: Investments would have to be sold. Kevin: There are no sales charges or commissions. There are no charges for ACH or wiring funds.
Director of Financial Management	Kevin McFarland	<p>-As of today, February 6, the total assets under management are \$6,010,733.59.</p> <p>-For the account ending in 839, total inflows since February 27, 2014 have been \$3,549,828.96. The value of the account as of today is \$3,900,938.61. The account is up net for the year 3.72%. The total rate of return since inception is 14.97%. The projected annual income on the account \$71,787.97.</p> <p>-For the account ending in 840, total inflows since</p>

		<p>February 2014 are \$1,919,987.11. The value of the account as of today is \$2,109,794.98. The total net return as of today is 3.62%. The total rate of return 16.25%. The projected annual income on the account is \$37,941.19.</p> <ul style="list-style-type: none"> -The total return for both accounts is \$540,917.53. -The total projected annual income for both accounts combined is \$109,729.16.
<p>Director of Promotional Development</p>	<p>Ingrid Parris-Hicklin</p>	<ul style="list-style-type: none"> -Ingrid attended some events in December. She was on Great Day Washington last week. -On February 1st, we had the Red Dress event. FPA is a media sponsor for the event. -We had the Black History Month program. We have already lined that up. Jerry will be recording that event and bringing it to FPA. We had the lieutenant governor as well as the county executive. -The event, Know the Past, Shape the Future, will take place on February 15th. -Ruth has been working on public service announcements for non-profits. Ingrid is making a report for it on behalf of Ruth. -Ingrid and Jay will get together to work on a project to help members build their own marketing plans. -Ingrid is serving as a judge for the 40th annual Telly Awards. -Ingrid was nominated for the Northern Virginia Women's History award by the Northern Virginia Business and Professional Women's Club.
<p>Director of Strategic Development</p>	<p>Mary Gillam</p>	<p>-Regarding the strategic plan, the original date for submitting inputs has passed. However, due to weather delays, everyone may not have had an opportunity to finalize their inputs. A new deadline of February 5, 2019 will be the final cutoff. Mary asks that everyone get back to her as quickly as possible so that she can finalize the plan. Mary also stated that the staff had done a good job with their original inputs. After receiving all updates, Mary will revise and finalize the plan and send via email to the Board and Executive Director.</p>

Director of Technology Development	Isaac Asare	<p>-With the change in media, a lot of what public access media is doing is establishing a flagship show or project, and then getting the community involved with it.</p> <p>-Condense minutes to action items and bullet points.</p> <ul style="list-style-type: none"> ● Jim: Legally, the minimum requirements are dates, times, attendance, and motions. However, more content in the minutes is good for reference. ● Steve M: Discussions as entered in the minutes are a reflection of governance and how the organization conducts business. ● Mary: For customers who are unable to attend the board meetings, providing them with more information in the minutes can be a good thing.
Director of Radio Development	Reggie Marston	-Nothing to report-

Meeting Close	
Unfinished Business	-None-
Add new items to next month's agenda	-None-
Confirm future meeting dates	<p>-The next meeting is February 27.</p> <p>-A motion to adjourn is made by Steve and seconded by Kevin. The motion carries.</p> <p>-The meeting is adjourned at 8:42pm. Executive session to follow.</p>