

FPA BoD Minutes - 1/27/2021 @ 7:04pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 1/27/2021

Minutes approved by the board on _____

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Steve Mullen -Gayle Yiotis -Ruth Bennett -Peggy Fox -Hurriyet Ok -Happy Garcia -Colin Davies -Shu Bartholomew
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Jerry Ferguson -Maryam Shah -Gabby Silva -Sam Rogers
Members in Attendance	-Ben Zuhl

Meeting Open		
Call to order at 7:04pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Chuck: thank you to engineering, production and other staff for helping to make the hiatus closing successful, Isaac agrees. Steve: thanks Gabby Silva for covering during Rocio's maternity leave. Also thanks Rocio for still doing financial statements during maternity leave. Special thanks to Ruth Bennett for covering for Chuck and signing checks when needed.

Meeting Agenda	Issac Asare (President)	Agenda moves forward with no changes.
Approval of 12/9/20 Meeting Minutes	Gayle Yiotis (Secretary)	Steve makes motion to approve minutes from December 9, 2020 as amended; Shu seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Due to the results of the 2020 United States Presidential Election and changes in Congress, the eventual appointment of a new FCC chairman will likely lessen chances of the FCC offset rules negatively impacting FPA. This will likely have a positive impact on the upcoming franchise agreements with Comcast and Verizon due in December 2021.</p> <p>Per the board's request, FCAC Covid-19 restrictions have been updated to include a requirement for face masks to cover both one's mouth and nose when in the FPA building. Updated requirements have been communicated to membership as of 1/11, with a very positive and grateful response from members.</p> <p>After consultation with various public access stations and Fairfax County government entities, on 1/22 an e-mail was sent to FPA staff merely recommending receiving a Covid-19 vaccination when available, rather than adopting a policy requiring staff vaccination. Information linking to FPA's healthcare provider was also included in the e-mail.</p> <p>Consultation with Arlington Independent Media, DCTV, Montgomery Community Television, and Prince George's Community Television revealed that FPA is unique in having re-opened to the public during the ongoing Covid-19 pandemic.</p> <p>At the conclusion of Chuck's report, he shared an</p>

		update at the request of Director of Training Jay Erasquin. See Training Section for further details.
Engineering	Arcelious Joyner	<p>Wireless microphones frequencies have been successfully relocated in order to prevent interference with tv channels/ emergency signals.</p> <p>Basic cleanup and relabeling of cables is in progress around the facility, hope to complete fairly soon.</p> <p>Still working on multicaster upgrades.</p> <p>Windows updates have been completed for control room computers.</p> <p>New media transcoder called Vantage has been installed and is now in use as part of the member airdrop.</p> <p>45 Drives network storage and Facilis network hubs have both been commissioned.</p> <p>Hoping to launch Zoom and remote contribution of television shows for members by 3/1.</p>
Outreach	Jerry Ferguson	<p>Working on fee for service of Facets.</p> <p>Planning to create a master database for non-profit organizational contacts with Fairfax County.</p>
Training	Jay Erasquin	Will begin implementing a 'Member Residency Pending' category for membership applications that come without proof of residency, i.e. a driver's license or a copy of utility bill.
Production	Lisa Clarke	n/a
Programming	Maryam Shah	<p>Have seen an approximate decline of 21% in 2020 programming numbers for television and radio due to Covid-19 pandemic and producers' hesitancy to return in person.</p> <p>Hoping that submission numbers will increase once</p>

		<p>remote contribution for television is launched.</p> <p>Black History Month programming for February has been scheduled.</p>
Office Manager	Steve Mullen, presenting for Rocio Lopez	<p>Cable support grant from Cox down \$31k from last year (LY). Verizon total income down \$76k from LY. These numbers are as of halfway through the fiscal year. If trends continue, will result in a significant loss of revenue.</p> <p>Training income down \$18K from LY. Salaries, incomes and benefits down since last year. Maintenance reserve expense down since last year. Training instructors' expenses down since last year.</p> <p>Marketable securities are up, due to market being up. Accounts receivable cable grants down. Fixed assets are up due to ongoing projects.</p> <p>Verizon and Cox service income is down. Planned for 10% reduction in revenues when creating budget, which was fortuitous for FPA.</p> <p>Fee for service production is down since last year. Staff production income is down. Impact of shutdown is hitting comparative budget six months later.</p> <p>Interest dividend and income numbers are up, compared to what was budgeted.</p> <p>Total income at 52% for the year, total expense is at 44%.</p> <p>Gayle: why are cable revenues so much lower?</p> <p>Steve: partly due to competition to cable companies from streaming services, along with economic effects of the pandemic.</p>

Committee Reports

Finance Committee	Steve Mullen	<p>Met with Nick Sposa, financial analyst from Edward Jones and was provided with financial reports as of January 2021.</p> <p>Total assets under management for both accounts equal \$8M. Cable account inflow since inception is \$4M. Value for cable account as of 1/22 is \$5.2M. Net return since inception (2014) is \$1.1M, 5.29% annualized. 2020 return was 8.14%.</p> <p>Non-cable account total value as of 1/22 is \$2.8M. Inflow since inception is \$2.2M. Net return since inception (2014) is \$597K, annualized 5.32%. 2020 return was 7.13%. The estimated annual income from both accounts is approx. \$169K.</p>
Performance Management	Gayle Yiotis	<p>Gayle: all seems to mostly be going well.</p> <p>Chuck: suggests Gayle be copied to the weekly telework completion reports submitted by staff.</p>
Operations	Isaac Asare	Nothing new to report, Happy will be joining the Operations Committee.
Membership Development	Ruth Bennett & Colin Davies	Ruth and Colin are looking to arrange more meet and greets in the near future. Possible future partnerships include the Library of Congress and George Mason University.
Outreach	Shu Bartholomew	There is a meeting between Steve, Ruth and Jerry each month regarding outreach, Shu will now be joining in on those meetings.
Promotional Development	Peggy Fox	Isaac: Peggy will be taking charge of the committee, will likely partner with Maryam and Jay.
Executive Committee	Isaac Asare	n/a

Meeting Close	
New or Unfinished Business	n/a
New Business	n/a
Confirm future meeting dates	Next meetings are 2/24/2021 and 3/31/2021.
Adjournment	Gayle: moves to adjourn the meeting, Steve seconds. Meeting is adjourned at 8:17pm.