

FPA BoD Minutes – 7/28/2021 @ 7:05pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 7/28/2021

Minutes approved by the board on _____

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Colin Davies -Hurriyet Ok -Happy Garcia -Peggy Fox -Shu Bartholomew
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Jerry Ferguson -Jay Erasquin -Lisa Clarke -Rocio Lopez
Members in Attendance	-Ben Zuhl

Meeting Open		
Call to order at 7:05pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Chuck: WTTG Fox 5 offered to give FPA their old news set via Peggy's request as they are moving from DC to Bethesda. Chuck also wants to thank board members and staff for their hard work. Gayle: acknowledges Chuck for his hard work. Ruth: very impressed with Steven, who works with Jay, and how helpful he is. Shu: give thanks to staff for their hard work and

		<p>Jerry Ferguson for his assistance.</p> <p>Peggy: thanks Jay and Lisa for making a special accommodation for one of Peggy's guests to allow her to come in early.</p>
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 6/30/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from June 30, 2021 as amended; Colin seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Action item: Requested approval of proposed changes to the FPA Polices & Procedures Operations Manual, under Section V, F (Equipment Configurations):</p> <p style="text-align: center;"><i>A grace period for troubleshooting and mitigating technical issues should be given to staff with at least 30 minutes prior to television record time or live cablecast.</i></p> <p>Shu: made a motion to approve the verbiage presented; Happy seconds. Motion passes.</p> <p>Given the unique COVID-19. circumstances that linger, the Board may wish to hold the 2021 annual member meeting subsequent to September, possibly in October or November.</p> <p>In any event, I recommend once again conducting the meetings via Zoom, with only candidates, one guest of each candidate (such as a driver), working staff and League of Women Voters election representatives in attendance, with the exception that voting members may cast a paper ballot at FPA, in a COVID-safe manner, and then depart. I further recommend utilizing the "ElectionBuddy" internet voting tool, as we did last year.</p> <p>After much discussion, the Board decided to bring</p>

		<p>forth two motions:</p> <p>Gayle: makes a motion to approve the member meeting notice as is; Ruth seconds. Motion passes.</p> <p>Colin: makes motion to hold the member meeting on October 17, 2021; Happy seconds. Motion passes.</p> <p>The condo association management company has informed the board of the Alliance Center that they are continuing roof work on sections 1 & 2. (FPA is not in those sections.)</p> <p>A firm named PSI completed a survey of the roof in 2017. The survey indicated that the roof was at the end of its useful life, but could be maintained for an additional 10 years from the date of the 2017 survey.</p> <p>The management company's Senior Property Manager, Maria Quigley-Skillin, states:</p> <p><i>"At a minimum we continue to maintain the roofs. I am placing the replacement in 7 years at this time in the 2021 Reserve Analysis that will be included in the annual report."</i></p> <p>If the association's reserve, to pay for the \$660,000 cost of roof replacement were to be divided over <u>seven</u> years, FPA's 22% (\$124,200) roof replacement cost would be <u>\$17,742 per year</u> in additional association fee billings, not factoring in increases in materials and labor that would most likely increase over the seven years period.</p> <p>Potentially 2929 Eskridge Road building sections 1 and 2 could be replaced sooner than sections 3 and 4. The association board president suggested that roof replacement be done in phases with section 1 replacement the first year, section 2 replacement the second year and sections 3 and 4 the third year.</p> <p>Unanimous consent was given by the Board to move forward with Chuck's proposed plan to</p>
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		<p>attempt to extend the life of the roof for an additional seven years and to pay into the reserve 1/7 of the roof replacement cost each year over seven years</p> <p>FPA has successfully negotiated with the county to receive payments from Comcast Reston for the first time ever in exchange for providing scheduling and programming services for the Reston Channel.</p> <p>Assuming a nine percent reduction in Comcast Reston revenues each year, projected average revenues, during the first 4 ½ years of the Comcast agreement, would exceed all current budgeted revenue category amounts, except for Cox & Verizon revenues and interest/dividend income -- and would exceed current budgeted amounts for Staff Productions, Fee for Service Productions, Membership Fees and Internet Subscriptions combined.</p> <p>FPA Chief Broadcast Engineer Arcelious Joyner has put together a BOM (bill of materials) needed for scheduling and cablecasting programs on the Reston Channel, explaining that upgrading our scheduling and cablecasting equipment, software and licenses will cost approximately \$17,000.</p> <p>Although the production equipment, including cameras, switcher, and other equipment, previously used at the television studio that Comcast had operated in Reston, will convey to FPA, thorough research, conducted by Arcelious, shows the resale value of this equipment falls short of the \$17,000 needed to upgrade our facilities to enable FPA to properly schedule and cablecast programming on the new channel.</p> <p>However, I discovered a provision, in the 2005 Comcast Reston franchise agreement, that I have used to craft (what I believe to be) a strong and persuasive logical argument that Comcast Reston, and not FPA, should pay the full \$17,000 cost of</p>
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Engineering	Arcelious Joyner	<p>Sumit Shrestha is now the full-time IT Support Technician. Three additional part-time new hires include Lindzie Bills as the Senior Broadcast Engineer, Armando Prado, and Adam Abughara.</p> <p>Operations meeting will be scheduled soon via a new notification asking for available dates.</p> <p>Received trouble ticket regarding the studio director headphone transmitters not working properly. The 2017 auction of certain frequencies and those who did not change their frequencies would be affected. Unfortunately, FPA has headsets operating within those frequencies and needs replacement.</p>
Outreach	Jerry Ferguson	<p>Working on the non-profit database which will include what kind of marketing materials to send out to these organizations and the services offered.</p>
Training	Jay Erasquin	<p>Focused on summer camps that are currently being held and all are going well.</p>
Production	Lisa Clarke	<p>Everything is included in the report.</p>

		<p>Isaac: can you include pre-COVID studio usage in your reports?</p> <p>Lisa: will present those numbers in September.</p>
Programming	Maryam Shah	<p>Programming numbers are slowly increasing. Remote contribution for television is going well, although radio producers use it more. Radio stream has been moved to a new provider due to Soundexchange reporting.</p> <p>Gayle: with Reston coming on board, will we be adding channels?</p> <p>Chuck: Correct, Reston will be carried on Verizon and Comcast.</p> <p>Maryam: Yes, the programming department will handle the content and scheduling of the new channel.</p>
Office Manager	Rocio Lopez	<p>Presenting for June 2021 which is the last month of the fiscal year.</p> <p>Cox total income is down \$59K from last year (LY). Verizon total income is down \$134K from LY. Training income is down \$13K, other interest and dividend income is down \$16K, salaries, benefits and taxes are down \$95K, facility expense is up \$22K, maintenance reserve is up \$10K, office operations expense is down \$41K, and professional service expense is up \$14K from LY.</p> <p>Marketable securities are up \$1.4 million due to transfers from Bank of America to Edward Jones. Accounts receivable cable grant is down \$31K, and fixed assets production are up due to new projects.</p> <p>Gayle: we discussed the Edward Jones fee a few months back and were supposed to investigate why the fee is so expensive?</p> <p>Steve: was waiting on Dan Burnett to assist in meeting with Edward Jones financial analyst due to</p>

		his expertise with investment companies but have not been able to yet.
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Committee Reports		
Finance Committee	Steve Mullen	<p>Did receive the Verizon 4th quarter check which is in line with recent expectations. Still experiencing revenue losses of about 7.5% and anticipating the Cox 4th quarter payment. Comparison of actual revenue versus budgeted revenue for the entire fiscal year shows actual revenue amount came within \$23K of the budgeted amount. In other words, we were 99% correct on our cable revenue budget projections!</p> <p>Will reexamine the financial year once the Cox payment is received in hopes of giving some bonuses to staff. Physical copies of the income statements and statement of financial position will be sent out via mail to Board members.</p>
Performance Management	Gayle Yiotis	Everything seems to be going well with staff performance.
Membership Development	Ruth Bennett & Colin Davies	<p>Ruth: Preparing for next Meet & Greet on August 11th, 2021. The last RSVP count was approximately 12 people. Applaud the teamwork in getting together this next event between the various Board members.</p> <p>Shu: how many people are getting invitations?</p> <p>Chuck: all the current FPA members receive the notice.</p> <p>Colin: attendance of last Meet & Greet was a bit disappointing. Hopeful this next one regarding the use of voice and speech is helpful to more people and can attract more attendance.</p> <p>Board agreed to have Maryam place a notice on social media in order to attract more attendees</p>

		and new members.
Outreach	Shu Bartholomew	Jerry's report covered most of what we had discussed.
Operations	Hurriyet Ok	Will update after Arcelious holds Operations Meeting.
Promotional Development	Peggy Fox	Had discussed the possibility of doing a name change and will reach out to GMU Marketing department to get a team to take on the name change as a project for marketing analysis.
COVID Transition	Happy Garcia	Met last week and came to conclusion to look at the ventilation system and examine the health of the building. Would like to re-open but will take our time due to COVID numbers changing and increasing. Lisa and Chuck will present a reopening plan at the next meeting. A reminder email may be appropriate to send out to the members regarding mask wearing. Want to give special accolades to Harry and Kyle for enforcing the building mask mandate when the county police chief arrived and persisted despite him being a county official.
Executive Committee	Isaac Asare	Election discussion was already covered.

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 8/25/21.
Adjournment	Gayle: moves to adjourn the meeting, Happy seconds. Meeting is adjourned at 9:01pm.