

FPA BoD Minutes - 06/28/2017 @ 7:01pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 06/28/2017

Minutes approved by the board on __7/26/2017__

Attendance	
Members of the Board in Attendance	-Georgia Graves (Vice President) -Ruth Bennett (Secretary) -Steve Mullen -Ingrid Parris-Hicklin -Kevin McFarland
Staff in Attendance	-Chuck Pena -Danny Olewine -Steve Ruddell -Jay Erasquin -Jerry Ferguson
Members in Attendance	-none-

Meeting Open		
Call to order at 7:01pm	Georgia Graves (Vice President)	-Welcome comments -Reminder of Code of Conduct -Call for conflicts of interest -Accolades and acknowledgements: <ul style="list-style-type: none">• Chuck: Kevin graduated from the Fairfax Leadership Class of 2017.• Ingrid: Chuck sent out detailed description of real estate in the community, and the staff report was detailed in terms of the election process.• Ruth: Joe showed Ruth how to create a second copy of her show in Lightworks• Georgia: Eileen Curtis of the Dulles Regional Chamber of Commerce is the longest serving chairman of any chamber of commerce in the U.S., she is stepping down after 23 years. She is having a retirement party on July 12th, and Jerry is producing a video for it.

Meeting Agenda		-no changes-
Approval of Minutes	Ruth Bennett (Secretary)	-Steve M needs to make corrections to the May 2017 minutes prior to approval.

Staff Reports		
Executive Director	Chuck Pena	<p>-Jim H is on board with current language for upcoming election notice. Sept. 24, 2017 is the day of the election, Aug. 18, 2017 is the record date.</p> <p>-Motion to approve notice of member meeting made by Ruth, seconded by Ingrid, and motion carried.</p> <p>-FPA sent out SurveyMonkey questionnaire to live-to-tape producers and crew certified to operate VTR-1. Only 7 indicated that they would like to have additional training. Jay informed members to contact Joe for additional training. Next semester, FPA will be charging for Lightworks classes.</p> <p>-A few FPA members are having trouble with the new ChromaKey system in Studio B. During hiatus, staff will find a way to eliminate the problem that some members are having. Members are advised to first come to staff when experiencing issues.</p> <p>-Since 2013, increases in employee benefits lines have been minimal.</p> <p>-Hiatus will take place Friday June 30, Monday July 3, and Wednesday July 5 to Friday July 7. FPA will be open on July 1 and 2.</p>
Operations	Steve Ruddell	<p>-Studio B is closed on July 1 and 2 due to repairs.</p> <p>-A curve will be put into the wall in Studio B to avoid shadows in the creases when lit.</p>
Engineering	Danny Olewine	<p>-Engineering is getting ready for hiatus.</p> <p>-Michael Stoeckle has resigned after 9 years.</p>
Outreach	Jerry Ferguson	<p>-Jerry would like to recognize those who worked at Celebrate Fairfax - Steve, Danny, Dan, Joe, Hannah, Sam, Lisa, Jay, Cindy, Jerry, and</p>

		<p>member Glen Richcreek.</p> <p>-Georgia: Jerry worked the ACE Awards for Reston Chamber.</p> <p>-Kevin: Jerry received an award of recognition at the Fairfax Leadership Commencement.</p>
Training	Jay Erasquin	<p>-Rocio is out of the office, and Cindy has taken over office manager duties; therefore, Jay is trying to get everything done for processing in July.</p> <p>-Summer camps begin on July 10.</p>

Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>- The next Cox and Verizon quarterly revenue checks arrive in late July or early August for the period ending 30 June 2017.</p> <p>-The Income Statement financials, updated through the end of May 2017, show a bottom-line positive number.</p> <p>-The Statement of Financial Position financials are all good solid numbers.</p> <p>-FPA will end up paying off the building loan this year.</p> <p>-FPA has more than \$9 million in total net assets.</p>
Director of Financial Management	Kevin McFarland	-no report-
Director of Community Development	Georgia Graves	<p>-All the major events have culminated at the end of June.</p> <p>-The Dulles Regional Chamber retirement dinner for-Eileen Curtis is on July 12th.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-More job announcements have gone out.</p> <p>-Update: Metro Today scholarship has been successful.</p> <p>-Ingrid served as a moderator on safe driving, and is moderating again in September.</p> <p>-Ingrid wants to build a promotional campaign for FPA - What is the mission of the campaign? What is the campaign targeting?</p>
Director of Member	Ruth Bennett	-Ruth talked with Jay about a possible date for the

Development		<p>member appreciation day, November 3rd, 13th, or 14th</p> <p>-The evening of Tuesday Nov. 14th will be reserved for member appreciation day.</p>
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Meeting Close	
Unfinished Business	<p>-Ingrid asked about people who have been put forward for filling vacant board seats.</p> <ul style="list-style-type: none"> ● Steve M recommended Reggie Marston, who comes from the radio community. Reggie served on several state commissions, his business is based on home inspections, he is well qualified to serve in several roles on the Board, and he is nice to work with. ● Georgia recommends, as per Jim H, that the board consider voting Reggie in for the vacant Board position, previously held by John Henkel, and then Reggie will compete in September for the seat. As far as what specific Board responsibility, that can be decided later. ● Ruth likes the idea of having somebody from the radio side on the board. ● Ingrid supports the idea of having someone from the radio community, if he's willing. ● Kevin concurs. ● FPA staff find Reggie helpful and very professional. ● Steve M moves that the Board appoint Reggie Marston to fill John Henkel's remaining term on the Board, Ruth seconded the motion, and the motion carried.
Add new items to next month's agenda	-none-
Confirm next meeting date	<p>-Next meeting: July 26, 2017</p> <p>-Meeting adjourned at 7:49pm.</p>