

FPA Board Meeting Minutes

May 30, 2012

Open meeting: 7:05 pm

Attendance:

BOD:

- Jim Housel
- Ayme Pointer
- Tim Bowden
- Bob Giarrusso
- Ahmed Selim
- Jim Southworth
- Steve Mullen
- Georgia Graves

FPA:

- Chuck Pena
- Jay Erasquin
- Jerry Ferguson
- Rocio Lopez
- Daniel Olewine
- Steve Ruddell
- Maryam Shah

Guests:

- none

FPA BOD Officer Activities:

- President: Ayme Pointer-
 - Call meeting to order: quorum at 7:05 pm.
 - Conflicts of interest: None
 - Ms. Pointer asked everyone to adhere to the Board's voluntary Code of conduct.
 - The agenda for May BOD meeting was accepted.
 - The minutes for the April BOD meeting have been submitted for approval. Mr. Selim moved to accept them as amended, Mr. Housel seconded. The minutes were approved.

- Ms. Pointer led the discussion regarding the qualifications for appointing a board member.
- Mr. Southworth stated that while both Jim Burke and Ruth Bennett were qualified, Mr. Burke brought radio experience to the Board.
- Ms. Graves and Mr. Giarrusso concurred. A short discussion followed, and Mr. Southworth moved to nominate Mr. Burke for the Board, contingent upon his acceptance and the completion of his current duties as an instructor, and he would officially begin his term in July. Mr. Selim seconded. After a brief discussion, the motion was approved.
- The Board further decided to ask Ms. Bennett to serve on the membership committee.

FPA Executive Director's Activities:

- Executive Director's Report: Chuck Pena-
 - Mr. Pena read from the monthly staff report.
 - He discussed the 2012 Eastern Region Community Media Conference (ERCRC) that was held May 2nd -5th, in New Brunswick, NJ. He noted that both Chief Engineer Daniel Olewine and Director of Programming Maryam Shah gave presentations, and Mr. Pena moderated several conference sessions and panels.
 - Mr. Pena was enthusiastic about the new LiveU LU60 unit for mobile video, which is on loan to FPA for 3 weeks.
 - He also discussed the franchise renewal presentation he gave at the ERCRC regarding his testimony before the Fairfax County Consumer Protection Bureau, noting the gracious support we have received from Cox Cable and Verizon FiOS.
 - At the EMCRC's May 4th luncheon, he discussed FPA's upcoming franchise renewal with National Association of Telecommunications Officers and Advisors (NATAO) board president, Joanne Hovis. Ms. Hovis' company, Columbia Telecommunications Corporation, conducted the FPA needs assessment for Fairfax County in preparation for the franchise renewal negotiations.
 - American Community Television executive Bunnie Reidel was present for the US Conference of Catholic Bishops (USCCB) meeting with Senator Mark Warner's staff. The USCCB released a letter on May 15, 2012 supporting the Community Access Preservation (CAP) Act. Staff members were given copies of FPA and Arlington Independent Media program

listings, and included longtime FPA member and producer John Buckreis' production, "Catholic Life," an FPA staff production which is directed and edited by FPA Production Manager Lisa Clarke. Mr. Pena noted that FPA appreciates the USCCB's support.

- Celebrate Fairfax will be held June 8- 10th this year. Once again, FPA will be present to hand out information and promotional materials.
- Programming Director Maryam Shah continues to work toward meeting the mandatory requirements for a fourth station with Verizon FiOS.
- Mr. Pena also noted that two new Commissioners, Jessica Rosenworcel and Ajit Pai, have been appointed to the Federal Communications Commission. They were sworn in on May 14 by FCC Commissioner Julius Genachowski. Former FCC Commissioner Michael Copps stated with approval that the new Commissioners "especially well qualified." This is the first time in almost a year that the Commission has not had any vacancies.
- Engineering Report: Daniel Olewine-
 - See monthly staff report.
 - Mr. Olewine showed us the portable LU60 unit, which he stated costs approximately \$20,000.00 to lease annually, for up to 40 hrs. per month of usage. It has 9 modems in it for simultaneous connections, and he stated it can be also sub-leased, which some local schools have shown an interest in doing.
 - Redesigning the Studio A kitchen set during the hiatus.
- Training Report: Jay Erasquin-
 - Mr. Erasquin noted that Mr. Burke is currently scheduled to teach another class in Sept.
 - FPA has a partnership with ACE for Fairfax Public Schools, but they are reducing their budget for many classes, and the program may end next year.
- Outreach Report: Jerry Ferguson-
 - See the May staff report.
 - Mr. Ferguson announced that FPA had been nominated for Non-Profit of the Year by the Vienna Tysons Regional Chamber of Commerce along with Our Daily Bread and Shepherds Center of Oakton-Vienna, and that the winner will be announced on June 12 at the Chamber's annual Business and Service Awards Reception.

- FPA was also mentioned in an article in the Fairfax Times, for our sponsorship of the Video Fairfax Awards. Discussions are under way with the Arts Council of Fairfax about the possibility of FPA taking the lead role of Video Fairfax, as the Arts Council has been hampered by severe budget cuts. As the program is a partnership with Cox, and Fairfax County Public Schools, this could be a way to strengthen our connection with the school system, as we may be losing our link through ACE as reported by Mr. Erasquin.
- The Arts Council has asked Mr. Ferguson to serve as a panelist for their annual grant-making reviews in July, when they decide to whom they will allocate their artist grants for the year.
- Operations Report: Steve Ruddell-
 - Mr. Ruddell stated that his remarks are included in the May staff report.
- Programming Report: Maryam Shah-
 - See the May staff report.
 - Ms. Shah stated that the April production hours went down by 26 hours.
 - She stated that FPA is still on target for reaching the FiOS threshold for a fourth channel.
- Financial Report: Rocio Lopez-
 - Ms. Lopez presented the May financial statements to the Board.
 - She stated that FPA's contribution from Cox is down approximately \$40,000.00 from this time last year, as Verizon's has gone up approximately \$163,000.00 from last year.
 - Ms. Lopez noted that revenue from staff productions is up \$ 9,000.00 this year over last, and that FPA's rental income is up approximately \$7,000.00.
 - Mr. Bowden interjected that the BOD was tentatively scheduled to meet to discuss fundraising on Sunday June 3rd.
 - To resolve scheduling conflicts, the meeting was moved to Wednesday June 13th, at 7:00 pm, here.
 - Mr. Bowden stated that all FPA staff and Board members are invited to attend the meeting.
 - Mr. Pena requested that the Board approve a change in the Operations Manual, requiring that all FPA members provide a home address in order to ensure they will receive all communications from FPA, and that we have

a way to reach them if equipment is borrowed and is not returned in a timely or is damaged while in a member's possession.

- Mrs. Graves moved to adopt that modification in the Operations Manual, Mr. Bowden seconded, and the motion was approved unanimously.

FPA BOD Director's Activities:

- Vice President: Jim Housel-
 - Mr. Housel had no report.
- Parliamentarian: Ahmed Selim-
 - Mr. Selim thanked Jerry Ferguson for covering the Human Rights Commission meeting earlier this month.
 - He also thanked Mr. Pena for accommodating his guest when he visited FPA.
- Secretary & Director of Membership: Bob Giarrusso-
 - Mr. Giarrusso asked the directors to contribute their remarks to the strategic plan.
 - Ms. Pointer said that she will provide everyone with copies of the strategic plan to collect their recommendations.
- Director of Business Development: Tim Bowden-
 - Mr. Bowden said that he and Ms. Graves met to discuss special events, and will present their recommendations at the off-site.
 - He believes that special events, PR, and fundraising are all tied together, and we need to examine at what is possible for us to do immediately, in the future, and what our priorities are.
- Director of Special Events: Georgia Graves-
 - Ms. Graves provided the Board with a handout, discussing upcoming events.
 - She noted that the Fairfax County COC will hold its Outstanding Corporate Citizenship Awards on June 20th.
 - Mr. Ferguson said that he had a conflict and will not be available to videotape the meeting.
 - There will also be a presentation for the 50th Anniversary Gala of Dulles Airport November 16- 17th.
 - Mr. Ferguson stated that he plans to cover the event for the dedication on November 17th.
- President & Director of Strategies: Ayme Pointer-

- Ms. Pointer reminded everyone to send Ms. Graves any special events that they would like FPA to attend.
 - She asked Ms. Graves what we can do to support her in planning the Anniversary Gala.
 - Ms. Graves said that non-profits can get their names permanently engraved on the Committee for Dulles Tower for \$2,500.00, which includes a table at their dinner.
 - Ms. Shah stated that by mid-October, she would know if the staff can provide support for the evening event.
 - Ms. Pointer asked for comments, and a brief discussion took place.
 - Mr. Southworth made a motion to purchase a spot on the Dulles Tower, Mr. Giarrusso seconded, and the motion passed.
- Technology Report: Jim Southworth-
 - Mr. Southworth is working with Mr. Olewine to test the MU60 backpack and integrate it into FPA's resources.
 - He will be using Skype to bring in guests from Taiwan on Sunday June 3rd.
 - Director of Finances: Steve Mullen-
 - Mr. Mullen stated that FPA's finances are in good shape.
 - He is waiting for Mr. Burnett to return to the area to discuss valuation of the rent equivalent.
 - Mr. Selim asked when we will see the FPA Personnel handbook.
 - Mr. Pena stated that he expected to have it ready for the July meeting.
 - Mr. Southworth observed that Cox announced today that it will double its internet access speed.
 - OLD BUSINESS: Ayme Pointer-
 - There was no old business.
 - NEW BUSINESS: Ayme Pointer, FPA Board of Directors
 - There was no new business.

Open Meeting over at 8:36 PM

Executive Session began at 8:45 pm.

Adjourn meeting: 9:19 PM

ACTION ITEMS:

Action Identifier:	Action:	Responsibility:	Date:	Status/Update
A10-1	Mr. Southworth will confer with Google about technology and upgrades, will bring the Exec. Director, Mr. Pena, Mr. Olewine, Mr. Ruddell, and Ms. Pointer in on that when it can happen.	Mr. Southworth	26 Oct. 10	OPEN
A10-2	Provide end of fiscal year financials for next BOD meeting.	Mr. Mullen	26 Oct. 10	CLOSED
A10-3	Enroll at least one local merchant to support FPA Member Discount Program	ALL DIRECTORS	8 Dec. 10- revised to 23 Feb. 11	OPEN
A10-4	Research FPA Operations Manual, Articles and By Laws regarding fraud, misrepresentation	Mr. Giarrusso	8 Dec. 10	CLOSED
A10-5	Locate restaurant to host/cater FPA staff party	Ms. Graves	8 Dec. 10	CLOSED
A10-6	Update report by January 15 on selection of nominees for open Board position	Mr. Selim, Mr. Housel	8 Dec. 10	CLOSED
A10-7	Prepare report on fundraising plan, to present at February BOD meeting	Mr. Pena, Mr. Housel	8 Dec. 10	OPEN

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
A11-1	Provide edits and corrections for Dec. 8, 2010 BOD mtg. minutes	Mr. Mullen	26 Jan. 11	CLOSED
A11-2	Provide notes/ input to BOD Secretary for preparation of 1/26/11 BOD meeting minutes	ALL	26 Jan. 11	CLOSED
A11-3	All BOD members not already photographed to have their portraits taken for FPA Board section	Mr. Selim Mr. Bowden Mr. Burke	26 Jan. 11 29 June 11	OPEN
A11-4	Update on Nat Albright's progress in acquiring a van for FPA promotional activities	Mr. Selim Mr. Mullen	26 Jan. 11 29 June 11	TABLED
A11-5	FPA financial committee to meet with Dan Burdette on March 13 th , 1:00 pm	Mr. Selim Mr. Mullen Mr. Giarrusso Mr. Southworth Mr. Ruddell	23 Feb. 11	CLOSED
A11-6	Follow up with consultants and get bids for services	Ms. Pointer Mr. Housel	23 Feb. 11	OPEN
A11-7	Brainstorm and prepare list for producer self help and promotion, possible workshop?	Staff/ Ms. Shah/Mr. Giarrusso	30 March 11	OPEN

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
A11-8	Conference call Sunday 4/3/11 at 3:00 pm re: Membership Benefits program	Mr. Ruddell/Mr. Pena/Ms. Pointer/Mr. Housel/Mr. Southworth/ Mr. Giarrusso	30 March 11	CLOSED
A11-9	Review/revise wording in the Operations Manual regarding use of the facilities by government agencies or private organizations	Mr. Giarrusso	31 Aug. 11	OPEN
A11-10	Review proposals from consultants, report out in October	Mr. Housel	31 August 11	OPEN
A11-11	Draft comments for FCC rulemaking proceeding re: mandating program title and description to be included for all content providers by cable providers	Mr. Giarrusso / Ms. Pointer	31 August 11	TABLED Oct. 26, 2011 (to be revisited as needed)
A11-12	Follow up on Board members' responsibilities with one-on-one Board member discussions regarding individual roles and responsibilities	Ms. Pointer	26 October 11	OPEN

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
A11-13	Discuss format for offsite Board meeting/preparations for brainstorming fundraising efforts and formation of a committee	Mr. Bowden/Ms. Pointer	26 October 11	OPEN
A11-14	Arrange for portraits of Board members to be taken on premises at FPA.	Ms. Pointer/ All BOD Members	26 October 11	OPEN
A12-01	Discuss removal of "at your own risk" signs with outside counsel.	Mr. Pena/ Mr. Lawrence	25 January 12	CLOSED
A12-2	Discussion of retirement planning.	Ms. Pointer/ Mr. Mullen	29 February 12	OPEN
A12-3	Resumes for candidates to fill open Board position by April 18, 2012	All FPA Staff and BOD members/ Ms. Pointer	28 March 12	OPEN
A12-4	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	OPEN
A12-5	Budget for new staff member	Mr. Housel/ Mr. Mullen	28 March 12	OPEN

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
A12-6	Skill sets and recommendations for staff PR/Communications/ Marketing position	Mr. Erausquin/ Mr. Ferguson To BOD	28 March 12	OPEN
A12-7	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	OPEN
A12-8	Begin planning for annual membership recognition event	Mr. Bowden/ Ms. Graves	28 March 12	OPEN