

## **Fairfax Cable Access Corporation/Board Meeting Minutes/May 2014**

### BoD members Present:

Jim Housel  
Rich Massabny  
Jim Southworth  
Kevin McFarland  
Steve Mullen  
Jim Burke

### Staff:

Chuck Pena  
Steve Ruddell  
Daniel Olewine  
Jay Erausquin  
Maryam Shah

The meeting was called to order at 7:00 p.m. Quorum was not established, but Georgia Graves, Jim Burke, and Steve Mullen were expected to attend the meeting later.

Todd MacAllister is not able to continue on the Board Of Directors. He indicated that his schedule will likely not change for foreseeable future; he would like to contribute but cannot at this time. This is his third missed meeting and so he will be effectively off the board. Ayme Pointer could not attend due to FD business

Jim Housel reminded the board of the code of conduct, and called for conflicts of interest. He then called for accolades

Jim Southworth congratulated Rich Massabny for his WAMU interview. He mentioned a phone call from Governor McAuliffe on his birthday, May 5, as well as a phone call with JJ Green of WTOP in regards to a hacking investigation.

The agenda was reviewed but could not be approved without a quorum.

### **Staff Reports**

Chuck Pena discussed items as written in his report.

Chuck provided additional kudos to Rocio Lopez for her work on the employees' retirement plan.

Steve Ruddell discussed items in his report

Danny Olewine discussed items in his report

Jerry Ferguson discussed his report. Additionally, one of the 8th grade entrants into the Video Fairfax K-12 contest will be having their video shown at the Washington West film festival. A hundred percent of the proceeds go to a non-profit organization. We have a slide on channel 37 for the festival, and will be researching future partnerships

Jay Erasquin distributed a mockup of a handout folder with information about FPA to the board, available for staff and members to distribute at events. He mentioned that he can customize folders for specific needs. He requested at least 1 week lead time when requesting folders for events, and more time if requesting a large amount.

Jim Southworth asked for a small supply of folders to be left in place around FPA. Rocio suggested leaving several in the equipment room to supply when requested.

Jim Southworth requested for Jay to report how many volunteer credits have been used to the Board Of Directors in training reports in the future. Jay noted he changed the format to a simpler form recently and the number was dropped, but he can add it back in.

Rich Massabny asked about status of name change to Fairfax Public Television.

Chuck replied he is planning on presenting on this item in the future.

Jim Southworth noted that a name change or rebranding should be discussed with the steering committee.

Chuck noted that the Item will be discussed with a committee consisting of Ruth Bennett, Rich Massabny, and Ahmed Selim

Jim Southworth moved to approve agenda since quorum had been reached. Rich Massabny seconded. The motion was approved unanimously.

Maryam discussed items in her staff report.

Rocio discussed items in her report, and asked anyone with questions to contact her.

### **Director Reports**

Steve Mullen - Finance Operation Development

Steve Mullen discussed the provided FY 2014/2015 budget. Thanks to Rocio & Chuck, but also to entire staff for their input.

Steve noted a significant decrease in budgeted rental income. Only two units are rented currently. He suggested that we may need to go back to a real estate company to acquire tenants and will reach out to his contacts.

Chuck Pena noted that he has visited the new building of one of our former tenants. The building is nicer than ours and charging less rent.

Steve noted that Jay had requested a decrease in the Training Department budget due to an increase in use of class credits, as well as an expected increase of costs due to the recent Virginia Department of Taxation ruling that our instructors are employees rather than contractors. Instructors would have more control over class content (objectives would remain, but would be only a reference/starting point for instructors, who would develop their own syllabi and submit them to Jay in advance to ensure the syllabi hit class objectives with Jay being judicious in making changes).

This will cause some adjustments for staff that are already teaching courses. This is close to 40% of the classes.  
It was agreed that further clarification is needed.

Steve noted that our interest dividend will rise considerably.

Encouragement to use more of the funds for staff development is something that can be encouraged.

A maintenance reserve has been set up in the budget for large maintenance costs, including the air conditioning units. This will roll over into the next year if it is not used.

Steve Mullen moved that the budget for next year be approved. Jim Southworth seconded. The motion passed unanimously.

Kevin McFarland, Financial Management

The retirement plan was introduced to the staff yesterday; reactions were positive. The first deductions from this will be made with the June 15, 2014 pay period.

Rich Massabny, Member Development

Chuck and Rich will be meeting to discuss membership next week.

Jim Housel, Internal Affairs, Operational Development

An operations committee meeting will be taking place in mid-June.

Jim Southworth, Technology Development

Jim S. mentioned that the Fairfax Police/Fire games are taking place in Fairfax in the summer of 2015. There was some discussion concerning the sort of role that FPA might be able to take in the games.

Jim Burke, Performance Development

The minutes were approved for March and April BoD meetings. The February minutes are still waiting for some clarification.

Jim, Maryam, and Chuck will be attending the NFCB conference tomorrow; they'll bring a "report" back.

Meeting was adjourned into executive sessions at 8:37.