

**Fairfax Public Access Board of Directors**  
**October 28, 2015 – Regular Meeting Minutes**  
**2929 Eskridge Road, Fairfax, VA**

**Board members present:**

Jim Housel (President)  
Steve Mullen (Treasurer)  
Ruth Bennett (Recording Secretary)  
Georgia Graves  
John Henkel  
Kevin McFarland  
Suyong Min  
Jim Southworth

**Staff:**

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

**Guests:**

Kim Costabile  
Martin Dudley  
Jim Girardi  
Jerry Moore  
Keri Rafter  
Ahmed Selim

President Housel called the meeting to order at 7:04 pm.

President Housel congratulated the two newly elected Board Directors, Ruth Bennett and Suyong Min.

He referenced the Board's Code of Conduct, and asked Board members to acknowledge conflicts of interest when they arise.

He acknowledged and thanked the staff for the successful September member meeting.

John Henkel moved to approve the agenda as distributed with the amendment that member Jerry Moore would speak after the election of the Board-appointed director and Board officers.

Steve Mullen seconded the motion.

The motion **passed**.

Jim Southworth moved that the September minutes be approved.

Steve Mullen seconded the motion.

The motion **passed** with one abstention.

Steve Mullen nominated Kevin McFarland for the three-year Board-appointed position.

Ruth Bennett seconded the nomination.

Kevin McFarland was elected by voice vote.

Georgia Graves nominated Jim Housel for Board President.

Steve Mullen seconded the nomination.

Hearing no objections, a voice vote was taken.

Jim Housel was elected Board President.

Steve Mullen nominated Georgia Graves for Board Vice-President.

Kevin McFarland seconded the nomination.

Hearing no objections, a voice vote was taken.

Georgia Graves was elected Board Vice-President.

Kevin McFarland nominated Steve Mullen for Board Treasurer.

John Henkel seconded the nomination.

Hearing no objections, a voice vote was taken.

Steve Mullen was elected Board Treasurer.

Ruth Bennett nominated Suyong Min for Board Secretary.

Georgia Graves seconded the nomination.

Hearing no objections, a voice vote was taken.

Suyong Min was elected Board Secretary.

### **Member Speaker:**

FPA Producer Jerry Moore presented on his concern regarding members volunteering as crew for programs who are registered sex offenders. He indicated that he only recently found out that two of his crewmembers are registered sex offenders. He expressed concern about the safety of children at FPA because of their presence, especially because his two crewmembers had not previously disclosed their status. He would like the Board to address whether registered sex offenders should be allowed to be members of FPA.

President Housel said the Board had previously discussed this issue in executive session and had decided to follow a policy consistent with other County offices. Executive Director Chuck Pena indicated that he had discussed the issue with our legal counsel and contacted the Department of Parks and Recreation (DPR) to see how they handle this issue. He was told that DPR had no provision against sex offenders using County facilities.

Mr. Moore suggested that FPA could add a check box - Have you ever been convicted of a felony? – to the member application. President Housel thanked Jerry and assured him that it would be added to New Business and addressed again at a future meeting.

### **STAFF REPORTS – (highlights below)**

#### **Executive Director - Chuck Pena**

- Thanked everyone who had made the September member meeting a success. He had heard from several members that it was the best meeting ever.
- Commented on the *Connection Newspapers* article about John Monsul's long-running show *Communicating Today*. The article included a photo of Louise Anderson, Verizon FIOS Franchise Manager for the Commonwealth of Virginia, accepting the plaque presented to her at the member meeting recognizing the 10<sup>th</sup> anniversary of FPA and Verizon's partnership.
- Referenced the receipt of our condo association's most recent audit.

- Our outside legal counsel filed for Renewal of Registration of FCAC and Fairfax Cable Access Corporation, our legal names, with the Patent and Trademark Office (PTO) on September 18, 2015. Chuck will also register “FPA” with PTO as recommended by Jim Housel.
- FPA managers were unable to attend the “How to Cultivate a More Inclusive Workplace” Fairfax County Chamber of Commerce event because it was cancelled by the Chamber.
- Announced the passing of two FPA members, Don Rothacker and Reginald “Rusty” Gibson. Don’s obituary referenced FPA.
- The next meeting is on December 2<sup>nd</sup> and will be a combined Nov/Dec meeting.

### **Director of Operations – Steve Ruddell**

Steve reported that FPA now has the Non-Residential Use Permits for the entire building, and they are on display by the Equipment Room.

### **Engineering Report – Chief Engineer Danny Olewine**

- The HD update of Studios A and B has been completed and they are in service. Also, all the upgrade classes have been completed. There have been no major problems.
- The next large project is the new play out system that will enable us to go HD on Channel 10. He is working with Maryam to schedule training for her staff and anticipates HD and the new system will be launched early next year.

NOTE: Jim Southworth was concerned about the failure rate of DVD recorders and asked about Blu-Ray recorders. Danny said he has back up DVD recorders to replace the ones in the dub suites that fail. There is one Blu-Ray recorder in Studio A. There have been problems with it so he is looking for a better option.

### **Director of Development - Jerry Ferguson**

Jerry directed Board members to his list of fee for service and outreach work in his written staff report.

### **Director of Training – Jay Erausquin**

- He has been working on the Jan to June course schedule and the ACE classes
- He is also looking at other public access stations to see how they operate and for ideas that FPA might be able to use, including how to mentor/help new producers.

NOTE: Steve Mullen and Jim Housel encouraged him to study the possibility of offering scholarships for the summer teen camps per a member suggestion. Help with transportation expenses may also be needed.

FPA does offer an early registration discount, but Jay is open to the idea of a scholarship. He needs 3 or 4 paying students to cover the expense of the camps. He is also looking for a new instructor for the summer teen camps.

President Housel suggested making the scholarship an action item for staff to study and then bring to the Board.

### **Director of Programming – Maryam Shah**

She referenced her written report, but added that staff members Jay Erausquin, Cindy Rauda and Melanie Ng worked at the Merrifield Mosaic Festival booth on October 17<sup>th</sup>.

She presented Doug Goffus, a volunteer who has been helping her over the years with FPA's radio automation system, with a thank you gift card and a plaque honoring him for his help. He will continue with his radio show but last Friday was his last volunteer day.

NOTE: A friend of Jim Housel who is a professional web designer complimented him on FPA's great website. Maryam noted that the web design update is almost completed.

### **Office Manager – Rocio Lopez**

- Rocio reviewed the highlights from the Income Statement and the Statement of Financial Position that explain why some amounts have increased or decreased from the previous year. For the Comparison Budget figures she pointed out items that were substantially higher than 25% after the first quarter (1 July 2015 to 30 September 2015) of our fiscal year.
- Gabby Silva, Rocio's predecessor, is working with the AcuFund representative on the new accounting system transition. They are cleaning up the vendor and customer lists, and expect the transition to be completed by December.
- The new accounting system will be operational beginning in January, the beginning of the calendar year. Dan Burnett, our accountant, recommended this since many reports and tax forms are based on the calendar year.

President Housel welcomed our guests.

## **BOARD DIRECTOR REPORTS**

### **Director of Financial Management - Kevin McFarland**

Director McFarland presented an overview of the performance of the accounts, including how they work, his role, and the fees.

- Kevin is our Relationship Manager. He has nothing to do with the financial decisions and management of our accounts, and abstains from all the financial decisions made by the FPA Board. His compensation as an employee of Edward Jones includes a share of sales charges, fees, and commissions. He also receives award travel and a share of the profits of his branch office.
- FPA has two accounts in Edwards Jones Advisory Solutions. Based on FPA's investment policy statement, Edward Jones recommends an asset allocation model and implements it selecting the best funds for our model. Advisory Solutions monitors our accounts, replacing funds when needed and rebalancing our asset allocation when it becomes off balance.
- Another key service provided by Edward Jones is the qualification of the fund managers of the funds selected for our accounts.
- Reports are given on a quarterly basis and when accounts are rebalanced or a fund is replaced.
- Edward Jones follows FPA's investment policy statement, and both accounts are invested the same way.
- The two authorized persons on the account are Steve Mullen and Chuck Pena.
- The Advisory Solutions fee is 1.08% (a management and an administrative fee).

**Balance for both accounts - \$3,279,289.18**

**Projected annual income for both accounts – \$58,443.80 annually**

**Total return since inception - \$79,373.32**

### **Director Of Community Development – Georgia Graves**

- Director Graves will email us her community calendar. For the next year she would like to invite Board members on an individual basis to attend events with her.

- Chamber members can come to FPA to provide training for staff for a nominal amount. She will create a questionnaire for the staff to identify their training needs.
- The Committee for Dulles will celebrate its 50<sup>th</sup> anniversary in 2016.
- The Holiday party will be at the same location as last year on Wednesday, December 9<sup>th</sup> from 7- 11 pm with the usual gift exchange.

Director Min indicated that she would like to take on the role of strategic development.

**Director of Technology Development – Jim Southworth**

Director Southworth spoke about the candidate forums he has been taping for the League of Women Voters as well as his live remote shows for his Inside Scoop show using Skype.

**Director of Organizational Development and Performance – John Henkel**

Director Henkel asked that his report be moved to Unfinished Business.

**Director of Member Development - Ruth Bennett**

Director Bennett is working on recruiting FPA members for the Member Committee that she proposed creating at the member meeting.

**UNFINISHED BUSINESS**

**Director of Organizational Development and Performance – John Henkel**

Director Henkel would like to move forward with using ADP’s organizational development services, included in our contract with them, as previously discussed. Georgia proposed asking our contact to present to the Board at our December 2<sup>nd</sup> meeting at 6:30 pm. John will follow up with our ADP contact to see if she is able to come at that time.

**NEW BUSINESS**

**Member Speaker:**

Kim Costabile shared a report that her intern at her workplace prepared regarding using social media at FPA. The report that she distributed to Board members included suggestions regarding FPA’s website and how to increase FPA’s social media profile.

President Housel suggested having further discussion on this topic at the January board meeting and encouraged the staff to discuss it as well. Georgia Graves suggested a presentation from Chamber members on the topic.

FPA currently has a social media workshop that is a follow-up to the Producer class.

The next Board meeting will be December 2<sup>nd</sup>.

Georgia Graves moved to adjourn.

John Henkel seconded the motion.

**The motion passed.**

Meeting adjourned at 8:45 pm.