

Minutes taken by Hurria S. on behalf of the Board Secretary on 4/28/2021  
 Minutes approved by the board on 5/26/2021

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

<b>Meeting Open</b>		
Call to order at 7:03pm	Isaac Asare (President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements:  Ruth: kudos to staff for help with the Meet and Greet. Colin also did a great job organizing the event.  Chuck: Lisa and Sam have been covering the Equipment Room due to a severe staff shortage.
Meeting Agenda	Isaac Asare (President)	Isaac moves to allow the Membership Development Committee to present report first due to Ruth needing to leave meeting early; Shu

		seconds. Motion passes.
Approval of 3/31/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from March 31, 2021 as amended; Ruth seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Presents action item for Board approval requesting to add a provision to the COVID-19 Precautionary Measures preventing loitering in the green room, hallways, and equipment room counter area.</p> <p>Isaac: suggests deferring this request to the COVID Transition Committee to include with their recommendations.</p> <p>Shu makes a motion to forward this action to the COVID Transition Committee; Steve seconds. Motion passes.</p> <p>For years, FPA has used two different brokers for health insurance and commercial lines insurance. As a result of unresponsiveness from one of the brokers, FPA is moving to the other broker for all insurance needs.</p> <p>Dental and health insurance increases starting in July 1 will be reported at the next board meeting.</p> <p>Angela White and Nick Watson are leaving FPA and have hired two new staff members for the equipment room; Kyle Sandhoff and Joe Jasper.</p>
Engineering	Arcelious Joyner	<p>Any questions regarding the report provided or regarding engineering can be answered.</p> <p>Happy: Are there plans for the Keyboard Video Mouse (KVM) system in Studio B?</p> <p>Raritan, which is currently in use in other areas, will</p>

		be replacing the KVM system in Studio B soon.
Outreach	Jerry Ferguson	All information is provided in the report.
Training	Jay Erasquin	<p>FPA member Martin Dale has sponsored two students for the FPA Summer Camps for the third year in a row. Studio, field, and radio summer camps are confirmed and full.</p> <p>Asks for a vote on the student behavior policy action item that was presented the previous meeting.</p> <p>After much discussion, Gayle moves to approve the new student behavior policy; Steve seconds. Motion passes.</p>
Production	Lisa Clarke	<p>Requesting to open Saturday mornings from May 15<sup>th</sup> through June 26<sup>th</sup> FPA at 9am instead of 8am.</p> <p>Shu: would it be possible to open up at 8am on those days in case of an emergency for a member?</p> <p>A few weeks notice would be needed in order to ask Programming to assist with opening due to staff shortages in the equipment room.</p> <p>Isaac: can you provide us with a usage report of the facilities prior to COVID and during COVID?</p> <p>Can work on that but there may be delays due to staff shortages.</p> <p>Steve motions to open FPA at 9am on Saturdays from May 15<sup>th</sup> through June 26<sup>th</sup>; Hurriyet seconds. Motion passes.</p>
Programming	Maryam Shah	<p>March programming numbers are up, presents social media action plan as requested by Peggy and Chuck.</p> <p>Discusses new and current posting on social media platforms and plans in order to increase social media presence.</p>

		<p>Gayle: have a website for my show and Facebook page. Is that the kind of information needed?</p> <p>Updated descriptions, websites, and social media pages can be sent to Programming for updating on the FPA website.</p>
Office Manager	Rocio Lopez	<p>Cable support grant for Cox is down \$44k and Verizon is down \$103k from last year. Third quarter payment from Verizon was received in the amount of \$383k. Cox third quarter payment has not yet been received.</p> <p>Actual income and expense amounts should be about 75% of the annual budget numbers in the comparison budget summary. Income levels at 75% or higher are a good sign, however not as good on the expense side. Budget estimates for this fiscal year were extremely conservative thus not seeing a large difference in actual percentage numbers.</p> <p>Fee for service, training income, tape sales, total fees, and membership dues are down due to COVID.</p> <p>Part-time salaries, real estate taxes, total facility expense, telephone security, Edward Jones fees, and depreciation and amortization are up.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Third quarter revenue from Verizon was down though not as much as previous quarters; represents a 7% reduction. Reductions were closer to 10% at the start of the fiscal year so there has been some improvement.</p> <p>Budget will be presented at May Board meeting, still trying to accurately project next fiscal year's</p>

		<p>income. Must be careful about spending in order to keep on budget due to COVID financial disruption.</p> <p>Full recovery may not be possible due to cable cutting and alternate streaming options in the competitive market.</p>
Performance Management	Gayle Yiotis	Everything seems to be going well despite being short-staffed at this time.
Membership Development	Ruth Bennett & Colin Davies	<p>Ruth: Meet and Greet Poetry with Grace Cavalieri went very well. The recording of the event will be aired on FPA and added to the FPA Youtube channel.</p> <p>Colin: was a little disappointed with the low turnout of the remote event. Better advertising in the future may help with the next event to promote more participation.</p>
Outreach	Shu Bartholomew	Met with Jerry, Steve and Ruth recently and have an upcoming meeting scheduled with Jerry regarding outreach.
Promotional Development	Peggy Fox	Report was presented during Maryam's presentation.
COVID Transition	Happy Garcia	<p>Have a few recommendations in order to increase capacity in studios. Will be meeting again shortly to review data, and update documentation.</p> <p>Isaac: suggests committee keep working on this project and will look for full recommendations during the June meeting.</p>
Executive Committee	Isaac Asare	Asked Chuck to hold bi-monthly staff meetings starting in June and Board members are welcome to observe.

<b>Meeting Close</b>	
Unfinished Business	n/a

New Business	<p>Isaac: should the Board examine hybrid Board meetings with some members present in the building and others attending via Zoom?</p> <p>Some interest was voiced and Isaac will look to staff to make recommendations from a safety and logistical perspective.</p>
Confirm future meeting dates	Next meeting is 5/26/21 and 6/30/21.
Adjournment	Steve: moves to adjourn the meeting, Gayle seconds. Meeting is adjourned at 8:29pm.