

FPA BoD Minutes – 4/27/2022 @ 7:04pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 4/27/2022

Minutes approved by the board on 5/25/2022 @ 7:06pm

| <b>Attendance</b>  |  |
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| Members of the Board in Attendance<br>(via electronic & phone participation) | -Isaac Asare<br>-Ruth Bennett<br>-Steve Mullen<br>-Gayle Yiotis<br>-Colin Davies<br>-Hurriyet Ok<br>-Peggy Fox<br>-Shu Bartholomew |
| Staff in Attendance<br>(via electronic & phone participation)                | -Chuck Peña<br>-Jerry Ferguson<br>-Jay Erausquin<br>-Lisa Clarke<br>-Maryam Shah<br>-Rocio Lopez                                   |
| Members in Attendance  | n/a  |

| <b>Meeting Open</b>                    |                             |  |
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| Call to order at<br>7:04pm             | Isaac Asare<br>(President)  | -Reminder of Code of Conduct<br><br>-Acknowledgement of Conflict of Interest policy<br><br>-Accolades & Acknowledgements<br><br>Ruth: thanks to Peggy for finding a speaker for the Meet & Greet, to Jerry for editing it, and to Maryam for airing it as a special. |
| Meeting Agenda                         | Isaac Asare<br>(President)  | Agenda moves forward with no changes.  |
| Approval of 3/30/22<br>Meeting Minutes | Gayle Yiotis<br>(Secretary) | Steve: makes motion to approve minutes from March 30, 2022, as amended; Shu seconds.<br>Motion passes.   |

| Staff Reports      |                  |   |
|--------------------|------------------|---|
| Executive Director | Chuck Peña       | <p>The refrigerator in the kitchen died and Jay has ordered a replacement fridge for the members, which was successfully installed and the old one hauled away.</p> <p>The website went down on the 20<sup>th</sup> for about an hour, due to an error with Spinitron and was remedied by the web developer, with Arcelious and Sumit working into the night to address the problem.</p> <p>Rocio arranged for FPA managers with subordinate staff to take a Preventing Harassment webinar. Rocio will also coordinate providing a webinar on preventing harassment appropriate for participation by non-managerial staff.</p> <p>Ruth: were those sessions from the HR company?</p> <p>Chuck: they were from ADP, as we pay for those additional services.</p> |
| Engineering        | Arcelious Joyner | n/a   |
| Outreach           | Jerry Ferguson   | Three covered events gave FPA a sponsorship and we were able to reach approximately a thousand people due to those sponsorships.  |
| Training           | Jay Erasquin     | <p>Action item requested: revisions to the Operations Manual regarding policies pertaining to the new recording pod for board approval.</p> <p>Gayle: makes motion to approve requested changes to the Operations Manual; Peggy seconds. Motion passes.</p> <p>Announcements regarding these changes will be sent out to the members. Have almost completed the guide for the studio, a video tutorial will then be</p>   |

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|                |             | completed and we hope to introduce the new studio to the members by June.  |
| Production     | Lisa Clarke | Nothing to report at this time.  |
| Programming    | Maryam Shah | <p>Katie Donovan has completed week 5 of her training. Podcasting special will air across all 3 channels and an email will be sent May 1<sup>st</sup> with the YouTube link. In regards to the website going down, the web stream was still functional, and a separate link was sent to the radio producers. FPA's web developer found an issue with the Spintron software linked to the site and temporarily deactivated it until the issue was fixed.</p> <p>Gayle: do the numbers in the report represent re-aired programs?</p> <p>Maryam: the numbers in the report only count the first airings of new programs.</p>   |
| Office Manager | Rocio Lopez | <p>Have started sending monthly instructor-led webinars assigned to the staff and most departments are taking advantage of these.</p> <p>Income statement reporting is as of March 31st. Cox total income up \$7K from last year and Verizon total income down \$12K from last year. 3<sup>rd</sup> quarter payments have not yet been received.</p> <p>Staff productions up \$5K, office rental income up \$11K, training income up \$6K, other dividend income up \$27K, salaries and benefits up \$99K, facility expense down \$18K, and office operations expense down \$14K. Marketable securities up \$482K, accounts receivable down \$13K, fixed assets and equipment are up.</p> <p>We should be at about 75% of the expected budget. Cox and Verizon projected budgets are at 75% and 80%. Fee for service is below the budgeted amount due to COVID-19, net training is below the expected budget amount, fees are up due to collected payments for lockers. Membership</p> |

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|  |  | is below expected amount due to a lack of members. Interest and dividend income exceeds the budget due to deposits. We do not include gain or loss on sale of assets in the comparison budget. |
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| <b>Committee Reports</b> |                             |  |
|--------------------------|-----------------------------|--|
| Finance Committee        | Steve Mullen                | In touch with board members regarding the Edward Jones numbers previously presented. Dan Burnett will be helping with alternative investment programs to compare to Edward Jones.  |
| Performance Management   | Gayle Yiotis                | Nothing to report at this time.  |
| Membership Development   | Ruth Bennett & Colin Davies | <p>Meet &amp; Greet recording was longer than usual due to all of the questions received. Michael O'Connell would like to tour the new podcast room when it's ready and is willing to teach any classes about podcasting.</p> <p>Colin: is it time to have an in-person Meet &amp; Greet?</p> <p>Isaac: perhaps a hybrid session could be planned for the next Meet &amp; Greet?</p> <p>Chuck: there has been an increase in COVID-19 cases in the area, partly due to the lack of masks, and social distancing is still being enforced at FPA. The situation should be evaluated depending on the COVID-19 case levels at the time.</p> |
| Outreach                 | Shu Bartholomew             | <p>Nothing to report at this time.</p> <p>Isaac: spoke with Shu about coming up with an outreach plan and will assemble a committee to bring the plan to the board.</p>  |
| Operations               | Hurriyet Ok                 | Nothing to report at this time.  |
| Promotional Development  | Peggy Fox                   | Looking into a possible name change for the organization such as Nova Media, Nova Media  |

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|                  |              | <p>Network, and Nova Media Studios. Actively checking trademarks for all possible names.</p> <p>Subject was opened to board for discussion.</p> <p>Peggy: makes motion to direct Chuck to register the name Nova Media with US Patent &amp; Trademark Office and seek legal counsel for any follow-up; Gayle seconds. Motion passes.</p> |
| COVID Transition | Happy Garcia | n/a  |

| <b>Meeting Close</b>         |  |
|------------------------------|--|
| Unfinished Business          | Lisa's committee to address the hours of operation has now been dissolved and she will use the committee's feedback to make necessary changes. |
| New Business                 | n/a  |
| Confirm Future Meeting Dates | Next meeting is 5/25/22 and 6/29/22.   |
| Adjournment                  | Gayle: moves to adjourn the meeting, Peggy seconds. Meeting is adjourned at 8:26pm.  |