

FPA BoD Minutes – 12/8/2021 @ 7:03pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 12/8/2021

Minutes approved by the board on 1/26/2022 @ 7:10pm

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

<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  Peggy: Lisa Clarke is a great instructor, she is currently enrolled in a class led by her.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 9/29/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from September 29, 2021 as amended; Shu seconds. Motion passes.

Election of Board Appointed Director & Board Officers	
Board Appointed Position	Steve: nominates Colin for re-appointment of current board position; everyone seconds. Motion passes.
President	Steve: nominates Isaac to serve as president; Shu seconds. Motion passes.
Vice President	Gayle: nominates Ruth to serve as vice president; Hurriyet seconds. Motion passes.
Secretary	Steve: nominates Gayle to serve as secretary; Shu seconds. Motion passes.
Treasurer	Gayle: nominates Steve to serve as treasurer; Peggy seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Has been asked by the county to give a webinar regarding public, educational and government channels. This is very positive, showing Fairfax County is pleased with our performance.</p> <p>Took a webinar given by the National Association of Telecommunications Officers and Advisors (NATOA) entitled <b>PEG Channels 2021 and Beyond</b>, featured Eric Strouse, Station Manager at Coons Rapids (Minnesota) Community Television Network (CTN), who spoke about his organization's efforts to gain revenues from new sources to fill the gap caused by declining cable revenues. He stressed the success his organization (which is located in the Minneapolis/St. Paul area) has achieved in raising additional revenue through fee for service productions.</p> <p>Participated in a Virginia Association of Telecommunications Officers &amp; Advisors: (VATOA) Legislative Preview with Joe Lerch, Director of Local Government Policy, Virginia Association of Counties,</p>

		<p>regarding upcoming telecommunications issues to be addressed by the General Assembly this year, most of which do not appear to affect public access at this time. Cable revenues for the FY 2022 first quarter (July through September 2021) were \$561K compared to last year's FY 2021 first quarter (July through September 2020) cable revenues of \$567k -- a decline of only 6K, <b>a quarterly percentage decrease of <u>1%</u></b>. In contrast, last year's FY 2021 first quarter (July -- September 2020) cable revenues were \$567K compared to FY 2020 first quarter (July through September 2019) cable revenues of \$614K -- a decline of \$47K, <b>a quarterly percentage decrease of <u>8%</u></b>.</p> <p>The Comcast Reston franchise has been extended by the county until March 31, 2022, delaying FPA's operation of the Reston channel.</p> <p>U.S. Senate confirmed new FCC Chairman Jessica Rosenworcel this week.</p> <p>Gayle: Will Reston members tape at their current studio when we take over that channel?</p> <p>Chuck: Their studio is closed, so Reston residents will use FPA studios to record their programs.</p> <p>Peggy: Would it be helpful to lobby with current supervisors in order to facilitate the process?</p> <p>Chuck: We already have support from the county regarding what we are asking for, and county staff will negotiate with the cable companies which will then be presented to the Board of Supervisors for a vote.</p>
Engineering	Arcelious Joyner	Operations Committee meeting will be December 10, 2021 and the items for approval were sent out with an email notification.

		<p>Planning a wireless belt pack and intercom system upgrade along with other items during the upcoming winter hiatus.</p> <p>As part of the Security Committee, the locks for the entry and exit doors of the building have been replaced. Met with companies regarding blind spots with the current security system.</p> <p>Gayle: will a lock be installed on the outside door that employees will unlock for members?</p> <p>Arcelious: currently looking into a badge reader to open exterior doors for employees and a new notification system to alert employees about people waiting at the door.</p>
Outreach	Jerry Ferguson	Nothing to report at this time.
Training	Jay Erasquin	n/a
Production	Lisa Clarke	<p>Presenting a facility usage report to the board using information from 2015-2019 and post-Covid from August 2020-June 2021. Field bookings and Radio Fairfax were not included in report.</p> <p>Will be presenting more detailed information with further studio booking slots at the next board meeting.</p> <p>Hurriyet: what should be done with this information?</p> <p>Lisa: have been meeting with the managers regarding this topic and some may present their ideas at the next meeting.</p>
Programming	Maryam Shah	End of calendar year numbers will be presented in January.
Office Manager	Rocio Lopez	<p>Cox total income down \$3K from last year. Verizon total income down \$9K from last year.</p> <p>Last quarter's Cox total income was \$178K and</p>

		<p>Verizon total income was \$381K.</p> <p>Compared to last year, office rental income up \$8K, training income up \$8k, salaries and benefits down \$12K, office operation expense down \$6K, and instructor expense up \$6K.</p> <p>Marketable securities up \$1.4M due to market changes, accounts receivable down \$12K, and fixed assets are up due to ongoing projects.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Projections were accurate during budget review which initially caused concern, yet it seems as though the economy may be bouncing back, and Chuck's financial summary provided earlier on cable revenues was great.</p> <p>Completed a cash requirement plan with Rocio in order to review planned payments for employee bonuses. Adequate cash required for staff bonuses as budgeted was confirmed and will move forward after other cash requirements have been reviewed.</p> <p>Looked at investment account and met with Edward Jones account advisor. Wanted to review investment objectives and confirm these accounts would get FPA to the budgeted income number. Will be increasing returns with these investments in order to meet budget goals.</p> <p>These accounts can help serve as a backup. Non-cable investment can be used to supplement purchases of new property and cable investment account can be used to pay bills, if needed.</p> <p>Gayle: do we have real estate stocks?</p> <p>Steve: Real Estate Investment Trust (REIT) assets or other real estate stock investments are not part</p>

		<p>of our Edward Jones investment portfolio.</p> <p>Colin: is the fee negotiable?</p> <p>Steve: it is negotiable, we did compare Edward Jones with other investment companies and it is on par with other plans.</p>
Performance Management	Gayle Yiotis	All is going well and staff are doing a good job.
Membership Development	Ruth Bennett & Colin Davies	Meet and Greet went well and perhaps the next one can also include an investment Meet and Greet, per Peggy's suggestion.
Outreach	Shu Bartholomew	Nothing to report at this time.
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	Nothing to report at this time.
COVID Transition	Happy Garcia	Nothing to report at this time.
Executive Committee	Isaac Asare	<p>Would like to designate 2 meetings per year for any changes in the operations manual, unless it's urgent.</p> <p>Chuck to report back on selected meetings.</p>

<b>Meeting Close</b>	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 1/26/22.
Adjournment	Gayle: moves to adjourn the meeting, Steve seconds. Meeting is adjourned at 8:55pm.