

FPA BoD Minutes - 2/24/2021 @ 7:03pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 2/24/2021

Minutes approved by the board on _3/31/2021 @ 7:20pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-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 -Lisa Clarke -Maryam Shah -Gabby Silva
Members in Attendance	n/a

Meeting Open		
Call to order at 7:03pm	Ruth Bennett (Vice President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Shu: Three radio producers have hit the 30 year mark of doing their shows at FPA. Ruth: compliments staff and remarks that FPA is the only public access station open at this time.
Meeting Agenda	Ruth Bennett (Vice President)	Agenda moves forward with no changes.
Approval of 1/27/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from January 27, 2021 as amended; Shu seconds. Motion passes.

Staff Reports

Executive Director

Chuck Peña

Took a webinar with NATOA on Federal Communications Policy in 2021 and Beyond: What to Expect from the Administration and New FCC Leadership.

One item discussed was the Telecommunications Bill passed in 1996 and the potential for an updated bill during this current administration. A new bill could help FPA with fees from internet services or over-the-top (OTT) video services through the internet.

Municipalities in numerous states are pursuing revenues from OTT internet-delivered video services. Currently, litigation by cities in Texas, Indiana, Ohio, Nevada, Tennessee, Arkansas, Missouri and Georgia is pending, alleging streaming services (such as Netflix, Disney, Hulu, et al.) are providing video services under state law and, among other things, revenues from these video services are subject to franchise fees imposed by these municipalities upon video services.

FPA was closed due to inclement weather for numerous days, during the period from January 31 Through February 19.

As is our usual practice, FPA mirrored the inclement weather closings of the Annandale campus of Northern Virginia Community College.

Under our work from home policy, on days that FPA is closed because of inclement weather our employees, who had previously been approved to work from home on those days, are still expected to perform the duties that had been assigned to them. Additionally, Arcelious and Engineering staff are

		<p>on-call to respond to and resolve those technical problems that fall within Engineering's responsibilities which may arise.</p> <p>Further, Maryam and Programming staff continue to monitor our cable channels and perform the various duties required to schedule programs and ensure the continued cablecasting of programs over our four channels.</p> <p>Joined Jay Erasquin in second interview for the new Member Training Specialist position.</p> <p>Arcelious has been working hard to bring remote contribution to the members in cooperation with Maryam.</p>
Engineering	Arcelious Joyner	<p>Successfully deployed media transcoding system which allows for more ease of use and reliability with multiple file formats.</p> <p>Working with Maryam, decided to use Exavault for TV remote contribution as this system is already in use for radio producer remote contribution.</p> <p>Upgrades and ongoing projects include cable signal flow design and pedestal repairs.</p> <p>Ruth: previous Engineer was working on possible security upgrades that have not been implemented such as check in with badges.</p> <p>Chuck: Current approach is that staff provides access to the building for members, which is working better and safer overall.</p>
Outreach	Jerry Ferguson	<p>Working with Greater Reston Chamber of Commerce who produces The Valor Awards which recognizes efforts of first responders. Event will be all online, will help with Zoom interviews and shoot possible in-person interviews.</p>
Training	Jay Erasquin	n/a

Production	Lisa Clarke	n/a
Programming	Maryam Shah	<p>Programming numbers still down due to COVID and recent hiatus. New airdrop is a huge improvement over previous system. Currently testing for new remote contribution system. Programming team was scheduling and monitoring the channels during recent weather closures.</p> <p>Was able to acquire a public radio special for Black History Month called The Reckoning that will air on Radio Fairfax.</p>
Office Manager	Steve Mullen, presenting for Rocio Lopez	<p>Cox total income for 2nd Quarter of FY2021 is \$176K. Verizon total income for 2nd Quarter of FY2021 is \$384K. Total combined income is \$560K.</p> <p>\$63k loss in second quarter of FY2021 when compared to the same period one year earlier. \$47K loss in first quarter of FY2021 when compared to the same period one year earlier. Total combined loss of \$110K for first two quarters of FY2021. This is largest quarterly revenue loss in history when compared to the same period one year earlier.</p> <p>Loss of revenue partly attributed to people moving away from cable to alternative programming sources and economic impact from COVID-19. Edward Jones interest and dividend income and capital gains are helping during loss of cable and other revenue.</p> <p>BNA fixed asset software is failing and at risk of loss of data files. Gabby and Rocio are working with Arcelious to recover files needed from servers to move to Accufund software. Depreciation and amortization number is not correct while BNA software is not working properly.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Thanks Gabby for assisting during Rocio's time off and Rocio for working during her maternity leave.</p> <p>New garbage disposal has been installed in Studio A kitchen set by Steve at no cost to FPA. RESULT: FPA saved several hundred dollars! Plumbers are very expensive.</p>
Performance Management	Gayle Yiotis	Staff telework program is going well at FPA.
Operations	Isaac Asare	n/a
Membership Development	Ruth Bennett & Colin Davies	Met with Chuck and Ruth regarding next Meet & Greet that would include Rick Davis, Dean of Visual and Performing Arts at GMU and possibly someone from School of Communications for an upcoming virtual panel discussion for members.
Outreach	Shu Bartholomew	<p>Shu will refer one of our radio producers who is a Communications professor at GMU to Colin for the event.</p> <p>Ruth: Chuck is also on the board of Film and Video Studios in GMU.</p>
Promotional Development	Peggy Fox	<p>Will begin the process of building the Promotions Committee in order to help promote FPA and producer programs through social media and other methods.</p> <p>Ruth: proposes a group to begin working with Peggy including Gayle and Happy, some staff and members.</p>
Executive Committee	Isaac Asare	n/a

Meeting Close	
Unfinished Business	n/a

New Business	Ruth; revisiting safety issues discussion and promotional development meeting.
Confirm future meeting dates	Next meeting is 3/31/21.
Adjournment	Gayle: moves to adjourn the meeting, Shu seconds. Meeting is adjourned at 8:37pm.