

FPA BoD Minutes – 2/23/2022 @ 7:03pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 2/23/2022

Minutes approved by the board on _3/30/2022

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

Meeting Open		
Call to order at 7:03pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Shu: everyone at FPA is marvelous. Gayle: seconds Shu and includes staff, board, and members.
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 1/26/22 Meeting Minutes	Gayle Yiotis (Secretary)	Shu: makes motion to approve minutes from January 26, 2022 as amended; Colin seconds.

		Motion passes.
Creation of Committee	Isaac Asare (President)	Assigning the creation of new ad-hoc committee to review Lisa's proposal from previous month. Members will be Colin, Gayle, Lisa, Maryam, the President of Radio Guild, and a TV producer.

Staff Reports		
Executive Director	Chuck Peña	<p>> FPA celebrated Black History Month with a series of TV and radio specials with accompanying press releases that were reviewed by our board director of promotional development, Peggy Fox. Aired <i>Mark of the Hawk</i>, starring Sidney Poitier; <i>Within Our Gates</i> (the oldest surviving motion picture produced by an African American filmmaker); the Academy Award-winning <i>Nine from Little Rock</i>; and more. Maryam obtained a number of radio specials featuring John Lewis, Aretha Franklin and others.</p> <p>> The property management company for the Alliance Center office condominiums (which includes FPA) has named John Motz as the new property manager for the Alliance Center. As vice president of the Alliance Center board of directors, I will be working closely with him.</p> <p>> Harford Insurance has advised us that our disability insurance policy lines will renew with no rate increase, and won't renew again until April 2024.</p> <p>> Cable revenues for the FY 2022 second quarter (October through December <u>2021</u>) were <u>\$575K</u> compared to last year's FY 2021 second quarter (October through December <u>2020</u>) cable revenues of <u>\$560K</u> – an <i>increase</i> of <u>\$15K</u>. In contrast, last year's FY 2021 second quarter (October through December 2020) cable</p>

		<p>revenues were <u>\$560K</u> compared to FY 2020 second quarter (October through December 2019) cable revenues of <u>\$623K</u> -- a <i>decline</i> of <u>\$63K</u>.</p> <p>> The county has informed me that the Verizon and Comcast renewals have been delayed again. There will be no impact on our funding from Verizon, but this will delay funding from Comcast for operating the new channel. The Comcast franchise agreement is extended to the end of December 2022, and the Verizon franchise agreement is extended to the end of March 2023.</p>
Engineering	Arcelious Joyner	<p>Due to supply chain issues there have been delays on cabling and other equipment.</p> <p>Ruth: when will the Whisper Room be up and running?</p> <p>Arcelious: running the cables this week and building the shell next week. Hope to install the mixer in the beginning of March unless there are delays.</p> <p>Isaac: what is the timeline for making it available to members?</p> <p>Arcelious: once built and Jay has created the curriculum, it will become available to the membership for training.</p> <p>Peggy: will FPA be offering hosting for podcasts?</p> <p>Jay: one class will include a podcasting class which will cover all aspects of podcasting. There will be another single-session class on how to use the equipment in the Whisper Room, such as for voiceovers. Training plans are still in the works.</p> <p>Shu: will FPA be broadcasting the podcasts?</p> <p>Chuck: video podcasts can air on the television</p>

		<p>channels, and audio podcasts can air on the radio channels.</p> <p>Maryam: anything created in the Whisper Room must air at FPA unless producers pay to get out of the distribution requirements.</p>
Outreach	Jerry Ferguson	We have new slides for Channel 37, new fees for service jobs, and field coverage requests based on letters sent out to non-profits.
Training	Jay Erasquin	<p>FPA is no longer dropping in membership numbers, and more people are joining again. Numbers and enrollment in classes are still low. Summer camps are almost full due to capacity limits. Recommend doing a membership drive once precautionary measures are lifted.</p> <p>Peggy: are we making money on the camps?</p> <p>Jay: even with capacity restrictions the camps are still making a profit.</p>
Production	Lisa Clarke	Nothing to report at this time.
Programming	Maryam Shah	<p>Working on reconciliation of radio numbers, meaning producers created more content than initially counted so adjustments need to be made.</p> <p>Women’s History Month specials will be airing, we’ve newly acquired “The Hitchhiker” along with other films.</p> <p>Will begin featuring a new show of the day on social media.</p> <p>Regarding the Whisper Room and streaming the content, there are regulations for streaming and costs for streaming have doubled this year.</p> <p>Isaac: can a block of time be created for podcasts from the Whisper Room?</p> <p>Maryam: traditionally it has been hard to fill</p>

		programming blocks due to not having enough of certain programs. It would be better to approach it as programs start coming in and then make the determinations.
Office Manager	Rocio Lopez	<p>Reporting as of January 31st. Cox total income is down \$14K from last year (LY). 2nd quarter payment of \$183K was received in February. Verizon total income is down \$1k from LY. 2nd quarter payment of \$381K was received in February. Combined total income is \$575K which is \$15K more than LY.</p> <p>Office suite rental is up \$10K, training income is up \$7K, salaries & benefits up \$74K, other interest and dividends up \$23K, office operations expenses down \$18K, and training instructor expenses are up \$3K. Marketable securities are up \$649K, accounts receivable are down \$9K, and fixed assets are up due to ongoing projects.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Hurriyet asked about employee benefit costs for a full-time employee and costs vary from employee to employee, depending on the age of the employee and other factors.</p> <p>Completing a comparative review of investment company options with Edward Jones and other companies. Will be collaborating with Dan Burnett, our outside auditor, on this review in order to obtain his professional insights.</p>
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Next Meet & Greet will include the Whisper Room and we would like to find a professional podcaster for the event. Peggy will reach out to some of her contacts to help find a guest speaker.

Outreach	Shu Bartholomew	Have been talking to people interested in the new Whisper Room who are hoping to use it and other FPA facilities.
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	<p>Would like to hold a meeting on March 3rd at 7pm via Zoom to cover topics including a name change, promotion & marketing, and possibly hiring a marketing manager.</p> <p>Would like to ask producers and volunteers to record a short 30 second video of themselves for social media. Would like to put out a notice to our members in order to help promote FPA and build membership.</p>
COVID Transition	Happy Garcia	Covid numbers are encouraging and going down. Waiting for CDC's new guidances coming out this week. Will plan a committee meeting soon.
Executive Committee	Isaac Asare	n/a

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 3/30/22 and 4/27/22.
Adjournment	Gayle: moves to adjourn the open meeting. Steve seconds. Open meeting is adjourned at 8:21pm.