

FPA BoD Minutes – 7/27/2022 @ 7:06pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 7/27/2022

Minutes approved by the board on 8/31/2022 @ 7:08pm

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Ruth Bennett -Steve Mullen -Gayle Yiotis -Colin Davies -Hurriyet Ok -Shu Bartholomew -Happy Garcia
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jerry Ferguson -Jay Erasquin -Maryam Shah
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:06pm	Ruth Bennett (Vice President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Chuck: thanks to everyone who worked during the July hiatus.  Shu: thanks to FPA for protecting first amendment rights.
Meeting Agenda	Ruth Bennett (Vice President)	Agenda moves forward with no changes.
Approval of 6/30/22 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from June 30, 2022, as amended; Happy seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Action item: asking board approval for notice of the upcoming September member meeting.</p> <p>Shu: makes motion to approve notice as presented by Chuck; Colin seconds. Motion passes.</p> <p>Office TS-1, currently being rented by tenant Sunrise Premiere Pools recently flooded due to leakage from the roof. Damages and losses are being dealt with by insurance adjuster. Leak was a result of an AC unit leaking and malfunctioning.</p> <p>Annual condo association meeting has been rescheduled to August 30, 2022.</p>
Engineering	Arcelious Joyner	<p>Completed hiatus items and have some upcoming projects including replacing video router and automation payout system.</p> <p>Low power FM transmitter for Radio Fairfax will have cables run to far end of the building to allow for greater signal strength.</p>
Outreach	Jerry Ferguson	Nothing to report at this time.
Training	Jay Erasquin	<p>Contacted instructors regarding the lifting of Covid restrictions and most are okay with the new limits.</p> <p>We had a class instructor cancel due to a last-minute emergency, and Steven Burgoon was able to fill in so the camp would not get cancelled.</p> <p>Semester plans are underway and membership numbers are still low.</p>
Production	Lisa Clarke	n/a
Programming	Maryam Shah	Nothing to report at this time.
Office Manager	Rocio Lopez (Steve Mullen	Highlights and comparative budget summaries are

	reporting)	<p>being presented. Income statement will not be presented as fourth quarter revenue checks have not yet been received. Checks are received up to 45 days after the quarter is over and financials will be updated once received.</p> <p>If the checks received match the accruals that will mean budget projections have been good. Lisa is doing well with Staff Productions and Chuck and Rocio have done well with bringing in rental income. Jerry continues to work with clients despite more people using Zoom. Training revenue has been impacted due to class limitations. Membership dues are down. Interest and capital gains income is right at what was projected due to the Edward Jones investment account. Security and telephone expenses have gone up, otherwise most other numbers are where they should be.</p>
--	------------	---

<b>Committee Reports</b>		
Finance Committee	Steve Mullen	Nothing additional to report at this time.
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Jay and Arcelious will be leading the next Meet and Greet. Jay will be talking about training and certifications. Arcelious will be talking about equipment, podcasting, streaming, and Studio D. Audio Podcasting class and Studio D certification courses will be announced.
Outreach	Shu Bartholomew	Have been bringing people in to join FPA who have expressed interest in classes and creating shows.
Operations	Hurriyet Ok	Will be taking part in some vendor meetings with Arcelious soon.
Promotional Development	Peggy Fox	n/a
COVID Transition	Happy Garcia	Nothing to report at this time.

<b>Meeting Close</b>	
Unfinished Business	Isaac has asked the board to brainstorm on the current outreach plan and to come to a consensus on the goal of outreach. The Board spent approximately an hour working on outreach plan definitions.
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 8/31/22.
Adjournment	Steve: moves to adjourn the meeting, Happy seconds. Meeting is adjourned at 9:08pm.