

jjFPA BoD Minutes - 3/31/2021 @ 7:02pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 3/31/2021

Minutes approved by the board on 4/28/2021; 7:08pm

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

Meeting Open		
Call to order at 7:02pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Chuck: The new remote contribution system, led by Arcelious, is now available to television producers. Also applauds Arcelious' work on the BNA software. Lisa has been working hard on the new locker policy. Jay has been working hard on new revisions to the Policies and Procedures manual. Welcomes Rocio back from leave. Steve: seconds Chuck's praise on Arcelious' work on BNA software. Sam and Kera have again

		provided support on Sports Scope productions.
Meeting Agenda	Isaac Asare (President)	Change made to agenda to allow Membership Development committee to provide report first. Change to agenda approved by Board consensus.
Approval of 2/24/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from February 24, 2021 as amended; Happy seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Fairfax County has extended expiration of the Verizon franchise agreement again to March 2022 due to disputes over the FCC offset rule. No real negative impact will affect FPA due to this extension; however, some benefits will be delayed, such as high-definition carriage of FPA channels on Verizon, display of the on-screen cable guide on Verizon, and more. These benefits were already negotiated with Cox in 2013.</p> <p>Comcast franchise expiration has been extended to December 2021, for reasons similar to Verizon's. Negotiations with Comcast will also include similar requests brought to Verizon.</p> <p>Court case regarding FCC offset rule is scheduled for April 15, 2021 to be heard by a three-judge panel. FCC chair Jessica Rosenworcel is in favor of the repeal of current offset rules.</p> <p>Remote contribution system for television producers is now in place thanks to Arcelious. Maryam sent out an email with instructions regarding the new process.</p> <p>Sumit Shrestha has started as the IT Help Desk Technician.</p> <p>Radio Guild met for the first time since the pandemic and for the first time via zoom ever. It</p>

		<p>went very well with some Board members' participation.</p> <p>Attended a Society for Human Resources Management (SHRM) webinar regarding work from home and vaccination policies for employees. The Pfizer CEO on the webinar did not advocate for requiring vaccinations for employees, but employers should strongly encouraged them for employees.</p> <p>Colin: Employers make rules for employees so why is the vaccine not being required for employees?</p> <p>Chuck: Most staff has expressed an interest in obtaining-vaccinations and some already have; however, some provisions are in place for medical and religious reasons for not receiving vaccinations.</p>
Engineering	Arcelious Joyner	<p>Engineering had two vacancies in March, one of which was filled by Sumit Shrestha. Currently, screening candidates for the full-time broadcast engineer position.</p> <p>Television remote contribution system is now operational and functioning at little cost. In-house equipment repairs include Vintin pedestals.</p> <p>Chuck: Can you please elaborate regarding issue with BNA software?</p> <p>Arcelious: A power outage caused the hard drive which contained the software to fail. Sent the hard drive to a company for a retrieval of lost files and merged with the database remnants recovered. The potential loss of software, containing fixed assets, tax information, etc., would have been catastrophic to accounting. Several backups are now in place to prevent this from happening in the future.</p>
Outreach	Jerry Ferguson	<p>Received date for upcoming Valour Awards shoot to air in May.</p>

<p>Training</p>	<p>Jay Erasquin</p>	<p>Steven Burgoon joins the department as the new Member Training Specialist. Will teach courses and provide mentoring to members as well.</p> <p>Created an update to Policies and Procedures Manual to include a student behavior policy that the Board will need to approve.</p> <p>New video tutorials have been released online and more are currently being worked on with the help of Staff Productions and Equipment Room staff.</p>
<p>Production</p>	<p>Lisa Clarke</p>	<p>The hallway where the lockers are located is not wheelchair accessible and the lockers will need to be removed. Some producers forgot they had lockers and payment for use has also been difficult to collect, and would like to phase them out. Backpay, removal of items, and reducing locker units and relocating them are options.</p> <p>After much discussion, current producers with lockers will be grandfathered in and no new lockers will be assigned via Board consensus.</p>
<p>Programming</p>	<p>Maryam Shah</p>	<p>Television remote contribution is now up through a system currently being used for radio remote contribution. Testing, email, and webpages have been created with a few producers who have been using it since the launch.</p> <p>Television and radio renewals have been sent to producers.</p> <p>Social media action plan has been provided to Chuck and Peggy.</p>
<p>Office Manager</p>	<p>Rocio Lopez</p>	<p>Cox total income, as of February 28, is down \$48K from the same period last fiscal year and Verizon total income, as of February 28, is down \$86K from the same period last fiscal year.</p> <p>Training income is down \$18K, office rentals down \$16K, salaries and benefits down \$77K, facility expense is up \$22K, professional services are</p>

		<p>down \$39K, instructor expense down \$7K, marketable securities are up \$1M, and account receivables are down \$31K.</p> <p>92% of our income comes from Cox and Verizon, and there is a revenue loss of \$110K from last fiscal year's first two quarters compared to this fiscal year's first two quarters with an overall loss, in all revenue categories, of 191K between last fiscal year's first two quarters compared to this fiscal year's first two quarters.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Projected a 10% loss in cable grant revenues in budget and are close to that percentage. Last quarter we had the largest loss of revenue in our history. Planned expenses based on the projected loss of revenue. When looking at all other areas of income, which account for 8%, we were not anticipating the significant losses we have experienced. Of the \$191K difference, \$81K loss was from other revenue categories which was not anticipated.</p> <p>Currently being careful on the expenses, which is why total expense is down in order to compensate for revenue loss. Financials are still strong and can use investment assets (i.e., marketable securities) if really needed. Will keep an eye on revenues received in the upcoming quarters. Anticipating economic recovery and vaccinations, hoping this may help to boost revenues.</p> <p>Thanks to Gabby for helping while Rocio was on maternity leave and for her continued help with the audit.</p>
Performance Management	Gayle Yiotis	All going well with work at home policy for staff.

		<p>Chuck: will take a look at whether or not there will be continuation of work from home after the pandemic is over.</p>
Operations	Isaac Asare	n/a
Membership Development	Ruth Bennett & Colin Davies	<p>Colin: distinguished poet Grace Cavalieri will be featured as the guest speaker in the April 21, 2021 member meet and greet. Colin will introduce her, Grace will talk and have Q&A with members, and will end with Colin reciting one of her poems.</p> <p>Ruth: after research and discussions with staff, determined a building security committee is already in place and staff will continue with previous and new projects related to security and report back to the Board.</p> <p>Colin: Radio Guild meeting went well and no producers had any complaints regarding the equipment for the first time.</p>
Outreach	Shu Bartholomew	n/a
Promotional Development	Peggy Fox	<p>Promotions Committee unanimously voted, with one abstention, to ask the Board to investigate for a re-branding and renaming of the station done by a firm.</p> <p>Isaac: this topic has come up previously and steps are included in the Strategic Plan. I think it is important to include producers in the re-branding process.</p> <p>Steve: what would a commercial business do to help with this process?</p> <p>Chuck: this would not only include name research, but a comprehensive change that would include a new tagline, website, logo creation, print materials, etc.</p>
Executive Committee	Isaac Asare	Had a conversation regarding outreach goals and agreed to 4 goals: increase membership,

		<p>networking with the community, alternative funding sources, and self-promotion.</p> <p>Create a COVID transition committee and Happy will chair it.</p>
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Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm future meeting dates	Next meeting is 4/28/21, 5/26/21, and 6/30/21.
Adjournment	Steve: moves to adjourn the meeting, Gayle seconds. Meeting is adjourned at 8:54pm.