

FPA BoD Minutes - 4/29/2020 @ 7:08pm

Minutes taken by Hurria Shah on behalf of the Board Secretary on 4/29/2020

Minutes approved by the board on May 27

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Steve Mullen -Gayle Yiotis -Hurriyet Ok -Ruth Bennett -Ben Zuhl
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Alexander Pierson -Jerry Ferguson -Jay Erausquin -Maryam Shah -Rocio Lopez -Lisa Clarke
Members in Attendance	n/a

Meeting Open		
Call to order at 7:08pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements: Isaac thanks Chuck and staff for work in keeping the station running during the current pandemic. Ruth and Gayle agree. Ben: Jeff McKay, Chairman of the Supervisors expressed his thanks for keeping FPA programming going while on his radio show. Ruth thanks Isaac for keeping the Board going during this time. Kevin McFarland is no longer on the Board, leaving two positions open to be filled at a later date.
Meeting Agenda	Issac Asare (President)	Isaac moves forward with the agenda with no opposition or amendments.

Approval of 2/26/20 Meeting Minutes	Gayle Yiotis (Secretary)	Ben: moves to approve the minutes from February 26, 2020, Ruth seconds. Motion carries.
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Staff Reports		
Executive Director	Chuck Peña	<p>Action items presented by Chuck – The Whistleblower Policy & Dental Benefits Expansion for Employees</p> <p>The Whistleblower policy is very similar to previous version with language added by auditor and outside legal counsel and recommends Board approves it. Additional comments added include sections that would allow employees, directors and members to report violations of law or ethics. Claims made not in good faith would also not be tolerated. Since not all Board members reviewed the policy, the vote will be delayed until the May 2020 meeting.</p> <p>Dental benefits at FPA currently only cover the employee but not their spouse and dependents. Chuck is asking to expand FPA dental benefits to an employee’s spouse and dependents similarly to other medical benefits.</p> <p>Ben: makes a motion to expand the dental benefits for employee’s spouse & dependents; Ruth seconds. The motion carries.</p> <p>Chuck has hired Arcelious Joyner as the new Chief Broadcast Engineer. He was selected from a large pool of applicants and interviewed by Chuck and Greg Smalfelt. Arcelious comes from CNN and Middle East Broadcast Network and holds a Bachelor’s Degree in Electrical Engineering and a Master’s Degree in Engineering & Technology Management and will be joining FPA in a few weeks.</p> <p>Chuck has been discussing with the county the possibility of FPA providing playback services for</p>

		<p>Reston Channel 28. He discussed with Maryam if scheduling 5 hours of primetime programming on an additional channel for Reston 28 would be cumbersome on her staff and she thinks her department can handle it.</p> <p>In discussions with the County Office of Revitalization regarding possibly rezoning FPA's property in order to get a higher price in the future. FPA believes increasing floor area ratio and density is in the county's best interest, especially for tax revenue purposes.</p> <p>During Women's History Month we featured early women filmmakers Alla Nazimova and Lois Weber found by Maryam. Joshua Servant edited the silent movies with soundtracks to prepare the films for airing.</p> <p>Chuck reached out to Chairman McKay and asked if he would like to come to FPA for a tour and meeting the Board. He was originally planning to attend the May meeting however this has been delayed due to the COVID-19 outbreak.</p> <p>Chuck also reached out to county staff and elected officials to let them know that we are available to assist the county and Channel 16 if necessary.</p> <p>A new slide has been added to Channel 37 informing viewers on how to get alerts from Fairfax County regarding the COVID-19 outbreak.</p>
Engineering	Alexander Pierson	<p>Isaac: how has it been during the pandemic.</p> <p>Alexander: we have been preparing and adjusting remote access for staff as needed. Have been working on systems that were meant only for hiatus but since the closure have been able to take these systems down for maintenance. Engineering has mostly been working remotely.</p>

		<p>Ben: how long will it take to test equipment prior to reopening to members.</p> <p>Alexander: turned off all non-essential equipment during closure and will take at least an entire day per each studio for testing.</p>
Outreach	Jerry Ferguson	<p>Isaac: is there any role FPA can play in the upcoming census?</p> <p>Jerry: we have been running all PSAs provided until November and they have sent out to the county the current census response rate during the pandemic which is ranging at about 50%.</p>
Training	Jay Erasquin	<p>Exploring possibility of adding Davinci editing software as a future class next semester. Also looking into Google Suite for Education for possible implementation of online classes in the future. There have been many class cancellations and refunds due to the outbreak, which Rocio has been assisting with.</p>
Programming	Maryam Shah	<p>Programming numbers have decreased due to COVID-19 closure. Producers are submitting programs weekly while programming works remotely and on-site. This has highlighted the need for an FTP system for producers to submit content remotely, but can only accept mail submissions currently. Hoping to move to a remote system for producers when the new Chief Engineer starts.</p>
Production	Lisa Clarke	<p>Started renewal process with Maryam and will contact Staff Production producers.</p>
Office Manager	Rocio Lopez	<p>Cindy and Jay are going in weekly. Chuck and Steve are signing checks weekly as well. Custodian is coming in weekly to disinfect the premises.</p> <p>Financial statement as of March 31, 2020. Second quarter payment from Cox was \$197K and Verizon was \$426K for a total of \$623K. The third quarter check is expected in late April or early May.</p>

		<p>Financial statements will be mailed out to the Board by Steve Mullen.</p> <p>Should be at 75% of the budget and Verizon and Cox service income is at 73-76% of the actual budget due to conservative budgeting. Accruals for the 3rd quarter of the fiscal year are included in the actual numbers and may be adjusted after checks have arrived. Gain or loss on sale of assets in comparison budget on the income side. Most expenses are below the budgeted amount. Fixed assets have increased due to Edit 1 upgrade.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Revenues that are expected to continue include the Cox and Verizon service fees. Fundraising and underwriting have been a smaller amount. Staff Production revenue has halted since shutdown. Fee for Service has also decreased due to pandemic. Rental income will continue as before but will understand some late payments due to pandemic impact. Internet and Membership revenue is expected to continue as usual. Interest and dividend income will continue, however, revenue amounts could be adversely impacted by market conditions. Training revenue will decrease due to closure.</p> <p>The new fiscal year budget has been delayed due to closure. Hoping to complete an interim budget by the end of May while doing remote interaction with staff. Since the fiscal year ends June 30, the budget can be approved after May if needed.</p> <p>Isaac: will the new Edward Jones representative report quarterly to committee and annually to board?</p> <p>Steve: the new analyst is able to assist us similarly to how Kevin did previously.</p>

Performance Management	Gayle Yiotis	Nothing to report at this time.
Operations	Hurriyet Ok	Nothing to report at this time.
Membership Development	Ruth Bennett	Emailed Membership Committee regarding class discount for veterans and decided not to move forward with it.
Outreach	Isaac Asare	Plan to hold an outreach meeting and will let board know once date is set.

Meeting Close	
Unfinished Business	None
Closing Remarks	None
Add new items to next month's agenda	None
Confirm future meeting dates	Next meetings are 5/27/20 and 6/24/20.
Adjournment	Ben makes motions to adjourn the meeting, Steve seconds. Motion passes with no opposition or abstentions. -Meeting is adjourned at 8:38pm.