

FPA BoD Minutes - 2/26/2020 @ 7:04pm

Minutes taken by Hurria Shah on behalf of the Board Secretary on 2/26/2020

Minutes approved by the board on _Apr 29: 7:20pm_

Attendance	
Members of the Board in Attendance	-Isaac Asare -Steve Mullen -Gayle Yiotis -Hurriyet Ok -Reggie Marston - <i>electronic participation</i> -Ruth Bennett -Ben Zuhl
Staff in Attendance	-Chuck Peña -Alexander Pierson -Jerry Ferguson -Jay Erausquin -Maryam Shah -Rocio Lopez
Members in Attendance	n/a

Meeting Open		
Call to order at 7:04pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy
Meeting Agenda	Isaac Asare (President)	There will be an executive session after the meeting has adjourned.
Approval of 1/29/20 Meeting Minutes	Gayle Yiotis (Secretary)	Ben: moves to approve the minutes as amended from January 2020, Steve seconds. Motion carries.

Staff Reports		
Executive Director	Chuck Peña	Chuck: received 18 additional resumes for the chief engineer position, will meet with Greg Smallfelt this coming Friday to narrow down which applicants they want to interview, will be

		<p>conducting interviews on evenings & weekends to accommodate applicants, all of whom have day jobs.</p> <p>At last meeting, discussed planned programming for February, Black History Month, 2020, by presenting movies by prolific filmmaker Oscar Micheaux. Micheaux's movies <i>Lying Lips</i>, <i>Swing</i>, and <i>Murder in Harlem</i> were presented during February.</p> <p>Next year, Chuck hopes to acquire many more pieces & local talent to discuss them from an historical perspective.</p> <p>In recognition of Women's History Month, films will be aired from early women filmmakers, Lois Weber & Alla Nazimova.</p> <p>Last month, Production Community Television Act, introduced in both the House of Representatives & Senate would help to ease concerns regarding the FCC offset rule, which states the 5% franchise fee payable to local governments under the cable franchise agreements can be offset by non-cash obligations that the cable operators perform. This bill, authored by Sen. Markey of Massachusetts would redefine the meaning of 'franchise fee' & would solve this problem.</p> <p>By this summer the FCC will determine if the fair-market value of bandwidth given to PEG channels could be used to reduce franchise fees payable to local governments. Would put pressure on our local government to not give us HD format on Verizon or formats greater than HD.</p> <p>The County is very supportive of public access, but lack of FCC offset rule would be beneficial to us. Currently, the US Conference of Mayors, National League of Cities, and the National Association of Counties are all supporters of this bill by Sen. Markey.</p>
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<p>Outreach</p>	<p>Jerry Ferguson</p>	<p>Steve: curious as to whether Cornerstones event should qualify as a Fee for Service as opposed to Outreach.</p> <p>Jerry: depends, as this was a planning committee meeting versus a Fee for Service for an editing job from this event.</p> <p>Steve: I don't see how working with a Cornerstones Planning Committee benefits FPA. Because of extensive outreach support already provided to Cornerstones, we should limit future Cornerstones activity to Fee for Service.</p> <p>Ruth: really appreciate how Jerry has provided detailed information on what he has been working on.</p>
<p>Training</p>	<p>Jay Erasquin</p>	<p>Jay: planning on possibly including free editing software Davinci next semester in the course schedule for members.</p> <p>Requesting a set of policies and guidelines for staff to adhere to for Operations Committee.</p> <p>The status of the military discounts for members is still pending and awaiting a Board decision.</p> <p>Some members inquired about the job announcements being sent on a semi-weekly basis sent by Ingrid as that was a useful service.</p> <p>Chuck: Isaac will be sending out the job announcements going forward via Mailchimp.</p> <p>Ruth: the Membership Committee will be reviewing the military discount proposal and will have a report at the next meeting.</p> <p>Isaac: we are moving away from last-minute actions having to do with the Operations Committee.</p>
<p>Programming</p>	<p>Maryam Shah</p>	<p>Nothing to report</p>

Office Manager	Rocio Lopez	<p>Rocio: We received 2nd Quarter payments from both Cox for \$197,380.99 and Verizon for \$425,699.92 in February 3, 2020, which are not reflected in January's Financial Statements, as these checks were deposited in February as well. Second quarter total payment for both Cox and Verizon was approximately \$723K. Next month's financial statement will reflect the most recent deposit.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Steve: Rocio and I completed the cash requirements plan review with very close projections for both total income and total expenses through this period. The next quarterly check for period ending March 31, 2020 will not be received until early May. So cable fund bank account money will need to cover all projected expenditures until then.</p> <p>We included projected purchases approved by the Operations Committee for Engineering Staff projects together with all other projected normal expenses in arriving at total expenses amount. All expenses were then compared to anticipated total revenue amounts for the period, resulting in a cushion of approximately \$40-50K. As a result, no transfer of money will be made to Edward Jones from the cable fund at this time.</p> <p>Due to expenses going down on non-cable fund account, largely as a result of paying off the building loan, \$150K will be transferred to the Edward Jones account, leaving a balance of \$25-30K in the non-cable fund bank account.</p>
Performance Management	Gayle Yiotis	<p>Gayle: half-holiday closures and military discount is being discussed with Membership Committee and will report back in March.</p>

<p>Operations</p>	<p>Reggie Marston</p>	<p>Reggie: due to conflict couldn't attend the last Operations Committee meeting but did get an update email from Alexander regarding approved items.</p> <p>Steve: Operations Committee approval amount at the last meeting was \$209,733.82 of which \$91K was already paid leaving a balance of \$119K to be paid.</p> <p>This was the amount approved by the Operations Committee based on the depreciation expense of approximately \$300K per year. If an emergency expense needed to be approved beyond that amount, it would be considered over-budget.</p> <p>Isaac: want to move towards a process in which the Operations Committee would propose a budget that the Board would approve.</p>
<p>Membership Development</p>	<p>Ruth Bennett</p>	<p>Ruth: Have been recruiting new members for the committee - usually yearly - as it adds energy and new ideas. Will be discussing the veterans/military discount and half-holiday closures and report on it next month.</p> <p>We used to have an Outreach Committee and it took the Outreach budget and planned events and activities while using that allocated budget.</p> <p>Steve: Outreach budget amount was \$25K and Ingrid Paris-Hicklin paid for many events out-of-pocket, which was commendable. Many of these were not expensive and she negotiated and made agreements with the events in order to offset cost. Jerry provides expense reports that get reimbursed through Outreach budget.</p> <p>Jerry receives Fee for Service projects from the various events he attends, especially with the Chamber of Commerce meetings. FPA has believed that outreach provides for an opportunity for FPA to be seen by the larger community in a</p>

		<p>favorable light. When we assist other non-profits and feature them in FPA Presents, it provides good feedback from those non-profit organizations.</p> <p>Chuck: in regards to Outreach, it is very important to have the support of County staff as well as community support. Broadening outreach in a way we haven't done before is something we should think about.</p> <p>Rebranding the organization, along with a name change, would help our outreach efforts. Including the members as part of the process, such as surveying, may help to limit criticism over rebranding.</p> <p>Ruth: what are the policies and procedures for applying for a press pass?</p> <p>Chuck: members cannot say they are FPA staff or use their member badge as a press pass, but they are able to say they are an independent producer for a show that airs at FPA in order to obtain a pass. The local police department is the entity that issues certified press passes, and informing producers on how to obtain one would potentially make for a good member event.</p>
Outreach	Isaac Asare	Isaac: Planning to put a committee together to meet and come up with an outreach plan.

Meeting Close	
Unfinished Business	None
New Business	<p>Gayle: on Sundays, the church next door to FPA takes all of FPA's parking spaces leaving members unable to park.</p> <p>Chuck: will track down their pastor and talk to them regarding the parking situation. Spaces marked T, S, L, M are reserved for FPA purposes.</p>

Confirm future meeting dates	Next meetings are 3/25/20 & 4/29/20.
Adjournment	Steve Mullen motions to adjourn the meeting, Gayle seconds. Motion passes with no opposition or abstentions. -Meeting is adjourned at 8:13pm. -Executive session to follow