

FPA BoD Minutes – 2/22/2023 @ 7:02pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on March 29, 2023 @ 7:07 pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Hurriyet Ok -John Aaron -Colin Davies -Peggy Fox (absent but report provided)
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Rocio Lopez -Jerry Ferguson -Jay Erausquin -Maryam Shah
Members in Attendance	n/a

Meeting Open		
Call to order at 7:02pm	Ruth Bennett (Vice President)	<p>Acknowledging conflict of interest in Board Code of Conduct. None Accolades & Acknowledgements.</p> <p>John: Thanks Chuck, Arcelious, and Steve who went out of the way to send him additional information and gave him a virtual tour of the studios. He hadn't been to the station before.</p> <p>Ruth: Acknowledges everyone who turned in their engagement form. She's impressed by the things the great staff are doing and appreciates their hard work.</p> <p>Chuck: Praise for Gayle for compiling Minutes: to let her fully participate in Board Meetings, we are hiring an outside contractor to record the minutes.</p>

		<p>Chuck: Appreciates Ruth and Hurriyet who sent information about a donation drive for victims of the Turkey Earthquake Maryam spearheaded effort by collecting items and taking them to the Turkish embassy (items listed in Chuck’s report) Ruth happy that members donated and Maryam took them to the Turkish embassy.</p> <p>Hurriyet: Thanks Chuck, Maryam, and whole community; Arcelious working on a plethora of projects.</p> <p>Colin: Have we thought about acting classes for TV (stage actors transitioning to film/TV)?</p> <p>Jay: Used to have an “On-Camera Talent” course that was more for hosting a TV show.</p> <p>Never had an acting course but open to the idea of adding new classes if there is enough member interest and a good instructor.</p> <p>Gale Nemecc-actor and trainer in meet-and-greet discussed opportunities for actors, not the technique of acting (possible instructor?)</p>
Meeting Agenda	Ruth Bennett (Vice President)	Agenda moves forward with no changes.
Approval of 2/22/2023 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: Moves to approve Minutes as amended; Happy seconds. Minutes unanimously approved.

Staff Reports		
Executive Director	Chuck Peña	<p>Jay selected David Malone as full-time lead instructor: George Mason graduate from College of Visual and Performing Arts; February 17–first day of work.</p> <p>Chief Engineer Arcelious Joyner did a wide variety of projects (listed in his report) including research on Cablecast Communication Media System and work arranging with Panasonic to have them loan us a video production suite, field and studio cameras for an approximately 3-week evaluation.</p>

		<p>Planned meeting with Cynthia Fuchs (current Director of Film and Video Studies program at George Mason) about future collaborations</p> <p>Chuck is a member of the Advisory Board for Film and Video Studies program. George Mason University is a Cable Fund Recipient (as is Fairfax Public Access) and it serves us well to maintain close relationships with sister-fellow Cable Fund Recipients.</p> <p>FPA used to offer a 400-level (senior-level) George Mason TV Production course on TriCaster system in Studio C. It went well but interest in taking course diminished, previous Director of Film and Video Studies program believed it was because FPA is off-campus (difficult commute). Will discuss with Cynthia and her staff how to make FPA more accessible to students and how university can be more accessible to our members</p> <p>Total Cable revenues for Fiscal Year 2023 (current): First Quarter / Second Quarter: \$993K vs. Total Cable Revenues for Previous Fiscal Year 2022 First Quarter / Second Quarter \$1.36 Million (decrease of \$143K over 1 year). Saving grace was special check for \$133K from Cox Communications for underpayments made in previous years.</p> <p>Significant loss of cable revenue in first two quarters: percentage loss 13% reduction from quarter to quarter. Loss seemed so drastic because last fiscal year's first three quarters were good, and second quarter had increase in cable revenues compared to the previous FY second quarter. When comparing current cable revenues to year before last (FY 2021), it is still concerning but not as drastic as 13% decrease. Percentage decrease over past 2 years is 6% per year.</p> <p>Confirmation hearing of Senate Commerce. Committee was for Biden's nominee to fill fifth slot on FCC (5 members—3 represent Democratic Party and White House, other 2 represent Republican Party). For past 2 years, fifth slot was vacant. Gigi Sohn gave testimony last February 14 and December 9, 2022 (nomination not moved out of committee last year—never made it to Senate floor vote); no longer 50/50</p>
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		<p>with Vice President serving as tie-breaker as President of Senate—now 51 majority.</p> <p>In 2002, FCC made rule changes to prohibit local government from collecting money from internet services, including 3% public education and government access grant money that funds FPA.</p> <p>Longstanding professional relationship with attorney Nancy Werner (former General Counsel for National Association of Telecommunications Officers and Advisors). Nancy is now a partner at Bradley Werner. In her new role, Nancy crafted a very persuasive legal argument, in Comments to the FCC, on behalf of the City of Philadelphia and other municipalities that, in order to end this digital discrimination, the FCC needs to revise rules and allow municipalities to once again begin to put restrictions and conditions on broadband internet service providers. Chuck thinks it's a great idea from a policy perspective: it will increase the ability of municipalities to be able to ensure greater proliferation of broadband to reach more people but it would also possibly enable municipalities once again to collect the fees on internet service that were taken away from them. Chuck was informed by Nancy that the two Democrats and nominee Gigi Sohn would be supportive of Nancy's position. The bad news is that because that fifth slot on the FCC has been vacant for such a long time, and there's a backlog of other matters, they may not be able to get to this before there's a possible change in the White House.</p>
Engineering	Arcelious Joyner	Not present
Outreach	Jerry Ferguson	Nothing to add to what is already in my report.
Training	Jay Erausquin	David Malone is new lead instructor: it will take a few weeks for him to get acquainted with training department policies, regulations, and equipment training. He will be teaching courses hopefully by the end of this semester or start of the next semester. Plans to train David for social media announcements in future.

		<p>Hired two new instructors: Denise Parks and Bridgett Valderes. Mainly doing studio A and B training classes and some of the summer camps.</p> <p>Thanks to Sam for training current staff and new instructors to get more familiar with our equipment. Thanks to Joe and Lisa for helping with hirings.</p> <p>Instructor Promo Day next week where instructors record 30-60 second introductions as social media promos for classes.</p>
Production	Lisa Clarke	Not present but report provided by Lisa
Programming	Maryam Shah	<p>January numbers slightly higher than the last two Januarys for both TV and radio (slight increase is good given long hiatus and holiday closure in January).</p> <p>In the middle of preliminary interview process for the upcoming Master Control Operator position because John is retiring.</p> <p>For Women’s History Month, we are going to run <i>A Farewell to Arms</i> (1932) starring Helen Hayes (first lady of American theater and first female actress EGOT recipient)– available in public domain. There are four women of color who won EGOTs, but none of their works are in the public domain.</p> <p>Please send up to 30 second selfie video discussing FPA for social media advertising.</p>
Office Manager	Rocio Lopez	<p>January 2023 Income Report</p> <p>Cable Support Grant: COX income down \$21K from last year. Verizon Total Income down \$114K from last year. Received second quarter payment from Cox of \$156,848.41 and second quarter payment from Verizon of \$343,896.13 (combined income from both Cox and Verizon is \$501K). Office suite rental income is down \$6K from last year. Salaries and benefits and taxes are up \$30K from last year. Facility expenses up \$15K from last year due to higher electricity bills. Maintenance reserve up \$15K from last year due to AC unit repairs. Programming expense as mentioned in previous months is up \$4K from last year due to website upgrade.</p>

		<p>The professional service expense is down \$34K from last year.</p> <p>Statement of financial position or balance sheet: marketable securities decrease of \$114K (NOT \$1.1 million) due to market changes.</p> <p>Cable grant is down \$68K.</p> <p>Fixed assets/production equipment is up \$5K due to ongoing projects.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Chuck discussed how cable revenues are down significantly in last couple quarters; monitoring cash requirements with Rocio; update to come based on must-pay bills; looking at adjusted revenues for remainder of fiscal year; don't see cable revenues coming back in near-term. Seeking potential to capture fees for internet over same transmission lines that cable programming is provided to Verizon and Cox customers. Why not sharing in internet fees over same lines?</p> <p>Discussed potential plan to collect fees on internet at later date. (See Chuck Pena note below.)</p> <p>Other potential revenue sources: Potential office rental income in another building.</p> <p>Still have investment program funds; generate income from interest/dividends/capital gains/market appreciation; use investments for income as needed.</p> <p>Look closely at budget for rest of fiscal year and ways to reduce expenses. Challenging if loss of revenue continues.</p> <p>Investment Program Discussion: report to Board about current program managed by Edward Jones, time to reevaluate, using third party experts.</p> <p>Outside auditor Daniel Burnett extremely knowledgeable. Worked in banking and has audited investment program companies before, helping to examine current and possible optional investment programs.</p> <p>First Review: looking at Fisher Investments as optional investment program, familiar with them, excellent in all aspects, reviewed current investment program and provided</p>

		<p>input to the Board. Continue to look at others—want to wrap up by end of March.</p> <p>Gayle: When was cable program was set up, did cable come before internet?</p> <p>Chuck: It did include internet fees (considered same as cable), when cable began people wanted TV, subscribers got cable TV and not internet (used dial-up), originally internet same as cable.</p> <p>Taxed/fees based on public access/government access/educational access until 2022 when FCC exempted internet fees; prior internet was treated same as cable because cutting financial burden on cable companies (primarily ISP) allowed them to pay fewer fees/taxes which incentivized them to provide greater internet coverage. Prior to 2022 cable fees were collected by FPA and other access centers nationwide (municipalities could collect fees and distribute to public/educational/government access channels).</p> <p>John: Rescinding tax on internet encourages internet providers to have more profits to subsidize extension of internet services to underserved communities but now we have fewer people using cable paradoxically (cable cutters). Programs we do that are subsidized by cable companies are available to cable customers, but are they available to cable cutters who only consume media via the internet?</p> <p>Chuck: individual producers can upload programs to Youtube and other sites, but they need to inform us where they will upload to and how they will make the videos available. They need to ask for permission because we have a one year exclusive license over distribution to ensure they don't create programs for commercial purposes. Look at avenue to distribute programming online—if it doesn't violate our guidelines on individuals producing programs for profit or advance business/service, we grant permission through programming department.</p> <p>In 2005 during Comcast Reston franchise renewal, they were being asked to carry Cable Channel 10 and our Radio Fairfax Channel (available online and on cable), TV channels not online, Radio Fairfax is online (audio, not bulletin board).</p>
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Performance Management	Gayle Yiotis	<p>Nothing to report.</p> <p>Chuck, Ruth, and Steve applaud Gayle for work answering emails, transcribing minutes, and being Director of Staff Performance.</p>
Membership Development	Ruth Bennett & Colin Davies	<p>Colin and Ruth have speaker on "Golden Age of Radio and Transition to TV"—radio historian Steve Darnell in Chicago -Zoom Meet-and-Greet on March 22.</p>
Operations	Hurriyet Ok	<p>Nothing to add.</p>
Promotional Development	Peggy Fox	<p>Steve communicates her report</p> <p>Promotions Committee met on February 8 to discuss name change: Fairfax Media or NOVA Public Media.</p>

		<p>NOVA Public Media preferred but might not be able to get NOVA Public Media: votes—Chuck, Steve, Gayle, Ruth. NOVA includes more than Fairfax and can attract members. John: Concerned that NOVA Public Media will clash with public broadcasting service NOVA Television show. Chuck: Law firm Odin, Feldman, and Pittleman— Kevin Oliveira expert on trademark law is concerned that there is a business called NOVA Media on Fairfax Drive in Arlington (approaching them for permission).</p> <p>Hurriyet: Concerned that Fairfax County may not like name change, possible confusion with Northern Virginia Community College.</p> <p>Chuck: We are Fairfax Cable Access Corporation. We can keep legal name and have different business name</p> <p>Video Contest Scholarship: decided against since students can't produce own shows, should promote summer camps. John: Is there an age requirement for producers? Chuck: Must be age 18 because must sign contract. TV101 exception—minimum age 12. Maryam: Minor can produce program with parent present.</p> <p>Create video content for social media—send to Maryam Mosaic District partnership: working on ideas. Streaming discussion: Arcelious discussing VOD. Marketing/advertising: Maryam making new Facebook ads.</p>
<p>COVID Transition</p>	<p>Happy Garcia</p>	<p>COVID emergency ending May 11 according to Biden administration. Asks to get rid of restrictions in building; Committee recommendations pending.</p> <p>Chuck is monitoring websites on Virginia Covid deaths. Maryam will send Happy a list of websites to consult Chuck: Happy can call a committee meeting and report to Board. Motion can be made and seconded if Board wants to move in that direction.</p>

<p>Meeting Close</p>	
<p>Unfinished Business</p>	<p>John-Strategic Planning Committee.</p>

	<p>Isaac-Input on Engagement. Update Operations Manual–reviewed every six months, last update was comprehensive–Lisa and Jay did great job. Steve: Staff usually initiates changes to Operations Manual not Board.</p>
New Business	<p>Meet-and-Greet on March 22 with speaker: Steve Darnell.</p>
Confirm Future Meeting Dates	<p>March 29</p>
Adjournment	<p>Ruth: Moves to adjourn. Gayle seconds. Meeting adjourned by unanimous vote.</p>