

FPA BoD Minutes – 2/28/2024 @ 7:04pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on 3/27/2024 @ 7:14pm

<b>Attendance</b>	
<b>Members of the Board in Attendance</b> (via electronic & phone participation)	<b>-Hurriyet Ok -Ruth Bennett -Steve Mullen -Gayle Yiotis -Colin Davies -Peggy Fox -Sharon Sobel -Reggie Marston</b>
<b>Staff in Attendance</b> (via electronic & phone participation)	<b>-Chuck Pena -Arcelious Joyner -Jay Erausquin -Maryam Shah -Gabriela Silva -Steven Jackson</b>
<b>Members in Attendance</b>	n/a

<b>Meeting Open</b>		
<b>Call to order at 7:04pm</b>	<b>Hurriyet Ok (President)</b>	<b>-Reminder of Code of Conduct -Acknowledging conflict of interest in Board Code of Conduct  Acknowledgements &amp; Accolades:  Hurriyet welcomes Peter Beckman to the meeting prior to his guest presentation to the Board on nova.org.  Chuck thanks Gabby and Gayle for their outstanding work researching and contacting</b>

		<p>multiple HR companies, as well as recommending Smart HR to hire contractually.</p> <p>Chuck also applauds Arcelious and Sumit for staying late to resolve a security threat.</p> <p>Steve Mullen thanks Gabby for her exceptional work training Steven Jackson on weekends and catching up with reconciliations since Rocio left.</p> <p>Steve Mullen also appreciates Ruth for filling in as the second signature on checks for three weeks.</p>
Meeting Agenda	Hurriyet Ok (President)	<p><u>Motion to accept meeting agenda as written.</u> Hurriyet ensures that all received the emailed agenda. He asks if there are any corrections or changes to the agenda.</p> <ul style="list-style-type: none"> <li>-Gayle suggests that Peter Beckman should report first.</li> <li>-No objections. Agenda stands.</li> <li>-Meeting agenda approved unanimously with no changes.</li> </ul>
Approval of 1/31/24 Meeting Minutes	Gayle Yiotis (Secretary)	<p><u>Motion to approve January minutes as written.</u> Gayle ensures that all received the emailed abbreviated minutes. She asks if there are any comments. There are none.</p> <ul style="list-style-type: none"> <li>-Sharon motions, Hurriyet/Steve Mullen second, no abstain/oppose</li> <li>-January minutes approved by unanimous vote.</li> </ul>
Presentation by Peter Beckman	Hurriyet Ok (President)	<p>Peter has been with nova.org since 1996 and with FPA through nova.org since 2000, serving on the Operations Committee.</p> <p>Peter describes a history of the relationship between FPA and the nova.org group, advocating for a continuation of a relationship between FPA and nova.org.</p>

		<p>Hurriyet thanks Peter. After the Executive Committee privately discusses the matter, the Board will contact Peter. Hurriyet asks Chuck and Arcelious to join the conversation.</p>
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**Staff Reports**

<p><b>Executive Director</b></p>	<p><b>Chuck Peña</b></p>	<p>Chuck thanks Gabby and Gayle for securing an excellent HR company to work with contractually. Managers have already begun meeting with FPA's point of contact, Cathy Centra. The agreement is beneficial to staff and saves money.</p> <p>Last month, it was reported that just under \$3K (\$2,765) was raised after FPA sent out end-of-year donation solicitation emails. However, adding late donations, Steven Jackson informed Chuck that FPA actually raised \$3,540 from the year-end donation solicitation email. Chucks thanks Board members who contributed. It greatly helps FPA to show the County that members want to personally support FPA.</p> <p>Chuck is meeting with other public access leaders to visit U.S. House and Senate staff members on March 20 on Capitol Hill to discuss legislation of great importance to public access centers. Chuck hopes that FPA and other public access centers can once again earn some revenue from Internet services, which was the case prior to 2002, as well as from video streaming services. Neither of Virginia's two Senators nor any House member from a district touching Fairfax County are on either the House or Senate committee that has authority over telecommunication matters. A bill must come out of committee for our senators or representatives to help FPA, so Chuck will attempt to contact Wisconsin Senator Tammy</p>
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**Baldwin and Massachusetts Senator Ed Markey. They both have a history of supporting public access and are on the appropriate committee to generate a bill that would help FPA.**

**Years ago, Chuck had some success informing Congressional staff members of the harm of a potential bill that would have drastically reduced funding to FPA and educational access channels, such as Fairfax County Public Schools cable channels.**

**In the Virginia General Assembly, State Senator Laura Lucas's Senate Bill 703 (SB 730) and a similar bill in the House of Delegates would tax video streaming services in VA for the first time. Neither the VA State Senate nor House of Delegates bill would provide funding to FPA, but by establishing the precedence of taxing video streaming services could possibly open the door for a future bill that could hypothetically provide support for access channels from video streaming services.**

**The property redevelopment is going well. Our Alliance Center board and consultant, Steve Teets, responded to several matters of concern to the Department of Planning and Development.**

- The first community meeting with area property owners and residents was in September 2023 at Luther Jackson Middle School, and focused not only on the redevelopment of our Alliance Center, but also two larger developments on the other side of Lee Highway. The goal is to hold the second and final community meeting in May with our Alliance Center redevelopment proposal as a sole development under review. Notices of the upcoming community meeting will be sent to all neighboring commercial and residential property owners and residents, including owners of the**

		<p>townhouses adjacent to FPA’s property. There was very little push back at the September community meeting, but our consultant, Steve Teets, will attend the second community meeting to respond to any issues. The next goal is to meet with the Planning Commission in July, and then to gain final approval from the Board of Supervisors in August. The approval of our Site Specific Plan Amendment Nomination will drastically increase our property value.</p> <p>Peggy asks where we will go after selling the building. Chuck responds that FPA may relocate within the Providence District or go farther south (near Annandale) in Fairfax County.</p> <p>In the new Board member binder, Sharon notes that the 2005 Verizon franchise agreement expired in 2020. Chuck clarifies that the Board of Supervisors extended it until 2026 under the same terms.</p>
<p><b>Engineering</b></p>	<p><b>Arcelious Joyner</b></p>	<p><u>Housekeeping:</u></p> <ul style="list-style-type: none"> <li>-Quarterly HVAC preventive rooftop maintenance was scheduled for March but occurred today (February 28).</li> <li>-FPA uses MERV 10 filters in the blowers, which are the best rated in commercial buildings (most use MERV 7). Reggie mentions that UV filters can reduce bacteria, but not likely viruses.</li> </ul> <p><u>Current Projects:</u></p> <ul style="list-style-type: none"> <li>-Transition from Grass Valley iTX to Cablecast playout video server planned for April.</li> <li>-Cablecast has 3 playout channels, 2 servers, and 1 video on-demand (VOD) server that acts as our user interface. All streaming, VOD, and video playout are via Cablecast.</li> </ul>

		<p>-We already wrote scripts in-house to help migrate programming content from FACIL to Cablecast servers.</p> <p>-Maryam will discuss the website in her report.</p>
Outreach	Jerry Ferguson (resigned)	<p>Hurriyet asks for ideas on how Jerry's role could be filled.</p> <p>-Chuck finds that inviting Board of Supervisors members to FPA studios to make a program would be more cost-effective (studio-based production over field). He favors not hiring a replacement.</p> <p>-Peggy suggests inviting local reporters to film interviews or informative programs at FPA.</p> <p>-Chuck suggests that Steve Mullen and Ruth brainstorm a solution since they worked closely with Jerry. Peggy wants to join this group.</p>
Training / Office Manager	Jay Erausquin	<p>Nothing to add to report.</p> <p>The new teacher for the Videography with Smartphones and OBS Screencasting class already has ideas for new classes next semester.</p>
Production	Lisa Clarke (absent)	Nothing to add to report.
Programming	Maryam Shah	<p>Arcelious and Maryam are completing a backend Drupal website upgrade, not a website redesign. The updated CMS software will allow FPA to run the website in-house. The web developer anticipates the transition will be completed by March 15. There will be minor aesthetic changes, but a full website redesign is pending depending upon the potential company rebranding.</p> <p>-Hiring is paused for a new part-time Master Control Operator on weekends until the transition from the Grass Valley iTX server to Cablecast is complete.</p> <p>-Maryam needs updated bios from all Board members.</p>

<p><b>Accounting</b></p>	<p><b>Gabriela Silva</b></p>	<p><b><u>FPA Financial Statement Highlights – February 2024</u></b>  (amounts compared to same quarter last year)  <b>Cox Cable Support Grant: FY24 Q2 accrual down \$15K (compared to FY23 Q2 actual)</b>  -Received Q2 payment in February, so accrual reflects actual  <b>Verizon Cable Support Grant: FY24 Q2 down \$17K (compared to FY23 Q2 actual)</b>  -Received Q2 payment in January  -Total Cox and Verizon Grant Revenue down about \$30K</p> <p><b><u>Income Statement Highlights (amounts compared to last year)</u></b>  -Fee for Service Productions up \$8K, Office Suite Rental Income down \$5K due to fewer renters (only 1 tenant)  -Salaries, Benefits, and Taxes up \$50K</p> <p><b><u>Statement of Financial Position (amounts compared to last year)</u></b>  -Marketable Securities up \$1.7 million due to market changes  -Transfer from Edward Jones to Fisher Investments completed on April 26, 2023  -Cable (\$5,851,033) and non-cable (\$4,340,730) balances as of January 31, 2024 (total around \$10 million)  -Accounts Receivable Cable Grant down \$373K due to timing Cable Grant Revenue was received in FY23 compared to FY24 (FY23 Q2 payment was late, but FY24 Q2 payment is reflected)</p> <p><b>Gabby is working to use AccuFund to its fullest capacity and record financial history.</b></p>
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<b>Committee Reports</b>		
<b>Finance Committee</b>	<b>Steve Mullen</b>	<p>Steve Mullen will send all an updated physical copy of the financials.</p> <p>The Fisher Investment briefing is on hold until the near future. FPA's financial investments increased dramatically recently.</p>
<b>Performance Management</b>	<b>Gayle Yiotis</b>	Cathy has met with all managers individually, and she has assisted with exit interviews. She will meet with all staff soon. Cathy will present recommendations to the Executive Committee in early April.
<b>Membership Development</b>	<b>Ruth Bennett &amp; Colin Davies</b>	Ruth and Colin are planning a Meet-and-Greet for Women's History Month on March 20 with the National Center of Women's Innovations. They highlight overlooked female-pioneered innovations.
<b>Operations</b>	<b>Hurriyet Ok</b>	Nothing to add to report.
<b>Promotional Development</b>	<b>Peggy Fox</b>	Peggy wants to promote upcoming events like meet-and-greets and explore ideas mentioned about interviewing County leaders.
<b>COVID Transition</b>	<b>Happy Garcia (absent)</b>	
<b>Strategic</b>	<b>Vacant</b>	
<b>Outreach</b>	<b>Vacant</b>	

<b>Meeting Close</b>	
<b>Unfinished Business</b>	Subsequent closed session with Executive Committee immediately following February Board meeting to discuss Peter Beckman's presentation (nova.org).



	<p><b><u>Vote on Term Limits for Two New Board Positions</u></b></p> <p>Steve Mullen notes that the January Board appointments of Sharon Sobel and Reggie Marston were made without terms specifications. Gayle concurs.</p> <p><b><u>Motion to appoint Sharon Sobel to 3-year term and Reggie Marston to complete John Aaron’s vacated term with 9 months remaining (until October)</u></b></p> <p>-Steve Mullen motions, Peggy/Gayle second, all in favor  -Motion passes by unanimous vote</p> <p>After Reggie completes his 9-month term, there will be a vacant Board-appointed position. Steve Mullen hopes he can continue serving on the FPA Board.</p>
<p><b>New Business</b></p>	<p><b><u>Possible Methods and/or Committee to Increase Revenue</u></b></p> <p>-Gayle proposes forming a new committee with Peggy, Sharon, Chuck, and Steve Mullen to use ads on FPA to bring in businesses without violating any rules. She mentions the PBS Red Book Viking Ad as an example.</p> <p>-Gayle asks Chuck if this ad would be acceptable according to the cable companies’ commercialization restrictions. Chuck answers that it is permitted except under certain circumstances (e.g. ad following an interview for a political candidate). Chuck knows John Hanshaw, who wrote the PBS underwriting rules and is now the Executive Director of the Washington Film Institute. He proposes having him answer staff questions and/or do a meet-and-greet on the topic.</p> <p>-Joint cross promotional deal with Angelika movie theatres is on hold until after the name change. Angelika theatres will underwrite Channel 37/Radio Fairfax, and, in exchange, FPA will be advertised on Angelika screens before films. There may be more interest after the name change, but Chuck has struggled to get underwriters in the past. Hence, a committee may be unnecessary.</p> <p>-Peggy finds FPA’s viewership numbers will make acquiring advertisers difficult. She prefers setting up an in-studio</p>

	<p>videotaping service. Sharon favors offering fee for service rentals to local professionals.</p> <p>-Sharon asks how the Finance Committee differs from a committee focused on raising revenue. Steve Mullen replies that production for fee for service was more Jerry's domain (Outreach), as opposed to Finance.</p> <p>-Peggy proposes a Development Committee (marketing new revenue sources) and renting out FPA studios. Steve Mullen advocates for producing more than videography.</p> <p>-Hurriyet asks if a new committee or sub-committee within Finance should be formed. Gayle finds this matter fits into Peggy's Promotional Development Committee. Peggy, Sharon, and Gayle will collaborate on next steps.</p> <p><u><b>New Board Members Choose Committee Assignments</b></u></p> <p>-Hurriyet offers Reggie to resume his past position as head of the Operations Committee, and Reggie agrees. Hurriyet will still be on the committee.</p> <p>-Sharon may wish to join the Finance Committee, but she is undecided. She also may work with Peggy and Gayle on a revenue-raising committee.</p>
<p><b>Future Meeting Dates</b></p>	<p>Next meeting: Wednesday, March 27, 2024 at 7pm (normal time)</p>
<p><b>Adjournment at 8:50pm</b></p>	<p>Ruth/Peggy motion, Gayle seconds, all in favor</p> <p>-February Board meeting adjourned at 8:50pm</p> <p>Executive Committee enter closed session to discuss Peter Beckman's presentation.</p>