

FPA BoD Minutes - 1/29/2020 @ 7:03pm

Minutes taken by Hurria Shah on behalf of the Board Secretary on 1/29/2020

Minutes approved by the board on 2/26 @ 7:07pm

Attendance	
Members of the Board in Attendance	-Isaac Asare -Steve Mullen -Gayle Yiotis -Kevin McFarland -Hurriyet Ok -Reggie Marston - <i>electronic participation</i> -Ruth Bennett -Ben Zuhl (newly appointed)
Staff in Attendance	-Chuck Peña -Alexander Pierson -Jerry Ferguson -Maryam Shah -Lisa Clarke -Rocio Lopez
Members in Attendance	-Ben Zuhl -Happy Garcia -Nicolette Hurd

Meeting Open		
Call to order at 7:03pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & acknowledgements: Steve: Acknowledges Sam Rogers as exceptionally helpful. Ruth: Kudos for Sam & equipment room staff.
Meeting Agenda	Isaac Asare (President)	There will be an executive session after the meeting has adjourned.
Approval of 12/4/19 the Meeting Minutes	Gayle Yiotis (Secretary)	Gayle: moves to approve the minutes from December 2019, Steve seconds. Motion carries.

Election		
Open Board Member Position	Isaac Asare (President)	<p>Isaac: takes nominations for two vacant board positions. No nomination is brought forth. Isaac nominates Ben Zuhl, Kevin seconds. Isaac suggests delaying second nomination until February. Nomination of Ben Zuhl passes, effective immediately. Isaac suggests delaying second nomination.</p> <p>Steve: for the second open seat, consider someone with specific fundraising skills & expertise.</p>
Office of Vice President		Gayle: moves to nominate Ruth Bennett for Vice President, Steve seconds. Motion carries.
Director Roles & Committees		<p>Isaac: wants to ensure everyone's expertise is utilized in committee assignments.</p> <p>Steve has been treasurer since joining the board & would like to continue as lead for finance. Kevin will continue working on the cash management for FPA. Isaac proposes the technology position (which he formerly held) be filled by Hurriyet. Ruth would like to continue with member development & Reggie will continue radio development & the operations committee. Ben is suggested to lead the outreach committee, which Isaac will chair in the interim until Ben can learn more about the committee.</p>

Guest Introduction	
Dalia Palchik	<p>Chuck: Introduces Dalia Palchik, new Fairfax County Providence District Supervisor since January 1, 2020.</p> <p>Dalia received a tour of the facilities & wants to get students access to FPA, multi-lingual programming & looks forward to partnerships she can form with FPA. Wants to increase outreach & let people know about opportunities at FPA.</p>

Staff Reports

Executive Director

Chuck Peña

Chuck: reviews whistleblower policy, which was presented in October & emailed to the board in January. Steve recommends policy be reviewed by FPA Outside Auditor, Dan Burnett, before the Board acts on it.

Chuck read an email that he received from an FPA member, suggesting 20% discounts on classes be provided to veterans. Chuck would like to bring this matter for Board consideration and a possible vote during the February 2020 meeting. Isaac suggests to defer the topic to member committee for review.

The job announcement for the Chief Engineer position has been posted on The Washington Post & Indeed. Greg Smallfelt, Fairfax County Government Chief Broadcast Engineer, is assisting with the hiring process.

During Black History Month, FPA will air films produced by prolific early black filmmaker Oscar Micheaux. Chuck is interested in acquiring programming for Women's History Month—ideally focusing on the centennial of the 19th Amendment (which provided for women's suffrage) or the recent ratification of the ERA by the Virginia General Assembly. Ruth suggests the National Women's History museum as a resource. Ben suggests filming the Turning Point Women's monument erected in Lorton.

Cox Communications received a \$1 billion fine in federal district court, for the eastern district of Virginia, for not preventing illegal music downloads by its customers using its internet services. Although this will not be a direct impact to FPA's funding, FPA could possibly suffer indirect impact. Cox will appeal the decision.

		The Congressional Research Service issued a report on January 9th on the effects of the FCC offset rule on state & local governments.
Operations	Steve Ruddell	Not in attendance
Engineering	Alexander Pierson	Had a productive hiatus. Before the next Operations committee meeting he will send a request for dates & report of new equipment request to the individuals on the committee. He will make sure Hurriyet, Ben, Ruth, Gayle, & Steve will be accommodated for the meeting.
Outreach	Jerry Ferguson	<p>Contacted by outreach manager from Leidos regarding donating old equipment to FPA. Upon review with Alexander and Sam, most of the equipment is older than what FPA currently has and he suggested they contact the academy programs at FCPS.</p> <p>Ruth inquired about PSAs for census that he may have been working on. Jerry stated the census committees have not been able to convene with supervisors of the schools, and instead gave Maryam approximately 20 television census PSAs and 6 radio PSAs acquired from census.gov.</p>
Production	Lisa Clarke	Lisa is present for questions or concerns. Ruth stated her appreciation for the great job the equipment room staff is doing.
Training	Jay Erasquin	Not in attendance
Programming	Maryam Shah	Submitted report with annual programming numbers for 2019.
Office Manager	Rocio Lopez	<p>Last September, reported the first quarter at approximately 25% of budget & this month at 50%. Goal is to keep income above 50% & expenses under 50%--currently at around 50% for both. Cox total income down \$18K from last year & received the first quarter payment of \$190K. Verizon total income is down \$19K from last year & the first quarter payment was \$424K. Both combined for the first quarter is \$614K.</p>

		<p>Interest dividend income down \$48K due to changes in the market. Salary income up \$20K due to all positions being filled. Office operations expense down \$8k from last year due to decline in equipment purchases. Professional services down \$20K from last year. Marketable securities up \$1.6m due to transfer from Bank of America to Edward Jones. Though cable revenues are down this fiscal year, no huge difference seen due to conservative budgeting. Fundraising contribution income less than expected due to decrease in donors & internet subscription income up due to higher interest in internet services joined by members. Most expenses are below total budget amount except for few slightly higher than 50%.</p> <p>Steve: this is located in the total budget summary & total expense is 48.34%, lower than projected.</p>
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Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>Has an overdue meeting with Rocio on cash management plan, aiming for early next week. FPA is spending less money on equipment now since Danny's departure and will coordinate with Alexander on purchases and have an updated report next month at the board meeting.</p>
Director of Financial Management	Kevin McFarland	<p>Quarterly report of cash management accounts at Edward Jones -</p> <p>Total inflows since inception of February 2014 has been \$6.1 million. Values of both accounts combined is \$7.2 million, net return in dollars since inception is \$1.1 million.</p> <p>839 Account Net return 2019–12.14% & 28.95% since inception.</p> <p>840 Account Net return 11.98% & 30.37% since inception.</p> <p>Projected annual income for both accounts is 180k annually.</p>

		<p>Steve: 1st account is cable account & 2nd is non-cable account. FPA used non-cable funds to purchase building & is a non-cable asset. Funds are essential toward another building purchase & have discussed a possible secondary location.</p> <p>Chuck: Before funding decline, attempted outreach with a Fairfax County Official about opportunities for free spaces in a South County location, such as the old Mount Vernon High School. Currently unsure of costs for equipment & secondary staff even if space were free. Hesitant to move in this direction unless revenues rise.</p>
Director?	Isaac Asare	Working on member related issue that will be discussed in Executive Session.
Director of Internal Affairs ?	Gayle Yiotis	Nothing to report
Director of Technology Development (TBD)?	Hurriyet Ok	Nothing to report
Director of Operations and Radio Development	Reggie Marston	Nothing to report
Director of Member Development	Ruth Bennett	Nothing to report
Director (TBD)?	Ben Zuhl	Nothing to report

Meeting Close	
Unfinished Business	None
Closing Remarks	Ben: asks if any members attending have any questions.
Add new items to next month's agenda	February 26th meeting will be shorter, open session for only one hour & closed session afterwards.
Confirm future meeting dates	Next meetings are 2/26/20 & 3/25/20.

Adjournment	Steve Mullen motions to adjourn the meeting, Isaac seconds. Motion passes with no opposition or abstentions. -Meeting is adjourned at 8:21pm. -Executive session to follow
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