

FPA BoD Minutes – 10/26/2022 @ 7:06pm

Minutes taken by Meagan A. on behalf of the Board Secretary on 10/26/2022

Minutes approved by the board on _Dec 14___7:06pm___

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Ruth Bennett -Gayle Yiotis -Hurriyet Ok -Steven Mullen -Peggy Fox
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jerry Ferguson - Rocio Lopez
Members in Attendance	n/a

Meeting Open		
Call to order at 7:06pm	Ruth Bennett	<p>-Reminder of Code of Conduct</p> <p>-Acknowledgement of Conflict of Interest policy</p> <p>-Accolades & Acknowledgements</p> <p>Chuck: Thanks Hurria Shah who has taken minutes for the past 2 years. Hurria's full time job responsibilities had reached a point that she could no longer devote the time to properly do the minutes, so she will no longer be working with us.</p> <p>Rocio: Happy 20 year anniversary to Steve Mullen for being on the board and treasurer of the FPA.</p> <p>Steve: Appreciates the support received from everybody, board members and staff for the past 20 years.</p> <p>Steve: Acknowledges Rocio's work with the outside auditor to make improvements in the financial reporting system. Acknowledges Dan Burnett for helping with the audit.</p>

Meeting Agenda	Ruth Bennett (Vice President)	Agenda moves forward with no changes.
Approval of 7/27/22 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: Makes motion to approve minutes from August 31, 2022, as amended; Hurriyet seconds. Motion passes. Isaac's meeting agenda was sent out as the September agenda, but it is actually the August meeting minutes which will be approved at this meeting. Gayle sent out the new agenda prior to tonight's meeting.

Election of Board-Appointed Director/Election of Officers		
	Ruth Bennett (Vice President)	Steve: nominates Hurriyet to the three year appointed position on the board. Gayle seconds. Based on unanimous Board vote, Hurriyet is awarded a second term as a Board-Appointed Director for FPA.
	Ruth Bennett (Vice President)	Steve: nominates Gayle for Secretary. Peggy seconds. Based on unanimous Board vote, Gayle will continue her role as Secretary.
	Ruth Bennett (Vice President)	Peggy: nominates Steve Mullen for Treasurer. Gayle seconds. Based on unanimous Board vote, Steve will continue his role as Treasurer.
	Ruth Bennett (Vice President)	Gayle: nominates Ruth Bennett for Vice President. Steve seconds. Based on unanimous Board vote, Ruth will continue her role as Vice President.

	<p>Ruth Bennett (Vice President)</p>	<p>Steven: nominates Isaac for President. Gayle seconds.</p> <p>Based on unanimous Board vote, Isaac will continue his role as President.</p>
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Executive Director Report		
<p>Executive Director</p>	<p>Chuck Peña</p>	<p>Hurria Shah, who has taken board meeting minutes for the past two years, will no longer be taking our board meeting minutes because of increased responsibilities of her fulltime job. We have hired Meahgan Arnold to take our board meeting minutes.</p> <p>The annual 2022 FPA Member meeting and board election (both offered via Zoom) were successfully held on Sunday, September 25. Chuck thanked the various board and staff members who made the meeting a success.</p> <p>Kevin McNulty, who has served as the Cox Communications of Northern Virginia Government Affairs Manager, has moved on to a new position with Cox Communications headquarters in Atlanta. His successor is named James Heo. James will be coming to tour the studios in a week.</p> <p>In reviewing this upcoming year's royalty-free music license agreement with Anthem (d/b/a Jingle Punks), the company that provides the royalty-free music library available for use by our public access producers and in-staff productions, I noticed for the first time that the license agreement noted that its scope was "NON-THEME SONG," seemingly prohibiting use in a show opening for use in multiple episodes.</p> <p>Additionally, the music license included distribution via cable and internet, but excluded broadcast. As some board members may recall, the board voted to allow FPA producers to distribute public access</p>

		<p>shows to public television stations even during the term of FPA's one-year exclusive license (with no broadcast television restrictions on FPA's part thereafter).</p> <p>After discussing this matter with Lisa Clarke, I sent Anthem an email, requesting that our license agreement be altered to allow for theme song use and television broadcast distribution. Lisa ensured that my email reached the eyes of the Anthem staff member handling our account.</p> <p>I am very appreciative that Anthem (Jingle Punks) agreed to my request, for making the modifications requested.</p> <p>The Board typically does not meet on the last Wednesdays of November and December, but instead opts for a single combined November/December meeting in early December. This year the combined meeting will be held on December 14.</p>
Engineering	Arcelious Joyner	<p>Our current automation system is feature-complete, meaning Grass Valley will no longer be supporting the product. We will take our time to find a system for FPA for all of our channels, that's going to be cost effective.</p> <p>For our air conditioning system, we will now have quarterly cleanings completed on the filter system as well as belts replaced that need to be replaced.</p> <p>The whole system will be inspected every three months with the new annual support contract that we just signed with Commercial Express.</p>
Staff Development	Jerry Ferguson	<p>I don't have any additional details other than what's in the report.</p> <p>Peggy: Jerry does a tremendous amount of outreach and keeps us connected to nonprofits. He produces wonderful programs. The "FPA presents" programs are exceptionally well done.</p>

<p>Training</p>	<p>Jay</p>	<p>Steven Burgoon has moved on from his position; the job will be posted internally within the next two weeks.</p> <p>Instructor contracts are still being worked on. Everyone is confirmed but need to complete their contracts. There will be a policy change for next semester. Beginning next January, we will still offer senior, student, and volunteer discounts. Members will pay the full fee up-front, and will receive a rebate once the course begins.</p> <p>Ruth: Do you see any trends in membership?</p> <p>Jay: I have seen older producers slowly start coming back or inquiring about resuming their shows. We still need to start bringing in more people though.</p>
<p>Programming</p>	<p>Maryam Shah</p>	<p>The last row of the website metrics refers to direct referrals, organic search and social media that talks about how people are finding us. If you have any questions, let me know.</p> <p>Katie has been doing a really good job of contacting older producers by clearing out the tape library.</p>
<p>Finance</p>	<p>Rocio</p>	<p>I am reporting as of the end of September and I'll start with the income statement. The cable support grant Cox total income is down \$3K from last year. We are expecting to receive the first quarter payment for this fiscal year in late October or early November.</p> <p>The cable support grant Verizon total income is down \$51K from last year, and we also expect the first quarter payment in late October or early November.</p> <p>The office rental income is down \$4K from last year. Training income is down \$3K from last year. Salaries, benefits and taxes expenses are up \$26K from last year. The office operation expense is down \$11K from last year, mainly due to fewer</p>

		<p>purchases for general operations. The programming expense is up \$4K due to the website upgrade. The professional services expense is down \$18K from last year.</p> <p>Marketable securities are down \$1.4 million due to market changes. Accounts receivable cable grant is down \$55K.</p> <p>The production equipment is up \$34K due to ongoing projects. Verizon and Cox Service fee income, both Cox and Verizon cable revenues are at 25% and 22% of budget, as of September 30, 2022.</p> <p>Steve: I just want to mention to everybody that I did send out the comparative budget statement as well as the highlights statement.</p>
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Committee Reports		
Finance Committee	Steve Mullen	We have a new Edward Jones financial analyst, Jason Borland. We talked about the importance of the income derived from the investment. Hope to have him join us in a virtual meeting, potentially in January.
Performance Management	Gayle Yiotis	Nothing to report currently.
Membership Development	Ruth Bennett & Colin Davies	Colin and I are working on another meet and greet for next year.
Operations	Hurriyet Ok	I'm looking forward to meeting with other vendors and meetings scheduled.
Promotional Development	Peggy Fox	I would like to propose that we look at the structure of the committees. Maybe we can have an outreach membership committee because we've struggled with what is outreach, what is membership, what is promotion.

		<p>So there would be two separate committees.</p> <p>Chuck: I'll be happy to work with Peggy and put her in touch with a meeting with me, her, and our outside lawyer who deals with trademarks to discuss how to approach.</p> <p>Peggy: The questions I'm looking to answer are, what does FPA need? Do we need more members? Do we need more promotion? Do we need more of the community to know about us?</p> <p>Chuck: Peggy, your suggestion of setting up goals, I think that might make it easier to separate, you know, the various responsibilities for these overlapping responsibilities.</p>
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Meeting Close	
Unfinished Business	<p>Ruth: The holiday party will be postponed until January and will be a team building activity.</p> <p>December 14th will be our next board meeting, and January's will be January 25th.</p>
New Business	n/a
Confirm Future Meeting Dates	Next meetings are on 12/14/2022 and 01/25/2023.
Adjournment	Ruth: Moves to adjourn the meeting, Steven seconds. Meeting is adjourned at 8:08 pm