

FPA BoD Minutes - 9/30/2020 @ 7:06pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 9/30/2020

Minutes approved by the board on 10/28 @ 7:20p\_

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Steve Mullen -Gayle Yiotis -Ruth Bennett -Reggie Marston -Hurriyet Ok -Ben Zuhl -Colin Davies
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Jerry Ferguson -Jay Erausquin -Maryam Shah -Rocio Lopez
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:06pm	Isaac Asare (President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Steve: Sam Rogers applauded for assisting during production in Studio C & Kera White applauded for assisting with Lightworks.  Ruth: grateful for staff that is present at FPA keeping the station open.  Gayle: thanks Chuck for work he has been doing to keep the station open.  Ben: thanks Programming for making it easy for radio producers to provide content electronically.

Meeting Agenda	Issac Asare (President)	Agenda moves forward with no changes.
Approval of 8/26/20 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: moves to approve minutes from August 26, 2020 as amended, Ben seconds. Motion carries.

**Appointment of Board Members for Vacancy**

Appointment of Vacancy	<p><b>Isaac: brought to the board’s attention that the appointment of Tim Bowden to the Board last month was invalid because under the bylaws he needed to be appointed by a majority of the Board. This vacancy will have to be voted on again.</b></p> <p><b>Steve: Tim Bowden now unavailable to serve on the Board due to personal reasons that Tim wanted to keep private.</b></p> <p><b>Isaac: moving forward, appointments will be separate from regular monthly Board meetings, and a committee of the Board will assist with the appointment process.</b></p> <p><b>Steve: moves to create a Board committee to handle requirements and recommendations for Board appointments, Hurriyet seconds. Motion carries.</b></p> <p>_____ Volunteers to be on Appointment committee.</p>
------------------------	--

**Staff Reports**

Executive Director	Chuck Peña	<p><b>Action item requested for Veterans Day holiday to become a full holiday for staff rather than a half holiday in which FPA is open for a half-day.</b></p> <p><b>Ben: moves to make Veterans Day a full holiday, Ruth seconds. Motion carries.</b></p> <p><b>Action item requested that the FPA Board-approved COVID-19 precautionary measures be modified to allow members who have completed studio classes, such as Studio</b></p>
--------------------	------------	--

		<p>Camera, to "shadow" studio productions, if doing so does not exceed the number of individuals allowed in a studio during a production and if six feet social distancing is maintained. Under the current precautionary measures, up to five individuals are allowed in a studio at one time, during a production (two camera operators, two on-screen talent and one floor director).</p> <p>Action item requested for upcoming remote Annual Member meeting for Board to review and discuss after the meeting due to lengthiness of the request. Last date for statement of candidacy will be October 16, 2020. The record date for membership will be October 23, 2020. All pertinent information will be listed in the Notice of Member Meeting. No lunch provided and meeting will run from 1 pm-3 pm, and voting will begin once quorum is established until 5 pm. Meeting will be held remotely with allowances for people to vote in person, if they cannot participate remotely, and advanced notice given to FPA. Full rules will be in the notice within five days after Board comments and approval has been given. Board concurred with no objections.</p>
<p><b>Engineering</b></p>	<p><b>Arcelious Joyner</b></p>	<p>Both part-time positions in the Engineering department have been filled. Darnel Gittens and Reyan Ibrahim are welcomed to FPA.</p> <p>Test election via Election Buddy was successfully completed with Chuck in preparation for Annual Member Meeting.</p> <p>Upgrade to Facil 6 internal database planned for October. Upgrade for current transcoding system is planned via an upcoming Operations Committee Meeting.</p> <p>Engineering needs to approve external devices or equipment used with FPA systems due to potential issues that could arise.</p>

		<p><b>Gayle: moves to allow Engineering to approve any outside equipment brought in before it can be used at FPA, Ben seconds. Motion carries.</b></p> <p><b>Ben: can Zoom be used in control rooms instead of Skype?</b></p> <p><b>Arcelious: StreamYard and Zoom are being tested for possible future use in control rooms.</b></p>
<b>Outreach</b>	<b>Jerry Ferguson</b>	<p><b>Ruth: who provides videos incorporated in the FPA Presents programs?</b></p> <p><b>Jerry: Zoom and other recordings provided by each client due to mostly remote participation.</b></p> <p><b>Arcelious: Jerry provided a new device used in the field that could be helpful for field productions.</b></p> <p><b>Jerry: capture card is plugged into the camera that provides video signal to Zoom.</b></p>
<b>Training</b>	<b>Jay Erausquin</b>	<p><b>Orientation video is done and posted online for viewing and will also air on the channels. Currently working on next semester course schedule due to concerns from instructors due to the pandemic.</b></p>
<b>Production</b>	<b>Lisa Clarke</b>	n/a
<b>Programming</b>	<b>Maryam Shah</b>	<p><b>Programming television numbers almost back up to pre-COVID level submissions. Radio numbers rising as well. People are submitting programs and slowly taping again. Once a remote submission system is approved for television, more submissions are anticipated once capability is opened to television producers.</b></p> <p><b>Board will need to decide by October 20<sup>th</sup> if they want the Zoom feed from the Annual Meeting also televised on the channels.</b></p>

<p><b>Office Manager</b></p>	<p><b>Rocio Lopez</b></p>	<p>Cox total income is down \$13k compared to last year (LY). 4<sup>th</sup> quarter payment for Cox was \$181k. Verizon total income down \$26k compared to last year's. 4<sup>th</sup> quarter payment of Fiscal Year 2020 from Verizon was \$402k. The sum of the two amounts is \$583k.</p> <p>Staff production income is down \$2k from last year due to COVID-19 closure. Training income is down \$15k from last year due to COVID-19 closure. Interest dividend income is up \$2k from last year. Facility expense down \$10k, office operations expense is down \$7k from last year. Professional services expense is up \$3k from last year due to additional services provided by our law firm. Training instructor expense is down \$3k from last year due to COVID-19 closure.</p> <p>Total cable grant income down \$40k compared to last year. Marketable securities are up \$557k due to various deposits made to Edward Jones Cash Management account, and fixed assets are up due to ongoing projects.</p>
------------------------------	---------------------------	--

<p><b>Committee Reports</b></p>		
<p><b>Finance Committee</b></p>	<p><b>Steve Mullen</b></p>	<p>Financial reports for first month of fiscal year can distort financials due to payments being due during July. Numbers are good but still cautious until next revenue checks are received in early November. Unemployment still up which is likely to impact cable cutting. Budgeting has been conservative for this fiscal year. Cash requirements plan routinely done every 3 to 4 months, will be completed shortly.</p> <p>Open-the-books session will be planned with Dan Burnett (independent auditor) for October and an email will be sent to membership.</p>

<b>Performance Management</b>	<b>Gayle Yiotis</b>	<b>Work from home for staff seems to be going well as well as the general opening of FPA.</b>
<b>Operations</b>	<b>Reggie Marsten Hurriyet Ok</b>	<b>n/a</b>
<b>Membership Development</b>	<b>Ruth Bennett</b>	<b>Would like to plan another member meeting in October to get back in touch with the members and give them information regarding the election. It will give an opportunity to test Zoom and Election Buddy again prior to the annual meeting. The meeting is dependent upon booking a speaker and their availability.</b>
<b>Outreach</b>	<b>Ben Zuhl</b>	<b>n/a</b>
<b>Executive Committee</b>	<b>Isaac Asare</b>	<p><b>Review and update of COVID-19 Precautionary Measures with staff and board recommendations.</b></p> <p><b>Isaac: Jay's recommendation for including new students in studio was approved earlier (via consensus, not motion).</b></p> <p><b>Arcelious: restrictions on wireless lavalier microphones in studios were initially put in place due to early COVID-19 concerns, but some provisions can be made at this time after review with industry experts. If microphones are properly cleaned and rotated, this restriction can be lifted.</b></p> <p><b>Steve: currently there is a restriction on both Studios A and B being used at the same time. However, an exception should be made for one person to use the control room for editing or graphic purposes at the same time a production is going on in the adjoining studio A or B. Overall COVID-19 impact is minimal.</b></p> <p><b>Maryam: there is verbiage regarding not loitering in the building, however some members may not have internet at home and come to use the kiosk for that purpose.</b></p>

		<p>However, no time limits have been imposed upon areas outside of the studios if they are being used excessively.</p> <p>Isaac: items for amendment are use of the wireless microphones, allowing one person in the opposite control room of the studio A or B being used, setting a time limit of 30 minutes on all areas being used outside of the studios, such as the kiosk area.</p> <p>All items were approved by board consensus.</p>
--	--	---

<b>Meeting Close</b>	
<b>Unfinished Business</b>	n/a
<b>New Business</b>	<p>Gayle: concerned about the crematorium moving into the Alliance Center posing potential health hazards to surrounding tenants.</p> <p>Chuck: crematorium has purchased the condo space and must conform to health regulations. Spoke to Michael Wing, who works with Providence District supervisor Dalia Palchik, regarding the situation, and he said as long as they are abiding by local health regulations they can't be prevented from operating, given the Alliance Center's zoning.</p>
<b>Confirm future meeting dates</b>	Next meetings are 10/28/20 and 11/15/20.
<b>Adjournment</b>	Gayle: moves to adjourn the meeting, Ben seconds. Meeting is adjourned at 9:18pm.