

FPA BoD Minutes - 6/26/2019 @ 7:07pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 6/26/2019

Minutes approved by the board on \_\_\_\_\_

Attendance	
Members of the Board in Attendance	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Isaac Asare (Secretary) -Georgia Graves -Ingrid Parris-Hicklin -Reggie Marston - <i>electronic participation</i> -Ruth Bennett
Staff in Attendance	-Chuck Pena -Daniel Olewine -Jerry Ferguson -Maryam Shah -Jay Erasquin -Rocio Lopez
Members in Attendance	-Genise White

Meeting Open		
Call to order at 7:07pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none"><li>● Ingrid: Thanks to the FPA staff who worked on my June 3rd production. We recorded five episodes.</li><li>● Steve: Thanks to Steve Ruddell for saving hundreds of dollars on paint. Thanks to Danny, Lisa, and Rocio for their consideration to delay upgrades and save money.</li><li>● Jim: FPA staff have done a great job being mindful of the reduced revenue.</li><li>● Isaac: Genevieve did an excellent job editing the May 2019 minutes from just the audio recording.</li></ul>

		<ul style="list-style-type: none"> <li>• Georgia: FPA covered two huge local events, including the president of the Metropolitan Washington Airport Authority giving an update on the Silver Line and the local airports, as well as a recent Metro Monday.</li> <li>• Jim: Georgia will be honored by the Catholic Business Network.</li> <li>• Chuck: Everyone is working hard during hiatus and going above and beyond.</li> </ul>
Meeting Agenda	Jim Housel (President)	<p>-Dan Burnett will not be attending the meeting. -There are additional changes to the operations manual.</p> <p><b>-A motion to approve the meeting agenda is made by Steve and seconded by Ruth. The motion carries.</b></p>
Approval of the Minutes from 5/22/2019	Isaac Asare (Secretary)	<p><b>-A motion to approve the May 22nd minutes is made by Steve and seconded by Ingrid. The motion carries.</b></p>

Staff Reports		
Executive Director	Chuck Pena	<p>-On the notice for the upcoming member meeting on September 22nd, the last paragraph states, "In addition, a current resume and/or statement on why the candidate is running may be submitted." We are adding, "until September 10, 2019. The initial statement of candidacy must be received by August 23, 2019." Additionally, I will plan to hire the League of Women Voters to conduct the election. I plan to run the notice for two weeks in The Washington Times, and the notice will also be mailed to the membership. We will invite our corporate lawyer to attend the meeting.</p> <p>Steve: Include a statement indicating that we are electing two directors at the meeting. Jim: Add, "The annual elections will take place for the election of two directors to serve on the board of directors along with other appropriate business."</p>

		<p>A motion to approve the member meeting notice with the amendment to include electing two directors is made by Steve and seconded by Kevin. The motion carries.</p> <p>A motion to approve publishing the meeting notice in The Washington Times on July 31, 2019 and August 7, 2019 as well as engaging the League of Women Voters to conduct the election is made by Ingrid and seconded by Steve. The motion carries. Georgia nominates Jim as the 2019 election officer, and Jim accepts. Jim is voted unanimously as the election officer.</p> <p>-The Supreme Court ruled that a public access station is not a state actor, and as such, the First Amendment does not apply to programming submitted to public access channels. Although there is no longer a First Amendment requirement, we air programming on a non-discriminatory basis we should not believe that the ruling frees FPA to refuse to cablecast program content submitted by County residents. The current Verizon cable franchise agreement, the current Cox cable franchise agreement and the current Verizon administration agreement with FPA, all require that programming submitted by County residents be treated in a “non-discriminatory manner.”</p> <p>On the other hand, there is now no prohibition against FPA exercising editorial discretion regarding program content submitted by non-Fairfax County residents.</p> <p>Jim: I suggest that we stay status quo. Chuck can seek an updated legal opinion, particularly on the Safe Harbor provision. Perhaps we can switch from stating “First Amendment” to “free speech.” Isaac and Ruth suggest waiting until legal counsel is sought to change from “First Amendment” to “free speech.”</p> <p>-On June 3rd, I took part in a webinar on how PEG channels should respond in the event of an emergency. We do not need to do anything to participate in emergency alerts. In fact, there is no way for FPA channels not to participate in the emergency alert system.</p>
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		<p>-The Cable Administrator for Montgomery County, MD, Mitsi Herrera took the lead in writing letters to public access channels, suggesting that the channels modify, as desired sample letters, opposing the proposed FCC offset rule that would allow cable providers to reduce franchise fees by the fair market value as in-kind services, encouraging them to send the letters to US Senator Chris Van Hollen, who sits on the Appropriations Committee and the subcommittee having oversight of FCC appropriations. The FCC has scheduled a vote on the proposed offset rule on August 1, 2019.</p> <p>-The increase for the commercial lines of our insurance is just under \$1,000. Package includes damage to our facility, within the facility and equipment,. Other commercial coverage includes workers comp, media liability, employment practices liability, and the Employment Retirement Income Security Act coverage.</p> <p>-I mentioned that I would talk with our broker about talking to Humana to ask about reducing the increase; however, this effort was unsuccessful; however the increase was a reasonable \$1,214 per year with the increase from \$12,305.76/yr. to \$13,519.09/yr. Humana suggested going into a new dental plan, but our broker recommended that employees stay in the plan they are currently in, which provides better coverage.</p> <p>-Our broker presented a Kaiser point-of-service plans plan. We are currently on a Kaiser HMO plan. The new plan would allow employees to go out of network to see specialists; however, the costs would be higher for deductibles and copays. The POS plan would be offered in addition to the current HMO plan.</p>
Engineering	Daniel Olewine	<p>-We had an Operations Committee meeting.</p> <ul style="list-style-type: none"> <li>● We were going to purchase iMacs, but then Apple announced new MacPros, which may be a better option for our members.</li> <li>● We approved new multiviewer displays for</li> </ul>

		<p>Control Room A and Master Control. We approved new displays that will serve as a backup for the other control rooms.</p> <ul style="list-style-type: none"> <li>• We are purchasing new wireless handheld microphones to be shared among the Control Rooms A, B, and C.</li> <li>• We are purchasing new CD, SD card, USB players for the TV control rooms.</li> <li>• We are upgrading the television monitors in Edit 1.</li> </ul>
Outreach	Jerry Ferguson	-Celebrate Fairfax took place earlier this month, and I wanted to thank everybody who came out and volunteered. This year, we gave out pairs of movie tickets to the Angelika Film Center in a raffle as an incentive to attend the July orientation at FPA.
Programming	Maryam Shah	-see report-
Training	Jay Erasquin	<p>-We made changes to three sections in the operations manual this time around: underwriting, radio programs, and technical standards.</p> <ul style="list-style-type: none"> <li>• Steve: In the underwriting section, there is reference to the Verizon administrative agreement, but I don't know how much of the follow-on language about PBS standards and practices is included in that agreement. Chuck: It is included in that agreement. Steve: Why should we be restricted to PBS standards, and why should that affect how we do underwriting?</li> <li>• Jim: What is in the administration agreement is a broad principle. Would it be objectionable to delete this portion in the operations manual that refers to PBS standards? The PBS standards may not be legally binding.</li> <li>• Steve: As a board, we have a responsibility to support producers and make it possible for them to be granted underwriting. Have we had objections about our underwriting from Cox and Verizon in the last five years? Chuck: No.</li> </ul>

		<ul style="list-style-type: none"> <li>● Steve: I doubt that anyone in programming would limit underwriting announcements to 30 seconds. Perhaps we can set the limit to 60 seconds.</li> <li>● <b>A motion to delete the PBS funding standards and practices portion and state a 60-second limit for underwriting spots in the underwriting section of the operations manual is made by Georgia and seconded by Ruth. The motion carries.</b></li> <li>● Isaac: Regarding the section about radio programs, can approval be delayed? During the Radio Guild meeting, members expressed interest in doing more in the community. Producers expressed opportunities to do show out in the community. Steve: The language in this section would not prohibit producers from transmitting from a location outside of FPA in the future. Jim: We can approve now and come back to it later if needed.</li> <li>● <b>A motion to accept the changes in the radio programs section of the operations manual is made by Ingrid and seconded by Kevin. The motion carries.</b></li> <li>● In the technical standards section of the operations manual, language regarding media, such as “tapes” and “DVD’s” has been updated.</li> <li>● <b>A motion to accept the changes in the technical standards section of the operations manual is made by Georgia and seconded by Isaac.</b></li> </ul>
Office Manager	Rocio Lopez	<p>-These financial statements are as of May 31, 2019.</p> <p>-The Cox total income is down \$65k from last year. The Verizon total income is down \$47k from last year.</p> <p>-We are expecting to receive the next checks from Cox and Verizon during late July or early August.</p>

		<p>-The combined income from Cox and Verizon for the third quarter is \$628k.</p> <p>-Training income is down \$11k due to class cancellations.</p> <p>-Other Interest and Dividends is up \$135k due to additional deposits to the cash management accounts.</p> <p>-Facilities Expenses are down \$5k from last year.</p> <p>-Maintenance Reserve is down \$30k from last year, as there have been no major repairs to the A/C.</p> <p>-The Office Operations Expenses are down \$96k from last year mainly due to prior year payment towards the Grass Valley iTV technical support renewal. This fiscal year's expenses for new projects have gone down.</p> <p>-Professional Services are up \$30k due to the payment to our auditor for additional services provided and the monthly payment for the Edward Jones program administrative fees.</p> <p>-The Marketable Securities are up \$681k due to the various transfers made from Bank of America to the Edward Jones cash management plan.</p> <p>-The Fixed Assets, Production Equipment, &amp; Office Furniture are up due to the iTX system and HD channel upgrades.</p> <p>-Next month, we will have the comparison budget, which will be the last one for fiscal year 2019.</p>
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Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>-Rocio and I will meet next month to work on another cash requirements plan.</p> <p>-We need to consider a new facility down the road.</p>
Director of Financial Management	Kevin McFarland	<i>-Nothing to report-</i>
Director of Community Development	Georgia Graves	<p>-I was going to bring all the information about Patrick Justin, who gave an amazing presentation. Ingrid and Mary showed up. I am sorry that I didn't get Jerry to film the event.</p>

		<ul style="list-style-type: none"> <li>-The Northern Virginia Chamber of Commerce put out a business newsletter. They have a business voice publication that is put out digitally.</li> <li>-Mid-Atlantic entrepreneurs are going to the National Title in Palm Springs.</li> <li>-BB&amp;T and SunTrust are merging, and the new name will be Truist.</li> <li>-There is a free event at Bull Run Vineyard, and it would be great for staff to attend.</li> <li>-At the Dulles Chamber, they are setting up an international committee, and the first country they will work with is Canada.</li> <li>-Tomorrow, the ACE Awards will take place at the Greater Reston Chamber.</li> </ul>
Director of Promotional Development	Ingrid Parris-Hicklin	<ul style="list-style-type: none"> <li>-I sent out fourteen job announcements.</li> <li>-We went to the Catholic Business Network, and Georgia comped our tickets. Mary and I were her guests.</li> <li>-On June 1st, I went to Salamander and spoke with businesswomen. I talked about what we do at FPA.</li> <li>-On June 19th, I was a guest on the television show, "Courage in Flight."</li> <li>-On June 20th, I was at the Rotary installation.</li> <li>-On June 24th, I was at Metro Monday.</li> <li>-Last night, I was in a conversation with the Reston Chapter of The Links, Inc. They have seen some of the filming we have done. They have partnered with AARP. They are interested in partnering with us to bring a financial program to Reston, and they would like us to partner with them.</li> <li>-I'm involved in a golf tournament in August. Many of the participants are Fairfax County residents. We can promote FPA at the event.</li> <li>-Tyra Garlington, the producer of "Frankly Speaking Tyra," is now president of the Rotary Club of Tysons Corner.</li> <li>-Some of our producers have won Telly Awards. We need to put the word out there.</li> </ul>
Director of Technology	Isaac Asare	<ul style="list-style-type: none"> <li>-We had the Radio Guild meeting and I heard a lot of, "We want to do more." Producers are</li> </ul>



Development		interested in field equipment for use at community events.
Director of Operations and Radio Development	Reggie Marston	-Isaac has been doing a great job overseeing the guild. We are headed in the right direction.
Director of Member Development	Ruth Bennett	-We have made a big leap in planning our non-profit outreach initiative. We have the basic format in place with Jay and Lisa participating. Ingrid and I picked out some non-profits to invite, and we may have Chuck invite them. The dates will be mid-July to mid-August.

Meeting Close	
Unfinished Business	-None-
Add new items to next month's agenda	-None-
Confirm future meeting dates	<p>-Future meetings will take place on:</p> <ul style="list-style-type: none"> <li>● July 31</li> <li>● August 28</li> <li>● September 22 (Annual Member Meeting)</li> </ul> <p><b>-A motion to adjourn is made by Georgia and seconded by Steve. The motion carries.</b></p> <p>-The meeting is adjourned at 9:29pm.</p>