

FPA BoD Minutes - 11/28/2018 @ 7:04pm

Minutes taken by Genevieve Llames on behalf of the Board Secretary on 11/28/2018

Minutes approved by the board on _____

Attendance	
Members of the Board	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Isaac Asare (Secretary) -Mary Gillam -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston
Members of the Board in Attendance	-Jim Housel -Kevin McFarland -Georgia Graves -Ingrid Parris-Hicklin -Ruth Bennett - <i>by video call</i> -Mary Gillam - <i>by phone</i> -Reggie Marston - <i>by phone</i> -Steve Mullen -Isaac Asare - <i>by phone</i>
Staff in Attendance	-Rocio Lopez -Daniel Olewine -Jay Erasquin -Jerry Ferguson
Members in Attendance	-Ben Zuhl

Meeting Open		
Call to order at 7:04pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">• Chuck: Since Joe Marrero's and Dan Kelleher's departures, staff have filled in the gaps. Thanks to Rocio and Maryam for setting up the Christmas party.• Ruth: FPA staff are all pitching in and

		<p>helping.</p> <ul style="list-style-type: none"> • Mary: Thanks to FPA staff for their help during her first taping in the new studio.
Meeting Agenda	Jim Housel (President)	-A motion to approve the agenda is made by Georgia and seconded by Kevin. The motion carries.
Approval of the October 2018 Minutes	Isaac Asare (Secretary)	-Approval of the October 2018 minutes will be postponed until Isaac arrives.

Staff Reports		
Executive Director	Chuck Pena	<p>-Action Item: Chuck requests that board approve to suspend acceptance of new members who are not Fairfax County residents. Ideally, at least 85% of FPA's members would be Fairfax County residents. Current non-residents would be grandfathered into continuing their memberships. We are trying to ensure that funds being provided by the county go towards services for county residents. Perhaps producers outside of Fairfax County who wish to bicycle their programs to FPA can be referred to as something other than member. Jim suggests to table the action item until the January meeting.</p> <p>-There is a misprint in Chuck's report. The date that Chuck spoke to the County Consumer Protection Commission was November 20, not November 29.</p> <p>-The 2018 FPA Member Appreciation Meeting is this Friday, November 30. Chuck will give a full report on the Member Appreciation Meeting during the board meeting in January 2019.</p> <p>Mitchell Parker is being promoted from part-time technical advisor to full-time senior technical advisor. His first day in the new role will be December 9.</p> <p>-Ryan Wilson has left FPA.</p> <p>-Maryam Shah emailed the board about the</p>

		<p>annual holiday party on December 7 at Matchbox. Please RSVP by this Friday.</p> <p>-Officer Sabrina Ruck of the Fairfax County Police Department gave an active shooter presentation at FPA. Chuck requested that Steve Ruddell acquire tourniquet kits. The event was videotaped.</p> <p>-Rocio arranged two presentations for managers through ADP. The presentations were about legal compliance with government regulations, and asking probing questions during job interviews.</p>
Engineering	Daniel Olewine	-We continue to work on the security system upgrades.
Outreach	Jerry Ferguson	-Next month will be Jerry's last one working on the board of the Tysons Chamber.
Training	Jay Erasquin	<p>-There has been a lot of staff turnaround, so Jay is looking for new instructors.</p> <p>-Jay has been working with Lisa on how-to guides. The guides will be kept updated with the help of Engineering. The studio camera guide is done.</p>
Office Manager	Rocio Lopez	<p>-The total income from Cox is down \$17k from last year. We received the first quarter payment of \$199,457.60. The first quarter payment from Verizon was \$431,766.60. The accumulated total is \$631k. Verizon is down \$28k from last year.</p> <p>-The training income is down \$3k from last year. The interest dividend income is up \$15k. Salaries, benefits, and taxes are up \$20k.</p> <p>-The office operation expense is down \$58k from last year.</p> <p>-Professional services are up \$20k.</p> <p>-Marketable securities are up \$908k.</p> <p>-Office furniture and production equipment are up.</p> <p>-A motion to approve \$25 gift cards for employees is made by Steve and seconded by Georgia. Kevin abstains. The motion carries.</p>

Director Reports

Director of Finance Operation Development	Steve Mullen	<p>Cable revenues are falling. It is the first time that the quarterly revenue amount from Cox has been less than \$200k. Cable revenues may not increase in the future. How can we find additional revenue sources for FPA in the future?</p> <p>-From a conservative revenue standpoint, if the trend this quarter continues, we are still within the budgeted amounts, we previously approved, for the current fiscal year.</p>
Director of Financial Management	Kevin McFarland	-Nothing to report-
Director of Community Development	Georgia Graves	<p>-At the Dulles Regional Chamber board meeting, we discussed the work that FPA has done.</p> <p>-FPA was brought up at the Committee for Dulles meeting and by the Metro Mondays board of directors</p> <p>-There are a lot of great things happening in the area with the arrival of Amazon HQ.</p> <p>-Georgia will start forwarding messages from Loudoun's Office of Economic Development and Montgomery County regarding networking.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-Ingrid sent out job announcements.</p> <p>-Ingrid attended events throughout November, including the Annual Rotary Monte Carlo Night, the Bloomingdale's Charity Shopping Day, the Blooms of Joy Gala, Steps to Creating a Marketing Plan, and NOVA Continental Societies 25th Anniversary.</p> <p>-Ingrid will attend Commonwealth Coffee with Senators Warner and Kaine and the Old Dominion Links Holiday Brunch.</p> <p>- Ingrid participated in a marketing and promotion training. She would like to propose holding two trainings about marketing and promotion for members. Members can learn to promote their shows. FPA could also work on their marketing plan. Ingrid is willing to collaborate with Jay to design a course for members. Perhaps the course could be offered within the meet-and-greet.</p>
Director of Strategic Development	Mary Gillam	-The deadline to provide input was November 7.

		Chuck said staff are working to refine their input. Once received, Mary can send out the updated plan.
Director of Technology Development	Isaac Asare	<i>-Nothing to report-</i>
Director of Radio Development	Reggie Marston	<i>-Nothing to report-</i>
Director of Member Development	Ruth Bennett	<p>-At the last meeting, Ruth mentioned that Bob Perriello is willing to take board members' photos. He suggested January 30 before the next board meeting. Bob will take the photos at no cost.</p> <p>-Ruth previously talked about how Mr. Salim said we used to invite nonprofits to FPA and produce public service announcements. Mr. Salim said that FPA would hold an open house, invite nonprofits, and there would be a raffle for a PSA production. They could also discuss collaborative opportunities with FPA. Ingrid offered to email a list of county non-profits from Fairfax County's public/private partnership initiative.</p> <p>-Staff have been planning the Member Appreciation Day.</p>

Meeting Close	
Unfinished Business	<i>-None-</i>
Add new items to next month's agenda	<i>-None-</i>
Confirm future meeting dates	<p>-The next meeting is January 30.</p> <p>-A motion to adjourn is made by Kevin and seconded by Steve. The motion carries.</p> <p>-The meeting is adjourned at 8:49pm. Executive session to follow.</p>