

FPA BoD Minutes - 10/24/2018 @ 7:09pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 10/24/2018

Minutes approved by the board on _____

Attendance	
Members of the Board	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston -Isaac Asare
Members of the Board in Attendance	-Jim Housel (President) -Kevin McFarland (Vice President) - <i>by phone</i> -Steve Mullen (Treasurer) -Mary Gillam (Secretary) - <i>by phone</i> -Ingrid Parris-Hicklin -Georgia Graves - <i>by phone</i> -Ruth Bennett -Reggie Marston -Isaac Asare
Staff in Attendance	-Chuck Pena -Steve Ruddell -Daniel Olewine -Maryam Shah -Rocio Lopez -Jerry Ferguson
Members in Attendance	-Ahmed Selim -Ben Zuhl -Tim Bowden

Meeting Open		
Call to order at 7:09pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">• Ingrid filmed the 77th episode of her show. FPA staff were professional, and the dean

		<p>of Howard University was here. It is important that we always support each other.</p> <ul style="list-style-type: none"> • Ruth says that FPA staff have been pitching in and helping since Joe Marrero left. • Steve commends Sam Rogers for helping him with LightWorks.
Meeting Agenda	Jim Housel (President)	-A motion to approve the agenda is made by Ingrid and seconded by Steve. The motion carries.
Approval of the August 2018 Minutes	Mary Gillam (Secretary)	-A motion to approve the August 2018 minutes is made by Steve and seconded by Ruth. The motion carries.

Election of Officers	
Election of Board-appointed Director	<p>-Jim nominates Kevin. -Steve nominates Tim Bowden. Steve says we need to find additional revenues for FPA, and Tim is qualified to help FPA increase revenue. Comments:</p> <ul style="list-style-type: none"> • Georgia says Kevin has done a significant job for the organization • Ruth says that she appreciates Kevin, and he can continue doing his work with Edward Jones without being on the board • Jim can say positive things about both individuals, Kevin's work has been invaluable. Tim's ability to question has been useful, and maybe Tim would be interested in being treasurer without being on the board • Ingrid says it has been a pleasure working with Kevin. <p>-Vote -- 4:4 -Chuck: Mr. Selim pointed out some years ago that in order for the board to elect the board-elected board member, it has to be a majority. In this case, the majority would be 5 votes. -Tim proposes to withdraw his name from the election, but he would consider serving as treasurer.</p>

	<ul style="list-style-type: none"> -Chuck confirmed via an excerpt from the by-laws that a majority of the votes is required. -Jim says that the board must re-vote, with one name on the table (Kevin). -Re-vote -- 5 for Kevin, 1 for Tim, 2 abstentions -Kevin is appointed for the 3-year position.
Election of President	<ul style="list-style-type: none"> -Kevin nominates Jim for president. -Vote -- 8:0 -Jim is president.
Election of Vice President	<ul style="list-style-type: none"> -Steve nominates Mary for vice president, we need her dynamic moving forward. -Mary thanks Steve for his comments, but due to her work schedule, she is declining the nomination. -Jim nominates Kevin to continue in his role as vice president. -Vote -- 8:0 -Kevin is vice president.
Election of Treasurer	<ul style="list-style-type: none"> -Kevin would like to nominate Tim Bowden for treasurer. -Steve is willing to continue serving as treasurer. -Ruth nominates Steve. -Vote -- 5 for Steve, 4 for Tim -Steve is treasurer. -Steve will try to enlist Tim to help FPA in the coming year.
Election of Secretary	<ul style="list-style-type: none"> -Steve nominates Isaac for secretary and says that Isaac has done an excellent job with the technology-based program. -Kevin would like to nominate Mary for secretary. -Mary says she is fine with the nomination for Isaac, but she will decline running for that position. -Hearing no objections to Isaac's nomination, by voice vote, Isaac is secretary.

Staff Reports		
Executive Director	Chuck Pena	-Thank you to all the staff who worked on the Member Meeting.

		<ul style="list-style-type: none">-Congratulations to the new officers.-Joe Marrero has resigned from FPA after 17 years and taken a job with the Department of Housing and Urban Development. He will continue to teach at and do a show with FPA.-On August 8, Cox launched the FPA's remaining three channels 30, 36, and 37 in high definition. Viewers can watch the channels in both SD and HD. After tuning in to those channels for 6 hours, a notice comes up saying that the channel was unavailable. The issue is resolved by turning the cable box off and on. We do not want any outages on the channels while FPA staff is monitoring them at our facility, and we are working with Cox to ensure no FPA channels shut down on cable boxes located at FPA.-During the August board meeting, Isaac asked why Montgomery County engaged The Buske Group to contact ten different access centers that operate high definition channels. The Buske Group was interested in whether any public access stations were using their high definition channels for purposes other than having the same programming on the high definition channels as they have on their standard definition channels. They also looked at whether the high definition channels are being used to bring in revenue.-On October 16, managers and directors participated in a presentation by ADP about preventing sexual harassment.-The Caboose Micro-Brewery's beer garden and restaurant is now in operation. This may result in an increase in the value of the property.-Maryam and her department have been doing a great job handling FPA's social media.-Thanks to Steve Mullen who worked on plumbing on October 18.-The Consumer Protection Commission has oversight over cable matters and preparation for the transition to the Comcast franchise renewal in Reston and the Verizon franchise renewal throughout the county. The CPC has invited
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		<p>Chuck to speak on the evening of Tuesday, November 20th.</p> <p>-A week from this past Monday, the FCC published their new proposed rule in the Federal Register, under which cable companies could offset the 5% franchise fee by non-monetary obligations under the franchise agreement. The rule states that the 3% PEG grant cannot count against the 5%. However, the cable companies could hypothetically assign a value to the bandwidth of channels operated by public access.</p>
Operations	Steve Ruddell	<p>-Steve proposes the following dates for future board meetings: January 30, February 27, March 27, April 24, May 22, June 26.</p> <p>-The May 2019 meeting will take place on the 22nd instead of the 29th.</p> <p>-The holiday party will take place on December 7.</p> <p>-There are no objections to the meeting dates, the dates are approved by consensus of the board.</p>
Engineering	Daniel Olewine	<p>-We have been working on physical security improvements. Some are short-term, some are long-term.</p> <p>-There will be improvements to Equipment Room inner door, such as reimplementing system button access and scan card access. The button for that system will be in service in the next few days, and badge access will be added soon thereafter.</p> <p>-For the outer door facing Eskridge, we will reimplement the phone system. The electronic lock on the door will be button-activated and would allow staff to lock the doors quickly in an emergency situation.</p> <p>-For the equipment room outer door, we want to install an electronic lock that has badge access and can be locked in case of a lockdown situation.</p> <p>-We are looking to replace the physical guest sign-in book and are considering electronic paperless solutions.</p> <p>-We are considering security camera upgrades, such as adding audio capability as increasing camera coverage.</p>

		-We would like to improve security for the equipment in the equipment room.
Programming	Maryam Shah	<p>-Please review bios on the websites and send any changes to Maryam.</p> <p>-The holiday party was approved by the board. Maryam booked Matchbox in Mosaic District. The FPA building will be closed during the party so that the entire staff can attend the party.</p> <p>-Maryam previously discussed FPA social media efforts. FPA is on Facebook, Twitter, and Instagram. We also opened up a private Facebook forum. We have been working on small video social media packages. Our goal is to promote FPA and make members feel more involved.</p>
Office Manager	Rocio Lopez	<p>-Rocio reminds everybody that the Cox numbers are based on accrual. We do not know how much the amount will be until the check arrives. Every month, we receive a report from Verizon, and the number there reflects the amount sent to FPA.</p> <p>-The Cox total income is down \$13k from last year. The Verizon total income is down \$25k from last year.</p> <p>-During the first quarter last year, we had \$456k on the Verizon side. This year, we will receive \$432k.</p> <p>-This month, we have the comparison budget. We should be around 25% of our income and expenses. We were conservative on our estimates for this year's budget.</p> <p>-The total income is around 27% of what we budgeted.</p> <p>-Our total expenses are around 22%, which is less than what we expected. FPA staff have been conscientious with their budgets.</p>

Director Reports		
Director of Finance Operation Development	Steve Mullen	-The reduction a year ago from the previous year was \$29k. As Rocio pointed out, this year's

		<p>numbers show that we are down around \$50k. This is a disturbing development.</p> <p>-Jim: If we continue with the sky-is-falling trend, there should not be any reason to reduce services. We should continue to adjust our message to maintain the impression that we are not anticipating any reduction in services. This will continue to be the best media organization in this area. Our mission is to serve our community.</p> <p>-We will do everything possible to maintain salaries, benefits, and bonuses for staff. We have money in the cash management accounts just in case. If the downward trend is continuing, we need to find alternate funding sources.</p>
Director of Community Development	Georgia Graves	<p>-There has been effort on the staff and development area to bring in additional revenue through productions. Jerry has generated revenue in that area, as well as promoted FPA to the community.</p> <p>-We are working on a membership opportunity with the Dulles Regional Chamber of Commerce.</p> <p>-We are planning opportunities to help with revenue.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-Ingrid has sent out job announcements. Thanks to Jerry for capturing the slave memorial wreath-laying ceremony.</p> <p>-Ingrid pays to attend events, usually around \$250 per event, and therefore it is not coming out of FPA's budget. The events provide good networking opportunities.</p> <p>-Steve M: Are we working towards bringing in revenue from parties encountered at events? Georgia: We are reaching out through our visibility. We are doing the best we can with no one on staff who is a salesperson.</p> <p>-Please let Ingrid know of any suggestions for promoting FPA.</p>
Director of Strategic Development	Mary Gillam	<p>-There is still concern among membership whether FPA is visible to the outside community. People like Ingrid and Georgia are putting the word out</p>

		<p>there, but there is only so much people can do when they are volunteering.</p> <p>-Mary commends the staff for all their hard work and submitting input for the strategic plan.</p> <p>-We have a good organization and we need to continue to support it.</p>
Director of Technology Development	Isaac Asare	-Nothing to report-
Director of Radio Development	Reggie Marston	<p>-Nothing to report-</p> <p>-This may be Reggie's last physical meeting until April as he is leaving for three months. Reggie is willing to resign his position on the board in case the board wants to put Tim in his place.</p> <p>-Jim: The resignation cannot be conditional and must be voluntary.</p> <p>-Steve strongly encourages Reggie not to resign.</p> <p>-Jim: Such discussions must be done as a team. Reggie should not discount his value to the organization.</p> <p>-Georgia: The roles on the board should be recognized. The board should work cohesively.</p> <p>-Ruth: Could Tim be part of the outreach committee? Ruth and Ingrid think so.</p>
Director of Member Development	Ruth Bennett	<p>-We have talked about having photos of the board. Since there are new board members, perhaps it is time to do that. Ruth recommends that a current member take the photos.</p> <p>-In a conversation with Mr. Selim, he said that we used to bring representatives of county non-profits to FPA. Jerry would film their presentation. We could compile a list of service organizations and invite them, perhaps one day per month. Mr. Selim has offered to help.</p> <p>-We are talking about the next meet-and-greet, perhaps in the spring. Reggie approached Ruth and said that members have asked about how he syndicated his show. We could reach out to members who have done different things with their shows.</p>

		-Ruth did some “accidental” outreach. She went to Don Beyer’s conference for women and attended a panel. One panelist mentioned independent media, and Ruth spoke up about FPA.
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Meeting Close	
Unfinished Business	-Date for the December 2018 meeting -Date for the membership appreciation event -Mary would appreciate input from the board regarding the strategic plan. Jim suggests submitting input by November 7th.
Add new items to next month’s agenda	-None-
Confirm future meeting dates	-The next meeting is November 28th. -A motion to adjourn is made by Isaac and seconded by Ingrid. The motion carries. -The meeting is adjourned at 9:22pm.