

FPA BOD Agenda – April 2016
 Meeting of the FPA BOD – 4/27/16 @ 7 pm
 Minutes taken by Danny Olewine on behalf of Secretary on 4/27/16
 Minutes approved by the Board on 1/25/17

Attendance		
Members of the Board	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) ▪ Ruth Bennett 	<ul style="list-style-type: none"> ▪ John Henkel ▪ Rich Massabny ▪ Kevin McFarland ▪ Jim Southworth
Members of the Board in Attendance	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Steve Mullen (Treasurer) ▪ Ruth Bennett 	<ul style="list-style-type: none"> ▪ John Henkel ▪ Kevin McFarland ▪ Jim Southworth
Staff in Attendance	<ul style="list-style-type: none"> ▪ Chuck Pena (Executive Director) ▪ Danny Olewine, Engineering ▪ Maryam Shah, Programming 	<ul style="list-style-type: none"> ▪ Rocio Lopez, Office Manager ▪ Jay Erausquin, Training
Members Present	<ul style="list-style-type: none"> ▪ Jim Girardi ▪ Selim Ahmed 	

BOD Meeting Open		
Call meeting to Order	BOD Jim H	<ul style="list-style-type: none"> ▪ Welcome Comments ▪ Acknowledge Conflict of Interest & Board Code of Conduct ▪ Accolades and Acknowledgements: Chuck thanked Danny and Mike for their travel to Las Vegas for the National Association of Broadcasters conference. Chuck also thanked Alexander Pierson for picking up all engineering duties and remaining on-call during their absence. Ruth Bennett and member Jim Girardi both also offered thanks to Alexander and commended him for exemplary work.
Meeting Agenda:	Jim H	Approval / Amend: <ul style="list-style-type: none"> ▪ MOTION to approve agenda. Ruth Bennett motioned, John Henkel seconded. Motion passed unanimously by voice vote.
Approval of Minutes	Suyong	Delayed to next meeting of the Board.
Monthly Reports		
Executive Director	Chuck	<i>Please reference written report for details</i> <ul style="list-style-type: none"> ▪ Options on the date of the annual member meeting: MOTION: John Henkel moved to hold the member meeting on Sept 25, 2016. Kevin McFarland seconded. Motion passed unanimously. ▪ Information regarding FPA’s exemption from closed captioning requirements. Jim Southworth stated that youtube offers automating closed captioning. Chuck replied that youtube captioning would not be an option because of technical and legal issues. ▪ Verizon Worker Strike ▪ Three vacant Equipment Room part-time positions filled

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	Dan Burnett – Burnett Group	<p>FPA’s outside auditor Dan Burnett from The Burnett Group presented audited financial statements.</p> <ul style="list-style-type: none"> ▪ Jim Southworth asked if the new accounting system was helpful. Steve Mullen clarified that these financial statements are for the last fiscal year, prior to implementation of the new accounting system. ▪ Dan noted expenses are up approximately \$500,000, and noted employee salaries, benefits are the major contributor to that increase with an increase of \$350,000. Dan indicated the retirement plan’s loyalty bonus accounted for \$264,000 of that \$350,000 figure. This was the main change in FPA’s expenses. ▪ Steve Mullen clarified that FPA staff’s retirement plans included a 3 year vesting period, to begin on the retirement program start date of June 2014. Due to an error by Principal Financial Group, the vesting period began on the employee’s start date, rather than the retirement program start date. The mistake was caught after the tax return documents were completed. In order to fix the problem, FPA would be required to pay several thousand dollars, and money would need to be removed from employee’s accounts. Dan also indicated that would put our financial reports out of sync with our tax filings, which would not be ideal, and his recommendation is to proceed without modifying the retirement plan. ▪ MOTION - ‘In order to ensure that FPA financial statements are in agreement with the FPA retirement plan IRS tax filing (Form 5500) that have been completed and filed with the Internal Revenue Service, the vesting schedule for the loyalty bonus payment, made on behalf of employees, will be changed to a three year vesting period with a “Date of Employment” start date versus a “Retirement Plan” start date (i.e., June 1, 2014), as originally approved by the FPA Board of Directors ▪ Motion made by Steve Mullen. Seconded by Jim Southworth. Motion carried by voice vote. Kevin McFarland abstained. ▪ Jim Housel asked if the non-cable fund is audited as well. Steve Mullen indicated the audited financials presented are for the cable fund only.
Operations	Steve R	<i>Not present - Please reference written report for details</i>
Engineering	Danny	<i>Please reference written report for details</i>
Development	Jerry	<i>Not present - Please reference written report for details</i>
Training	Jay	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Jay reported on his preparations for the upcoming semester. FPA will be offering a new screenwriting class focusing on scriptwriting for news type programs. Additional information available in written report.

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Programming	Maryam	<i>Please reference written report for details</i>
Office Manager	Rocio	<i>Please reference written report for details</i> <ul style="list-style-type: none"> ▪ Rocio - Financial statements are not available for the meeting due to the transition to the new accounting system. The new system is being used for day to day operations, but reporting is not ready for use. Rocio expects to have the financial statements ready at the next board meeting. ▪ Steve Mullen thanked office manager Rocio Lopez and Dan Burnett for their work selecting and moving to the new accounting system. Steve also thanked Dan for his work preparing our audited financials
Director Reports - 40 Minutes		Reporting Areas of Responsibilities
Director of Finance Operation Development	Steve M	Keep BOD informed of FPA Financial Health
Director of Financial Management	Kevin	Kevin reported on the 2 cash management accounts at Edward Jones: <ul style="list-style-type: none"> ▪ Account 1 balance \$2,990,136.66 ▪ YTD net return - 1.67% ▪ Net return since inception - 4.96% ▪ Total return since inception - \$99,207.71 ▪ Acct 2 balance \$1,224,092.35 ▪ YTD net return - 1.68% ▪ Net return since inception - 5.95% ▪ Total net return since inception - \$54,105.24 ▪ Total return since inception - \$153,312.95 ▪ Estimated combined yearly - \$64,935.60 or 2% yield
Director of Community Development	Georgia	Building relationships among FPA, BOD, & Community
Internal Affairs & Operations Development	Jim H	Maintaining operation continuity & advancement

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Director of Performance Development	John	<ul style="list-style-type: none"> ▪ John Henkel reported his work with ADP is going well. ADP presented a management skills training for managers this month. Future classes include time management. ▪ Jim Housel asked if the training is mandatory for staff. Chuck indicated that it is. Maryam added that if a staff member misses a training session, they are assigned the class online. ▪ John indicated he is working with ADP on the employee manual and the annual staff performance appraisal form. ▪ John thanked Rocio for her work with ADP, and her assistance to John in his work with ADP
Director of Member Development	Ruth	<ul style="list-style-type: none"> ▪ Ruth Bennett reported that the member committee met and had a good discussion. Ruth is aggregating the comments from the members and will present them to Chuck. She indicated that she had only heard from three members about the advertising rule change, and only two members would be affected by the change. ▪ Jim Housel commented that he is concerned that the message isn't getting out to the membership about changes such as the proposed advertising rule changes, and other items. He asked for suggestions to get the word out better. Maryam indicated that she often has a hard time getting responses to emails from members. ▪ Ruth indicated that some suggestions had been received from members. These suggestions will be forwarded to Joe Marrero, Equipment Room Manager for review and response. ▪ Ruth has heard from members who are looking for careers in broadcasting, and will be looking for ways to assist members in that endeavor.
Unfinished Business		<ul style="list-style-type: none"> ▪
Unfinished Business	President	<ul style="list-style-type: none"> • None. • MOTION to adjourn made by Kevin McFarland, seconded by John Henkel. Passed by voice vote.