

FPA Board Meeting Minutes

August 31, 2011

Open meeting: 7:00 pm

Attendance:

BOD:

- Bob Giarrusso
- Jim Southworth
- Steve Mullen
- Ayme Pointer
- Jim Housel
- Tim Bowdin

FPA:

- Chuck Pena
- Jerry Ferguson
- Jay Erausquin
- Maryam Shah
- Daniel Olewine

Guests:

- none

FPA BOD Officer Activities:

- President: Ayme Pointer
 - Call meeting to order: quorum at 7:16 pm.
 - Ms. Pointer reminded everyone to acknowledge any conflicts of interest, and asked the BOD to adhere to the voluntary Code of Conduct.
 - Conflicts of interest: None
 - The agenda for August meeting was accepted, moved by Mr. Giarrusso, seconded by Mr. Housel.
 - Ms. Pointer asked that the Board consider several items in Executive Session
 - July minutes have not been sent out for approval, they will be sent over the weekend

- The Board unanimously appointed Mr. Housel as the elections officer for the September member meeting.

FPA Executive Director's Activities:

- Executive Director's Report: Chuck Pena
 - See the distributed August Executive Director's Report, which includes the Staff reports
 - Mr. Pena recommended that we adopt revised language for the Election Rules to reflect that Board members, elected at the membership meeting, are elected by a plurality of votes, but that we strike previous language that incorrectly stated that election by a plurality of votes at the membership meeting is called for in the FPA Bylaws.
 - He stated that because of the August 7 – 23, 2011, Communications Workers of America strike at Verizon, Verizon revenues from August may not have risen at the rate we have seen in recent years. He noted that the possible flat Verizon revenues for August may simply equate to Cox August revenues not having diminished at the rate we have seen in recent years, since Verizon would not have been converting Cox subscribers to Verizon during the strike.
 - Mr. Pena informed the Board that the *Washington Examiner* had provided FPA with the notarized Proof of Publication of the *Notice of Member Meeting* that was published on August 3 and 10, 2011.
 - Mr. Pena thanked Jay Erausquin for sending out the election notices for the membership meeting, and thanked Jerry Ferguson for his assistance in ensuring the accuracy of the Record Date voting member list.
 - He further mentioned that the Personnel Manual is still being revised by the Oversight Committee (Mr. Ferguson, Mr. Ruddell, Mr. Marerro, and Mr. Pena) and will be reviewed by FPA's outside counsel.
 - Mr. Pena noted that the candidates for the Board in September 2011 are Steve Mullen, Jim Southworth, and Sidney Sachs.
 - Mr. Pena noted that we had been advised that Dominion Power had to interrupt service on Saturday Aug. 13, when they were moving a power line. The work was completed in less time than estimated, and power was restored the same day.
 - FPA member and producer Reggie Marston, host of the Fairfax Radio formerly (WEBR) show the House P.I., was interviewed on WUSA, Channel 9 News on August 24th, describing the steps homeowners should take to

assess damages from the recent earthquake. Mr. Marston was the original House Detective on the HGTV (Home & Garden Television) national cable television series *The House Detective*.

Operations Report: Steve Ruddell

- Mr. Ruddell was absent from the meeting due to an injury, and Jerry Ferguson gave the Operations Report. He said that repainting the facility is well under way, and that the contractors have done a very thorough job. They have worked with us on scheduling it around member reservations, and should have everything complete soon.
 - Mr. Southworth asked that the equipment usage report shows a delta for actual use month over month to help accurately
- Engineering Report: Daniel Olewine
 - Mr. Olewine gave no comment at that time, and observed that the any recent developments were reflected in the written engineering report.
 - Programming Report: Maryam Shah
 - Ms. Shah stated that she could provide month over month equipment usage statistics as well as annual rates.
 - Ms. Shah stated that the most recent information for the programming department is contained in her report.
 - Training Report: Jay Erausquin
 - Mr. Erausquin stated that FPA's membership is currently at approximately 700 persons.
 - Business cards designs have been created, and he took the Board's input before selecting a final design.
 - Mr. Erausquin stated that new mock-ups would be prepared for the Board to approve for the October meeting.
 - Action item- draft a letter for the FCC regarding mandating titles and program descriptions for all stations being offered by cable providers- FPA Secretary, to be sent by FPA President

- Outreach Report: Jerry Ferguson:
 - Mr. Ferguson said that the outreach report contains all information relevant to this month's activities.

FPA BOD Director's Activities:

- President: Ayme Pointer
 - The President stated that Mrs. Graves thanked the Board for our consideration in her absence.
 - Ms. Pointer also mentioned that she will find a source for new pictures of FPA Board members
 - She also stated that she hopes Mr. Selim recovers soon.

- Technology Report: Jim Southworth:
 - Mr. Southworth said that there's a new product made by ustream called ustream producer studio for approximately \$550, a software program that can be used online or offline.
 - Daniel Olewine said that the ustream product may not be appropriate for FPA producers because it carries an advertisement for ustream at the beginning and end of each segment.
 - Mr. Southworth stated that they will waive the advertisements on request.

- Vice President: Jim Housel-
 - Mr. Housel said that Mr. Olewine made some good suggestions regarding a trailer for FPA to do mobile productions. He thanked Mr. Mullen for also attending the most recent Operations Meeting, and said that staff has been charged with developing a plan at some point in the near future.
 - Mr. Bowdin asked whether there was a dollar figure we were looking at. Mr. Olewine said that costs could be prohibitive for a fully loaded van. We are exploring the most cost-effective solutions that are available.
 - Mr. Bowdin said he would be willing to participate in the discussion, and Mr. Housel assured him that he would be welcome to attend future meetings.
 - Operations meetings will be held every two months. Next meeting is Wednesday, September 7, at 7 pm.

- Treasurer's Report: Director of Finances Steve Mullen
 - Ms. Silva could not attend the meeting, and was unable to coordinate to finish the financials due to the recent disasters.
 - Mr. Mullen stated that he will have the financial report to the Board in the next few days.
 - Mr. Mullen stated that the books will be available for inspection second week in September. Mr. Burnett will also attend, and be available to explain any questions.

- Secretary and Membership Report: Bob Giarrusso
 - Mr. Giarrusso asked how we can assist Mr. Erausquin in growing the membership. He stated that he needs an assistant, and it was agreed a volunteer would not be appropriate in that capacity.

- NEW BUSINESS: Jim Housel
 - Mr. Housel asked the Board to consider the possible consequences of a large organization, such as the US Government agency or a private party, producing content using FPA facilities free of charge for that agency or business because employees were members here.
 - The Board agreed that this was not within the spirit of the bylaws regarding bicycling of programs from outside sources, and contradicts FPA policy with respect to providing competitively priced staff productions as well as the primary use of the facilities by private members to create and distribute original content through FPA.
 - It was agreed that the Board will review the FPA Operations manual to clarify this issue.
 - Mr. Bowden commented on non-credit courses offered by area educational providers, and suggested that the Learning Center may be a good partner and a resource for learning screenwriting, or writing a grant proposal.
 - A discussion followed, and the Board suggested having FPA staff attend at their preference and convenience.

Open Meeting over at 8:45 pm.

Adjourn meeting: 9:35 pm.

ACTION ITEMS:

Action Identifier:	Action:	Responsibility:	Date:	Status/Update
A10-1	Mr. Southworth will confer with Google about technology and upgrades, will bring the Exec. Director, Mr. Pena, Mr. Olewine, Mr. Ruddell, and Ms. Pointer in on that when it can happen.	Mr. Southworth	26 Oct. 10	OPEN
A10-2	Provide end of fiscal year financials for next BOD meeting.	Mr. Mullen	26 Oct. 10	CLOSED
A10-3	Enroll at least one local merchant to support FPA Member Discount Program	ALL DIRECTORS	8 Dec. 10- revised to 23 Feb. 11	OPEN
A10-4	Research FPA Operations Manual, Articles and By Laws regarding fraud, misrepresentation	Mr. Giarrusso	8 Dec. 10	CLOSED
A10-5	Locate restaurant to host/cater FPA staff party	Ms. Graves	8 Dec. 10	CLOSED
A10-6	Update report by January 15 on selection of nominees for open Board position	Mr. Selim, Mr. Housel	8 Dec. 10	OPEN
A10-7	Prepare report on fundraising plan, to present at February BOD meeting	Mr. Pena, Mr. Housel	8 Dec. 10	OPEN
A11-1	Provide edits and corrections for Dec. 8, 2010 BOD mtg.	Mr. Mullen	26 Jan. 11	CLOSED

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
	minutes			
A11-2	Provide notes/ input to BOD Secretary for preparation of 1/26/11 BOD meeting minutes	ALL	26 Jan. 11	CLOSED
A11-3	All BOD members not already photographed to have their portraits taken for FPA Board section	Mr. Selim Mr. Porzio	26 Jan. 11 29 June 11	OPEN
A11-4	Update on Nat Albright's progress in acquiring a van for FPA promotional activities	Mr. Selim Mr. Mullen	26 Jan. 11 29 June 11	OPEN
A11-5	FPA financial committee to meet with Dan Burdette on March 13 th , 1:00 pm	Mr. Selim Mr. Mullen Mr. Giarrusso Mr. Southworth Mr. Ruddell	23 Feb. 11	CLOSED
A11-6	Follow up with consultants and get bids for services	Ms. Pointer Mr. Housel	23 Feb. 11	OPEN
A11-7	Brainstorm and prepare list for producer self help and promotion, possible workshop?	Staff/ Ms. Shah/Mr. Giarrusso	30 March 11	OPEN

Action Identifier:	Action:	Responsibility:	Date:	Status/ Update
A11-8	Conference call Sunday 4/3/11 at 3:00 pm re: Membership Benefits program	Mr. Ruddell/Mr. Pena/Ms. Pointer/Mr. Housel/Mr. Southworth/ Mr. Giarrusso	30 March 11	CLOSED
A11-9	Review/revise wording in the Operations Manual regarding use of the facilities by government agencies or private organizations	Mr. Giarrusso	31 Aug. 11	OPEN
A11-10	Review proposals from consultants, report out in October	Mr. Housel	31 August 11	OPEN
A11-11	Draft comments for FCC rulemaking proceeding re: mandating program title and description to be included for all content providers by cable providers.	Mr. Giarrusso / Ms. Pointer	31 August 11	TABLED on Oct. 26, 2011