

**FPA Board
Meeting Minutes
January 2014**

The meeting was called to order at 7:06. President Jim Housel reminded the board of conflicts of interest, the code of conduct, and called for accolades and acknowledgements. Georgia Graves was thanked for organizing the Christmas party for staff and board members.

Jim Housel moved to approved the agenda with some adjustment for the time in which member speakers were present; the moved was seconded by Kevin McAllister and approved unanimously.

Staff Reports

Chuck Pena, Executive Director

Chuck noted that Rich Hilstrom, our representative at Verizon, had been replaced by Louise Anderson. Rich was a great help to FPA, helping to obtain channel 36 for Verizon subscribers and by making sure that we had multiple cable boxes at FPA headquarters. Louise is located in Arlington, and will be responsible for Verizon franchises located in the state of Virginia. She recently visited FPA and was given a tour by Chuck and engineer Mike Stoeckle.

Rick Brosnan, director of the Fairfax County Cable TV Communication Production Division, has retired. This division won many awards under Rick's direction, and he was involved in the franchise negotiations. His place is taken by Donna Monacci, a former channel 16 (Fairfax County Government) producer. Donna hopes to tour FPA in the near future.

A discussion took place between Chuck and Kathryn Falk concerning cable TV ad spots for FPA training classes. This may not be possible because of an agreement with Comcast to sell all local advertisements available on the Cox system in Northern Virginia. Future discussions are planned.

Hiatus took place the first week of January (see Steve Ruddell's report for more information).

The Fairfax County Schools and Government channels moved to digital only on Cox on the 11th of December, 2013. They did not receive the \$100,000 that was given to FPA and others for switching earlier.

Steve Ruddell, Director of Operations

- Two interviews for engineering positions have been set up.
- Interviews are taking place for two part-time positions in the Equipment Room. Four interviews have been conducted.
- Hiatus work included the following : Preparations for the SAN storage system installation, flipping of the doors in the Edit 1 unit to open into the hall (this makes room for another editing station), doors to Lisa's and Tiara's workspace moved, walls in studios B and C painted, floors painted, cleanup, installation of software and upgraded cards in Edit 1 unit, carpets ordered for Studios A and B. Thanks to Erica Myers, Bangaly Cisse, and Avan Price for their hard work!
- It was noted that the carpet cleaning was done very well; kudos to Rocio for finding a cleaning company for the best cost!

Danny Olewine, Chief Engineer

- Work performed during hiatus included preparing for new storage system and software updates.
- The upcoming Operations Committee budget will include IT system upgrades and a conference room presentation system.

Jerry Ferguson, Director of Development

Jerry is beginning work on the Best Of Reston 2014.

Jay Erasquin, Director of Training

Jay noted that a new semester is underway. He will begin a push for the summer camps, and will need advertising money. If any Board members would like to help distribute materials for this, let Jay know.

Membership numbers have increased slightly.

There is a possibility of adding more camps. Last year was the first time that all the camps will filled. Handouts have been sent to principals, PTA presidents, and theatre and art chairs in the schools, as well as to the public libraries.

Maryam Shah, Director of Programming

There were 239.2 hours less of programming in 2013 as compared to 2012. Chuck noted that this was due to the push in 2012 for additional programming when preparing for the new channel. Radio produced almost 4000 hours of programming in 2013.

Rocio Lopez, Director of Finance

Some highlights from Rocio's report :

- The total received from Cox is down \$18,000 from last year. Verizon income is up \$71,000 from last year due to an adjustment in accrual methodology.
- Accounts Payable is higher than normal due to two large invoices in December which were paid in January.
- Staff productions and fee for service income rose dramatically due to increased shows produced. The net income was 405% of what was budgeted.
- Rental income remains low at 36%. There may be overestimation of the value of the units.
- The employee training budget is being used by several staff members.

Board Reports

Steve Mullen, Finance

The final information on retirement will be presented next month.

Georgia Graves, Community Development

The Best of Reston 2014 will take place on April 10, 2014. Robert Simon, the founder of Reston, will chair, and it is the 50th anniversary of Reston. FPA will be highlighted in the ceremony - Jerry Ferguson will be honored. FPA can receive a table for ten for a reduced fee of \$3000. A motion was made by Jim Housel to approve the cost of the table, which was seconded by Ayme Pointer. The motion carried unanimously.

A CEO Round Table is being formed by the Dulles Chamber of Commerce. Georgia recommended that FPA join as a media sponsor for a fee of \$2500. Jim Housel moved to approve this cost, and Ayme Pointer seconded. The motion passed unanimously.

Ayme Pointer, Strategic Development

Ayme asked for a committee to form concerning strategic development. Steve Ruddell, Ayme, Chuck Pena, and Jerry Ferguson volunteered to be a part of this.

Jim Southworth, Technology

There has been recent experimentation with remote broadcast. Jim recently conducted a broadcast from an auto show. He continues to pass new methodology on to other producers.

Jim Burke, Performance development.

The ACM convention is coming up later this year. Jim will present more information as the time gets closer.

Kevin McFarland, Financial management

Kevin will be taking this new position, with Steve Mullen continuing as treasurer. Kevin will handle investment issues, in particular optimizing corporate cash management. Fundraising will be a part of this position as well.

A board discussion took place on the airing of political advertising. This issue was tabled until our telecommunications attorneys can be consulted.

Some issues with the employee manual have been noted. Another draft of the manual will be forthcoming.

The meeting adjourned at 9:24 p.m.

The next meeting will take place on February 26, 2014.