

Fairfax Public Access Board of Directors
January 28, 2015 – Regular Meeting Minutes
2929 Eskridge Road, Fairfax, VA

Board members present:

Georgia Graves (Vice-President)
Steve Mullen (Treasurer)
Ruth Bennett (Recording Secretary)
John Henkel
Kevin McFarland
Ayme Pointer (by phone)
Jim Southworth

Staff:

Chuck Pena
Steve Ruddell
Daniel Olewine
Jerry Ferguson
Jay Erasquin
Maryam Shah
Rocio Lopez

Vice President Georgia Graves, standing in for President Jim Housel, called the meeting to order at 7:00 pm.

VP Graves:

Asked attendees to acknowledge any conflict of interest and referenced the Board's Code of Conduct policy. Asked for approval or amendment of the agenda as distributed. The agenda was approved except that the discussion of Jim Girardi's Questions to the Board about training was postponed since he was unable to attend the meeting.

Asked attendees to introduce themselves.

VP Graves called for amendments to or approval of the minutes.

Jim Southworth moved to approve the minutes as previously distributed.

John Henkel seconded the motion.

The motion passed.

FPA Member Jeff Barnett asked the Board to approve the opening of the station two hours early on President's Day, February 16th to accommodate the taping of his show, a political play.

Jim Southworth moved to approve Mr. Barnett's request.

Kevin McFarland seconded the motion.

VP Graves asked if the Board was ready to vote on the motion or whether further discussion and the vote should take place at a teleconference.

VP Graves tabled the vote to allow for Steve Ruddell to gather information about availability of staff for the extra hours requested.

The motion will be voted on at a conference call to be scheduled for 8 pm Wednesday February 3.

STAFF REPORTS – (attached and highlights below)

Executive Director - Chuck Pena

- Recommended that the Membership Committee review his Action Item and report back to the Board

- Discussed FPA's special programming for February for Black History Month and passed out samples of the color booklets mailed out to county officials.
- Prevented FPA from being the victim of a financial scam with the assistance of VP Graves

Director of Operations – Steve Ruddell

Thanked the staff for all the tasks accomplished during the January hiatus.

Engineering Report – Chief Engineer Danny Olewine

- Described current and completed projects.
- Mentioned that the Engineering Department is transitioning to a new red card tracking system.
NOTE: Treasurer Steve Mullen asked that he be kept informed about costs before ordering equipment so he can manage cash flow and plan for access to additional funds when needed.

Director of Development – Jerry Ferguson

Directed attendees to his comprehensive written report.

Director of Training – Jay Erausquin

- Emailed announcement to members that assistance with the new cameras in A and B is available. He is also allowing members who need additional assistance to attend the 3-hour Studio Production course.
- Emailed announcement to members who use Final Cut Pro that training is available to help them transition to Premiere.

Director of Programming – Maryam Shah

Pointed out that November and December programming hours are included in her report.

Office Manager – Rocio Lopez (report attached)

Reviewed the income statement and the statement of financial position.

NOTE: Steve Mullen clarified that the trust account mentioned in the report is an FCAC asset, not an expense. It becomes an expense at the end of the fiscal year.

BOARD DIRECTOR REPORTS

Director of Finance Operation Development - Steve Mullen

Dan Burnett is completing the audit and will attend the February meeting

Director Mullen has been exploring the refinancing of the building loan and has requested proposals from three financial institutions – Bank of America (holds current loan with FCAC), Freedom Bank, and Wells Fargo Bank. He is also exploring obtaining a line of credit to pay off the balance of the loan that is approximately \$400,000.

Director Mullen moved for the Board to grant permission to create a three-member committee to review the proposals. The committee members would be Steve Mullen, Jim Housel, and Kevin McFarland in an advisory position.

Jim Southworth seconded the motion.

The motion passed.

Director Mullen reviewed and recommended approval of the four personnel actions which staff have requested:

Upgrading the part-time engineering position to full time

Filling the Programming Coordinator position

Upgrading the Receptionist position to an Administrative Hybrid position

Hiring a new part-time staff person for the Equipment Room

Director Mullen moved that the Board approve the four personnel actions.
Jim seconded the motion.

The motion passed.

Director of Financial Management - Kevin McFarland

Director McFarland reported the following:

Cash Management Fund Balance - \$2,918,047
Net Return – 4.26%
Investments Return - \$143,000

Director of Community Development - Georgia Graves

Director Graves discussed community outreach opportunities for Board members listed in her report (attached).

Director of Strategic Development – Ayme Pointer

Director Pointer reported that she will be defining and documenting requirements for various strategic initiatives planned for this year.

Director of Technology Development – Jim Southworth

Director Southwell spoke about the accomplishments of the staff during the hiatus.

Director of Member Development - Ruth Bennett

Director Bennett attended the January Radio Guild meeting and will be attending several TV Guild planning meetings the first week of February. She thinks the TV Guild should hold quarterly meetings.

Director John Henkel

Director Henkel reported that he has not been assigned an official director role yet.

UNFINISHED BUSINESS - none

NEW BUSINESS - none

Regular meeting adjourned at 8:48. No executive session to follow.