

FPA BOD Minutes – 6/29/2016 @ 7:08 pm
 Minutes taken by Ruth Bennett on behalf of the Board Secretary on 6/29/2016
 Minutes approved by the Board on ___ (TBD 7/27/16)

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

BOD Meeting Open		
Call meeting to Order At 7:08 pm	BOD Vice President Georgia Graves	<ul style="list-style-type: none"> ▪ Welcome Comments ▪ Acknowledge Conflict of Interest & Board Code of Conduct <p>Accolades and Acknowledgements:</p> <ul style="list-style-type: none"> ▪ Jim Southworth: Members of the Emerald Planet and Inside Scoop have received paid opportunities to do live shows from international locations.
Meeting Agenda:	Georgia Graves	<p>Approval / Amend</p> <ul style="list-style-type: none"> ▪ Meeting agenda stands as is
Approval of Minutes	Georgia Graves	<ul style="list-style-type: none"> ▪ 5/25/16 Meeting Minutes: Kevin McFarland Moved to approve the Minutes, seconded by Jim Southworth ▪ The Motion was approved by a unanimous voice vote.
Monthly Reports		

Executive Director Report	Chuck Pena	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re the end of the Verizon strike, the likely effect of the strike on FPA revenues, and FPA’s good relationship with Verizon and Verizon’s Service Manager for the Commonwealth of VA, Louise Anderson. ▪ Updated the Board about the FCC Notice of Proposed Rule Making re the development of an open technology standard that may allow third party sales/rental of set-top boxes directly to subscribers. He wrote an Op-Ed which was printed in <i>Multichannel News</i> that he will circulate to interested parties in the House, Senate and GAO. ▪ Reported on the ruling on June 14, 2016 by a three-judge panel of the U.S. Court of Appeals for the District of Columbia re net neutrality. He believes the rules are harmful to FPA. ▪ Informed the Board that the commercial lines insurance coverage had been renewed. ▪ Updated the Board re the free workshop on acting by Ron Newcomb which took place on June 13. ▪ Reported to the Board re the June 14th visit to FPA by Donna Monacci, Director of the Communications Productions Division of the Fairfax County Department of Cable Communications & Consumer Services, and two of her staff members. ▪ Informed the Board re FPA July closures: on July 1 for staff AED and CPR training, July 4 for the holiday, and July 5-8 for hiatus. NOTE: Member Jim Girardi suggested that FPA offer AED training for members. VP Graves asked Chuck to look into it. ▪ Thanked Steve Mullen for the plumbing repairs he made that saved FPA the cost of the repairs.
Operations	Steve Rud-dell	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported that he is working with the building association to have the glass doors at the front of the building that have gaps repaired. ▪ Informed the Board re problems with old AC units upstairs and those affecting master control that may need to be replaced. There is money in the budget to replace them.

Engineering	Danny Olewine	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported to the Board that he has lots of small projects in the TV and Radio studios planned for hiatus and that this is the first hiatus where radio studios will be accessible all week. ▪ Passed out red card metrics which he plans to provide each month in addition to his red card report.
Development	Jerry Ferguson	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Directed Board members to his written report.
Training	Jay Erasquin	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re the status of the summer camps and the number of students enrolled. ▪ Reported that he has renewed Lynda.com for another year for staff training. ▪ Updated the Board re the status of the new printers.
Programming	Maryam Shah	<p><i>Please reference written report for details</i> Not present.</p>
Office Manager	Rocio Lopez	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Reported on the 3rd Quarter amounts received from Cox and Verizon. ▪ Informed the Board that the Income Statement and Statement of Financial Position were drafts due to some discrepancies having to do with how information from our investments has to be entered into the new financial system. Kevin McFarland volunteered to provide additional information that may solve the problems.
Director Reports		Reporting Areas of Responsibilities
Director of Finance Operation Development	Steve Mullen	<p>Keep BOD informed of FPA Financial Health; <i>Please reference written April 2016 Financial Statements and Budget Assumptions, for details</i></p> <ul style="list-style-type: none"> ▪ Pointed out the May 2016 Loan Payable – Building line item payment of \$200,000. ▪ Congratulated the previous board and Mr. Selim for making the building a non-cable asset.
Director of Financial Management	Kevin McFarland	<p>Improving financial management (cash, retirement, investments) - no report.</p>

Director of Community Development	Georgia Graves	<p>Building relationships among FPA, BOD, & Community</p> <ul style="list-style-type: none"> ▪ Reviewed her list of July community events and asked Board members and staff to tell her which events they would attend. ▪ Congratulated Kevin McFarland for his decision to attend Leadership Fairfax. His attendance is contingent on approval by his field supervisor’s department. ▪ Steve Mullen moved to approve the \$4000 for Kevin’s Leadership Fairfax tuition. Jim Southworth seconded the motion. The motion passed with one abstention.
Director of Promotional Development	Richard Massabny	Increase community awareness of program content and opportunities - no report.
Director of Strategic Development	Suyong Min	Defining the strategic direction of FPA – no report.
Internal Affairs & Operations Development	Jim Housel	Maintaining operation continuity & advancement Not present - no report.
Director of Technology Development	Jim Southworth	<p>Exploring next generation technology developments</p> <ul style="list-style-type: none"> ▪ Reported that Emerald Planet crew is working internationally.
Director of Performance Development	John Henkel	<p>Advancing organization, employee training & performance – Not present</p> <ul style="list-style-type: none"> ▪ Reported that ADP informed him that a draft of the FPA Handbook would be ready in a few days. ▪ Thanked Rocio for her work coordinating the ADP contract and the staff training and the FPA Manual that they are providing.
Director of Member Development	Ruth Bennett	<p>Increasing & improving member experience</p> <ul style="list-style-type: none"> ▪ Reported on her Employment Opportunities for Members project. Danny has given Ingrid Parris-Hicklin access to MailChimp so she can send out job notices to members. ▪ Reported on the successful June 13 member meeting with speaker Ron Newcomb. One thing she was concerned about was the number of no shows since there was a wait list. ▪ More member meetings are being planned for July and August.
Unfinished Business		
Unfinished Business	BOD Vice President Georgia Graves	<ul style="list-style-type: none"> • None.

Close Meeting		
<ul style="list-style-type: none"> • Add new items to next month's agenda • Confirm next meeting date 	BOD Vice President Georgia Graves	<ul style="list-style-type: none"> • None. Future meetings: <ul style="list-style-type: none"> • July 27th • August 31st • Last Sunday in September – membership meeting. <p>Kevin McFarland moved to adjourn the meeting. Steve Mullen seconded the motion. The meeting was adjourned at 8:13 pm.</p>