

FPA Board Meeting Minutes : November 2013

The meeting was called to order at 7:05 p.m.

President Jim Housel reminded everyone present to review the Statement of Ethical Conduct for Director and Officers of the FPA Board.

The agenda for the meeting was approved.

Georgia Graves gave accolades to the staff and board of FPA for filming and supporting the U.S. Air Force Pipe Band.

New Business : It was agreed that the December meeting time would need to be discussed or modified, as it is too close to the Christmas holiday. A motion was made that the December board meeting be replaced with a staff/board holiday party on the 18th of December. The motion was made by Steve Mullen, and seconded by Rich Massenby. The motion carried unanimously.

Staff Reports :

Chuck Pena, Executive Director

- A concern first brought up at the October meeting was explored further. FPA member Leo Torrezao noted that, on his Verizon cable system, all FPA programming was listed as “local origination”, without specific details for whatever given program was airing. After some research, Chuck found that Verizon originates its on-screen information generally across the area. If, for instance, channel 10 is FPA in Fairfax, then it might be something different in other areas (DCTV Public Access in Washington). Therefore, Verizon cannot provide specific on-screen information because it would be different for different parts of the area. The Fairfax County Department of Cable is aware of this, and considers it problematic. As the situation continues to develop, Chuck will keep the Board up to date. However, even at the current time, while the centered caption states “local origination” for the FPA channels, the logo on the left states “community programming”. This correctly identifies FPA channels.
- The proposed rezoning of the area surrounding the FPA studios has been delayed. Public hearings will now take place on December 4, 2013 for the Planning Commission, and on January 13, 2014 for the Board of Supervisors. Chuck has received approval from the board to give supporting testimony at these hearings
- As was addressed in October, the Virginia Employment Commission has made a determination that FPA class instructors are employees, rather than independent contractors. If that is the case, FPA will be liable for the cost of Social Security, Medicare, and unemployment insurance tax for these instructors. Our Human Relations Legal Counsel, Lauren Piana, had advised that we pay the additional cost (approximately 9% of what was already paid to instructors through June, 2013) and

send a letter to VEC disagreeing with their determination. Our Certified Public Accountant, Dan Burnett, disagreed with this approach and will contact the VEC on FPA's behalf. This contact has been made; a response is being awaited.

- A pair of leaks were detected on the roof of the FPA building, and Chuck discussed this with Alliance Office Condominium Association president Gary Hurst, and roofers were sent to the site within a week. The leaks have been repaired.
- Chuck thanked the staff for its excellent production of the U.S. Air Force Pipe Band concert, given on the fiftieth anniversary of President John F. Kennedy's death.
- Steve Mullen, when informed of improper drainage from the water fountain in the FPA headquarters, came and took care of the plumbing problem himself. Thanks, Steve!

Steve Ruddell - Operations

- Steve attended a training seminar in November on Human Relations. He will share information from the seminar with the FPA staff.
- Jim Southworth noted that Studio C remains very cold. Steve and Danny are working on solutions to this problem, and will temporarily install a base heater in the area.
- Plans for the upcoming hiatus include painting and other side projects. The hiatus will take place on January 6 - 10, 2014.

Rocio Lopez - Finance

Highlights :

- Verizon and Cox total financing to date is \$666,000 year-to-date. Cox has dropped their contribution to \$264,000, while Verizon has increased to \$402,000.
- Staff Production has improved, bringing in \$6,000 to date.
- Office suite rental has dropped \$11,000
- Salaries, benefits, and taxes have increased \$27,000
- Office Expenses have decreased \$11,000
- Professional Service Expense is at \$21,000
- Marketable Securities have increased \$56,000
- The Cable Grant has decreased by \$328,000. This is due to the timing of the first quarter payment)

- Commercial Condo Units has increased %30,000
- Fixed Assets have increased due to improvements
- Loan Payment has decreased \$88,000 due to a larger \$1,000,000 payment

Daniel Olewine - Engineering

New project :

Installation of high-speed storage for staff and member editors.

Ongoing projects :

- Equipment maintenance and support
- Replacement of the playout server and associated equipment
- Studio HD upgrade planning
- Evaluation of live remote broadcast equipment for radio and television
- Intranet/document management system for staff and Board of Director use
- Digitization of FPA records

Jay Erausquin - Training

- Jay spoke about the benefits of the volunteer credit program.
- About 30 students from the Fairfax Academy visited for orientation, with many of them expressing a desire to join FPA. Special classes may be offered for these students, depending on the number of them wishing to take courses at FPA.
- The new Member Forum is now operational. A motion was made by Jim Southworth to supply all board members with IDs and passwords for the forum. The motion carried unanimously.

Maryam Shah - Programming

- Maryam noted that the number of programming hours will not exceed last year's, but that 2000 hours will be surpassed. Last year had an unusually large amount of new programming hours due to the push to acquire the fourth channel. Comparing this year's numbers to the 2011 year would be more accurate.
- Maryam encouraged radio producers to join the new Member Forum at November's Radio Guild meeting.
- Maryam notes that there is still one position to be filled in the programming department. She hopes to fill it by the end of the year.

See staff report for other business.

Director's Reports

Steve Mullen - Finance

- Steve noted that the final arrangements for retirement financing should be ready by the January meeting.
- There was some discussion of changing the meeting dates, but no other dates seem feasible. The meetings will continue to be held on the last Wednesday of the month.

Jim Southworth - Technology

- Jim continues to work on adapting Skype and other technological developments in Studio C so that they can be easily used by other producers.

Other Business :

- Kevin McFarland has taken a position with the Board that mostly concerns finance, but will include some fundraising components as well.
- The approval of the minutes from the October meeting was deferred until the next meeting.
- Jim Southworth suggested that we check into using the glassed-in enclosure in front of the Angelika Theatre for filming. Chuck agreed to talk to the developers of the Mosaic Center to explore the possibility.

The meeting was adjourned at 8:55 p.m.