

FPA BoD Minutes – 7/31/2024 @ 7:03pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on Aug. 29 @ 7:20pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Hurriyet Ok -Steve Mullen (SM) -Gayle Yiotis -Sharon Sobel -Reggie Marston -Colin Davies
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Arcelious Joyner -Jay Erausquin -Gabriela Silva -Lisa Clarke -Maryam Shah
Members in Attendance	n/a

Meeting Open		
Call to order at 7:03pm	Hurriyet Ok (President)	<p>-Reminder of Code of Conduct</p> <p>-Acknowledging conflict of interest in Board Code of Conduct</p> <p>Acknowledgements & Accolades:</p> <p>Steve thanks Gabby for assisting on the budget development, working weekends, and providing accounting support. She is currently acting as the Accounting Manager, in addition to working another full-time job. Gabby is helping with Dan Burnett’s audit, processing payroll, and reconciling entries in Accufund. Steve and Chuck applaud her for filling in for SJ.</p> <p>SM acknowledges Sam Rogers for filling in last Saturday in the Equipment Room. Chuck appreciates Lisa for filling in on Sunday as well.</p> <p>SM applauds Maryam for fulfilling Master Control Operator duties on the weekends until a replacement is hired. Her</p>

		<p>extensive effort has saved FPA money and ensured that the new hire will only need to be trained on the new system.</p> <p>Chuck thanks Engineering, Production, and Programming staff for their exceptional work during the hiatus. He acknowledges Jay for embracing his new Office Manager duties and implementing an efficient system to pre-order lunches. For future hiatuses, Jay surveyed staff to ascertain their favorite restaurants.</p> <p>Chuck appreciates Gayle and Gabby for their terrific work on the personnel manual. After receiving the lawyer's feedback, Chuck and Gayle worked together after hours to revise the personnel manual. Chuck adds that Gayle answers a plethora of emails and assists staff on all matters.</p> <p>Chuck recognizes Verizon Senior Video Franchise Service Manager Louise Anderson for coordinating the necessary switch of Cisco High Definition Television Set Top Boxes (HDT STBs) to prevent FPA from losing return feeds for our four channels on the Verizon FiOS cable system. We also appreciate the Verizon tech who returned to the warehouse and brought back the correct model, which saved FPA funds. This occurred before the August 1 deadline.</p>
Meeting Agenda	Hurriyet Ok (President)	<p><u>Motion to accept meeting agenda as written</u> Hurriyet ensures that all received the emailed agenda. He asks if there are any corrections or changes to the agenda. -Inclusions: updated employee manual -SM motions to approve agenda, Gayle seconds, all in favor -No objections. Agenda stands, as updated. -Meeting agenda approved unanimously.</p> <p>The meeting time is targeted for 1 hour. Further discussions requiring more detail can occur after the close of the meeting.</p> <p>Gayle points out that the agenda is inconsistent with the meeting line-up. Since the report order has remained consistent for decades, Chuck asks Hurriyet to rearrange the agenda order. -Development has been removed. Lisa will report, then Jay.</p>
Approval of 6/26/24 Meeting	Gayle Yiotis (Secretary)	<p><u>Motion to approve June minutes as written</u> Gayle ensures that all received the emailed edited minutes. -SM motions, Hurriyet seconds, no abstain/oppose</p>

Minutes		-June minutes approved by unanimous vote.
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Staff Reports		
Executive Director	Chuck Peña	<p>FPA’s annual Member Meeting and Board Election will be held on Sunday, September 29. Per the Bylaws, the meeting should take place in September (lawyer was flexible during pandemic).</p> <p><u>Important Dates</u></p> <ul style="list-style-type: none"> -Friday, August 23: Record Date when an individual needs valid FPA membership to vote in the election -Friday, August 30: Deadline to submit a Statement of Candidacy. The Articles of Incorporation require this to occur at least 30 days prior to the election. -Tuesday, September 17: Election Buddy instructions will be sent to all voting members -Sunday, September 29: Annual Member Meeting and Board Election <p>The FCAC Bylaws require the Notice of Member Meeting to be either mailed to all FPA members, who are residents of Fairfax County and the cities of Fairfax and Falls Church OR to be published as a Legal Notice for two consecutive weeks, in a newspaper of general circulation (legal counsel recommends <i>The Washington Times</i>).</p> <ul style="list-style-type: none"> -FPA historically does both. Unless the Board disapproves, we will inform members through both means again this year. If the action item is approved, Chuck will contact <i>The Washington Times</i> tomorrow. -The League of Women Voters will again conduct the 2024 FPA Board Election. -Either the Board President or Secretary will chair the meeting. Individuals submitting a Statement of Candidacy can deliver this to either the Board President or Secretary as well. The document should be sent to FPA’s address, not personal home addresses. <p>Chuck asks if there are any questions and for the Action Item to be approved by the Board.</p> <ul style="list-style-type: none"> -Reggie and Hurriyet notice some inaccuracies in the emailed Action Item. They ask Chuck to correct any issues. Chuck asks

		<p>that the Board vote with the provision that the finalized Action Item will have these mistakes corrected.</p> <p>-Hurriyet asks if emailing the Board President or Secretary is sufficient to deliver a Statement of Candidacy. With a strict reading of the Bylaws, Chuck says this is sufficient. However, the email should be printed and turned into staff for our records. Though not required by the Bylaws, Chuck believes it is a good practice to send all Statements of Candidacy to the staff for fairness. It is still preferable to turn in a paper copy of the document. Only Board emails (not personal) should be used. Ideally, the document should be mailed to FPA, but emailed versions will be accepted. It can also be handed to either Hurriyet or Gayle.</p> <p>-Hurriyet asks about the document's format. Though not required by the Bylaws, Chuck notes that the document should be signed to ensure individuals are submitting themselves for candidacy.</p> <p><u>Motion to approve Action Item for Notice of Member Meeting, with the appropriate corrections</u></p> <p>-Gayle moves, Steve seconds, all in favor</p> <p>-Action Item approved unanimously.</p> <p>The Alliance Center Office Condominium Unit Owners Association's annual meeting will be held on Tuesday, August 6.</p> <p>-Chuck will update the unit owners on the progress of our Site-Specific Plan Amendment (SSPA) Nomination, which would allow a developer to construct two seven-story high rise buildings on the property.</p>
Engineering	Arcelious Joyner	<p><u>Building engineering:</u></p> <p>-Quarterly maintenance occurred on June 24. Arcelious' report has a link to all Preventative Maintenance (PM) activities.</p> <p>-Since this PM, 2 units now need repairs, including the Control Room A Rooftop Unit. Arcelious is working with Gabby and Chuck to determine if a repair or replacement is more cost-effective. A leak check of both circuits of RTU#6 will cost \$1200.</p> <p><u>July 1-7 Summer Hiatus</u></p> <p>-We uninstalled and decommissioned the old iTX playout system. Cablecast went live. With 7 high-powered servers removed, energy costs should drop soon.</p>

		<p>-We performed Windows updates on all Control Room computers. Arcelious used his dump trailer to dispose of old batteries, broken furniture, and boxes.</p> <p>-We removed cabling and papers left behind in the racks after the NOVA.ORG migration of devices and servers out of FPA. Some legacy parts will be used as spare parts for our 2 remaining servers for our internet circuit.</p> <p>-The Cox internet circuit was shut down. Savings should be reflected in the next monthly billing cycle.</p> <p>The Verizon cable box technician was originally supposed to bring us 1 primary unit with 4 secondary units. However, he brought 5 secondary units that were not compatible with our current RF system. We would have needed to change all input/output cards at a replacement cost of \$1500 each. Arcelious asked the technician to return to the warehouse and return with the compatible inventory, which he did.</p> <p>-Ultimately, this was successful and saved a great deal of funds.</p> <p>-Chuck adds that Fairfax County only requires Verizon to supply 1 set top box, but they supplied us with all 5. We appreciate them.</p> <p>-We are waiting for Cox to schedule their service to upgrade from older Cisco to Arris boxes also. We should hear from them in the next week or two.</p>
<p>Training / Office Manager</p>	<p>Jay Erasquin</p>	<p>As of July 31 (today), the membership total is 385.</p> <p>Jay introduced 2 new courses for this semester in the last few weeks. "Taste of Improv" is for newer producers and crew members to gain access to live productions. They will plan and execute a TV show with a teacher-led production. "Blogging for Producers" is a podcasting class for future blog producers or those who desire an increased social media presence for shows. The classes are confirmed, and the dates and times are set. Announcements will be sent shortly.</p> <p>-A third potentially added class would be "Intro to Computers" for members who are unfamiliar with basic formatting, file names, cables, etc. It would be a 1-day, 3-hour workshop for basics. Jay should have a date and time established by next month.</p> <p><u>Office Manager duties:</u> Two doors (one in the Conference Room and one in the Equipment Room) are not closing properly. Jay enlisted Alex</p>

		<p>from Empire Facilities Inc. to repair doors located at the equipment room entrance and inner conference room entrance. Gayle asks about offering an acting class in the future. Jay is open to offering it if the interest is high enough and we find a suitable instructor.</p> <p>-Gale Nemec, who previously headed a meet-and-greet, could be ideal. Gayle will reach out to her for interest and availability. Jay reminds Gayle to be aware of our current instructor rates. If interested, Gale Nemec can contact Jay for rates and details.</p> <p>Jay asks Arcelious if the mobile text alert system can be used to send updates, announcements, and reminders to members. Arcelious replies that it can be used to text staff, but members could be added as subscribers. Members would have to accept the subscription. However, there is a fee each time the service is used. Since we have 3500 credits and credits replenish monthly, Arcelious says this may be feasible. He will check if 1 message costs 1 credit. Jay and Arcelious will discuss this later.</p>
Production	Lisa Clarke	<p>Nothing to add to report. Lisa is present to answer questions.</p> <p>Lisa created a new graph in her report. She went through the last 6 FYs to determine how many staff productions occurred. During the last FY, numbers started trending back down towards pandemic numbers. At the end of this FY, Lisa will update the graph with the new data for a side-by-side comparison.</p> <p>Hurriyet asks why FY23-24 numbers are down. Lisa replies that fewer producers are joining staff productions. Only 1 joined in 2023 during November. Only 1 producer has joined thus far in 2024, but they are no longer eligible for staff productions.</p> <p>Hurriyet asks if these numbers are acceptable, and Lisa answers that they are consistent with the given trend.</p> <p>Hurriyet thanks Lisa for providing the graph. During the August meeting, Lisa will report on June and July studio reservations.</p>
Programming	Maryam Shah	<p>Maryam hired a part-time weekend Master Control Operator now that the transition from iTX to Cablecast is complete.</p> <p>-The new hire starts Monday, August 5.</p> <p>The major website upgrade is also done. Maryam will now work with Gabby to establish the online payment system. Maryam</p>

		<p>made recommendations to Gabby based on Web Developer Mark’s suggestions. We will do testing and set up the online payment page, starting with membership payments.</p> <p>After Labor Day, pandemic accommodations for pre-recording radio shows will end during highly coveted primetime (weekdays 6 p.m. or after) and weekend live timeslots.</p> <p>Sharon wonders if FPA could make money by charging for pre-recording. Maryam responds that we have never charged for airtime before. Chuck notes that we want to increase foot traffic at the studio, so charging could work against this goal. Any funds received through this effort would have little impact. Chuck thanks Sharon for brainstorming new ways to increase revenue.</p> <p>Gayle asks Maryam to enlarge the donate button on the website and move it to a more prominent position. We use “Just Giving,” but Gabby specifies that they charge a fee. Maryam plans to set up the online payment system first and then focus on donations.</p>
Accounting	Gabriela Silva	<p><u>FPA Financial Statement Highlights – June 2024</u> (amounts compared to same quarter last year)</p> <p>Cox Cable Support Grant: FY24 YTD balance down \$53.5K (compared to FY23 YTD) -FY24 Q4 accrual down \$9K (compared to FY23 Q4 actual) -Q4 payment not received yet (expected in August): \$142K estimate is added to chart</p> <p>Verizon Cable Support Grant: FY24 YTD balance down \$51K (compared to FY23 YTD) -FY24 Q4 accrual down \$19K (compared to FY23 Q4 actual) -Q4 check received in July: final FY numbers reflected in chart -Still seeing a decline, though not as high as last year</p> <p>-FY24 Q3 payments received for both Cox and Verizon in June (accruals updated)</p> <p>-Overall down about 6% based on Cox payment accrual</p> <p><u>Income Statement Highlights (amounts compared to last year)</u> -Maintenance Reserve down \$7K -Office Operations up \$31K due to rise in overall costs</p>

		<p>-Salaries, Benefits, and Taxes up \$84K</p> <p><u>Statement of Financial Position (amounts compared to last year)</u></p> <p>-Marketable Securities up \$2.3 million due to market changes</p> <p>-June 2024 Fisher Total Investment: \$11,177,697 (compared to June 2023 Total of \$8,890,814)</p> <p>-Cable (\$6,420,197) and non-cable (\$4,757,499) balances as of June 31, 2024</p> <p>-Accounts Receivable Cable Grant down \$29K due to decline in Cox/Verizon Cable Support grant revenue (currently outstanding as of June 30).</p> <p><u>Additional Comparison Budget Notes (quarter end month):</u></p> <p>-income amounts below 100% and expenses above 100% noted</p> <p>-At end of FY, we should be around 100% compared to budget.</p> <p>-Cox (82%) and Verizon (93%) compared to budget</p> <p>-For example, Verizon: \$1.4M budgeted but received \$1.3M (received 93% of budget)</p> <p>-Rental income less than budgeted (1 tenant)</p> <p>-Internet subscriptions down due to refunded memberships for NOVA.ORG subscribers</p> <p>Chuck adds that FPA will no longer receive additional income from internet. NOVA.ORG provided that service. The savings from no longer powering NOVA.ORG equipment should offset income loss from discontinuation of internet service. Only 9 members got internet from us.</p> <p>-Expenses exceeding 100% of budgeted amount detailed in emailed report.</p>
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Committee Reports		
Finance Committee	Steve Mullen	<p>Steve emphasizes that FPA is focused on adding revenue and cutting expenses. He and Gabby are working on ideas, and he will update the Board on the matter during upcoming meetings.</p> <p>This was a difficult week since we had to sell securities out of our Fisher investment portfolio. The Bank of America (BOA)</p>

		<p>cable balance was low enough that we were concerned expenses would exceed the balance. On Monday, July 29 we sold some securities and moved the funds over to the BOA account. Luckily, we received the Verizon quarterly cable revenue check the same day. This was also payday, so we did not want to risk not having enough funds in the BOA account for all expenses. This will continue to be a concern in the future due to decreased cable revenue.</p> <p>-Arcelious's idea to buy used equipment for end-of-life items or those failing due to maintenance is beneficial.</p> <p>Steve highlights that FPA needs to improve fundraising. Gayle proposed having a gala or hosting another special event to raise funds like most non-profits. Gayle suggests holding an annual event like an auction or sports tournament. Hurriyet suggests discussing the matter further at a later date.</p> <p>Colin asks about the \$30K increase in interest dividend income, which is due to Fisher. The investment program administrative fee costs \$30K more, but Steve emphasizes that Fisher only charges 1%. This is below market standards for professional management, and our investment program portfolio has grown by several million dollars since transferring from Edward Jones in April 2023. As our investment fund portfolio balance increases, so too does the 1% fee.</p> <p>Hurriyet asks Steve to mail Board members financial updates.</p>
Performance Management	Gayle Yiotis	<p>We received the responses from the lawyer, but Chuck has another question to pose to him about one of his comments.</p> <p>The employee manual cannot be approved until we receive a response from the lawyer. The Board will vote to approve the final employee manual hopefully at the next meeting.</p>
Membership Development	Ruth Bennett (absent) & Colin Davies	<p>Colin thanks Hurriyet for finding the next meet-and-greet speaker. Deniz Orhun is a chef with dozens of YouTube programs and who has worked on over 1300 shows.</p>
Operations	Reggie Marston	<p>Reggie informs that the Operations Committee is on hiatus until there are funds.</p>

		Chuck intends to set up a meeting early next week with the Operations Committee. There is an upcoming auction, which provides an opportunity for significant savings by purchasing replacement items for soon-to-be end-of-life equipment. There is no guarantee FPA can win bids, but it is worth trying and potentially investing now to save money later.
Promotional Development	Peggy Fox (absent)	Nothing to add to report.
Fee-for-Service (removed)	Sharon Sobel	Sharon suggests eliminating the committee because we established that FPA cannot move forward with fee-for-service. -The only piece of business remaining is to notify non-profit partners of this development. -Hurriyet suggests keeping the committee and changing the name to "Revenue Generation." Sharon favors focusing on the strategic planning initiative, which will include this. -Fee-for-Service Committee abolished.
Strategic	Vacant	

Meeting Close	
Unfinished Business	Last week, the Board met and agreed to develop a strategic plan. We have a consultant and have accepted her proposal. We are meeting with this consultant in-person at FPA on August 14 at 4 p.m. -Fundraising will be discussed as part of the strategic plan.
New Business	Hurriyet suggests adding horizontal lines to reports to visually split sections and make delineations clear. Adding page numbers and making the name for each report clear will help too. Gabby asks for a document highlighting what FPA can and can't do. This will help when brainstorming how to reduce expenses and increase revenue. -Chuck suggests concentrating on restrictions. He can compile several documents, such as the cable agreements and Verizon administration agreement (Cox doesn't have one). The broad restriction is that funding from Verizon must be used solely for cable public access purposes. -Chuck will try to summarize the restrictions in writing, but condensing the rules will be challenging. He could say, "Commercial advertising is not allowed, and we must follow PBS guidelines." Understanding what this means is more complicated. The PBS website explains what is permitted and

	not. Chuck will ask Gabby what level of detail she desires in this document and will supply restriction key points in written form.
Confirm Future Meeting Dates	Next meeting: Wednesday, August 28, 2024 at 7pm (normal time)
Adjournment at 8:24pm	SM/Hurriyet motion, Gayle seconds, all in favor -July Board meeting adjourned at 8:24pm