

FPA BoD Minutes –10/29/25 @7:00pm

Minutes transcribed by the Board Secretary

Minutes approved by the board on ____@ ____pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Hurriyet Ok -Peggy Fox -Steve Mullen -Jennifer Roberts -Ulysses Campbell -Reggie Marston -Sharon Sobel -Aleksandra Rohde
Staff in Attendance (via electronic & phone participation)	-Wanda Pierce -Adrian DeJesus -Jay Erausquin -Alex Menick -Armando Prado -Maryam Shah -Gabriela Silva -Yensi Umanzor

Meeting Open		
Call to order at 7:00pm	Hurriyet Ok (President)	Reminder of Code of Conduct Acknowledging conflict of interest Acknowledgements & Accolades: Steve: Thanks Gabby Silva and Yensi Umanzor for their work on the financials. Jennifer: Accolades to Maryam, Yensi and Wanda for their work on the revenue generation. Peggy: Accolades to staff for picking up slack during transition. Reggie: Shout out to Ulysses for work on the real estate committee. Ulysses: Appreciates the help of Armando, Jeremy, Jay and Wanda on organizing the meeting with Alliance Center Condo Association members.

		<p>Maryam: Acknowledges non-managerial staff for help during time of transition.</p> <p>Sharon: Accolades to Armando and Wanda for help on fee-for-service production and follow-up.</p> <p>Wanda: Thanks to FPA staff, Adrian, Alex, Jay, Maryam, and Armando for stepping up when equipment room and productions were unexpectedly short-staff.</p> <p>Peggy, Steve and Hurriyet: Accolades to Jennifer for her work on leading search committee for a new Executive Director.</p> <p>Hurriyet: Thanks to Wanda and staff for work they have done.</p> <p>Ulysses: Thanks to Wanda for hard work she has done during time of transition.</p>
Appointment to Board		<p>Steve nominates Hurriyet to the Board; Ulysses seconds; unanimous vote to approve.</p>
Appointments to Executive Committee		<p>Open for nominations for president, vice president, secretary and treasurer:</p> <p>Steve nominates Peggy Fox for president, Ulysses seconds, unanimous vote to approve.</p> <p>Steve nominates Reggie Marston for vice president, Jennifer seconds, unanimous vote to approve.</p> <p>Peggy nominates Jennifer for secretary, Hurriyet seconds, unanimous vote to approve.</p> <p>Ulysses nominates Steve for treasurer for re-election, add succession planning given his lengthy tenure in the office.</p> <p>Hurriyet seconds, unanimous vote to approve.</p>
Meeting Agenda	Hurriyet Ok (President)	<p>Ask for approval of Agenda. (There was no official vote on the approval. Hurriyet asked for comments or suggestions but not a vote.)</p>
Approval of 8/27/2025 Minutes	Jennifer Roberts (Secretary)	<p>Motion: Steve moved to approve the August Minutes.</p> <p>Second: Hurriyet seconded.</p> <p>Vote: Motion passed unanimously.</p>
Interim Executive Director Report		
Interim Executive Director	Wanda Pierce	<p>Priorities next month: assessment of organization continues, providing recommendations for things that can be improved. Moving forward: make sure to use some reserves for new technology and, important equipment to move organization forward. There are policies that need to be looked. Support senior staff and NextGen staff who have great ideas. Important</p>

		to increase outreach. Invest in mission in any way possible. Have written documentation in practices and procedures and recommendations.
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Quarterly Staff Reports

Programming	Maryam Shah	Hired new part-time master control operator; July did a documentary screening for radio producers; did the fall festival; film screening cinema night; signed up for April Blooms Festival, official event of the national Cherry blossom festival; working on giving Tuesdays; more social media engagement. Studio bookings have gone out. Working with Wanda on focus groups and website rebrand. Continuing to train staff. Looking forward to booking party space for holiday party. Met with Board committees.
Training	Jay Erausquin	Little increase in membership but not by much. Has document binders for new Board members or can send digital versions. Prepared preliminary schedule for next semester, have entered reservations into Facil; reaching out to instructors to confirm teaching assignments for next year, interviewed new instructor, Bruce Brown. Preparing catalogs for next semester, David Malone helping with cover art. Thinking of introducing three new classes next semester, advanced premiere class, virtual set design, AI music generation class. Reworking the field package class to teach members how to use field equipment in more podcasting situations.
Staff Productions	Adrian DeJesus	Bookings: One fee for service with Sharon Sobel; Staff Productions: Ingrid's World (5 shows), Cybersecurity Today, Jim Wiggins (4 shows), Tia Young (3 shows), Probate Nation (2 shows). Booking future staff productions.
	Alex Menick	Making sure all part-time technical advisors are trained in equipment room and working to ensure equipment room shifts are covered. Working to hire new full time Sr. Technical Advisor to replace recently departed staff and replace two part-timers.
Engineering	Armando Prado	Bought new projector for video night; got HVC contract signed, saved \$4,000; new AC unit on order for administration office and master control; changing model for screen connect, remote access tool, will decrease license count to 24 which will decrease cost from \$1000 to \$300; transitioning some of content to SharePoint, currently using Google Drive and Google Documents, when employees leave will have a central point

		where content is stored. Created an archives@FCAC.org for Board. Added separate internet section that will allow to separate the content currently have for gaming PC, so that it is segregated from infrastructure, so gaming is not on same circuit as corporate internet. Obtained Circuit from Verizon for \$208 a month. Looked at costs CR ramp for Salesforce project, decided to table for 2026 budget, estimated about \$20,000 yearly, will replace Facil; Looked at options for video wall; looked at replacing mirror in Studio A with PTZ camera, cost below \$2000. Continuing with computer replacement for computers that cannot support Windows 11. Testing a new Gimble. Asked if for the red card board reports, he can just provide the numbers without all the individual details and board can request details. Board members agreed.
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Committee Reports

Finance Committee	Steve Mullen & Gabriella Silva	Financial report given.
Ops Committee	Reggie Marston	One meeting, talked about LED. HVAC was taken care of.
Promotional Development Committee	Sharon Sobel	Working out focus groups, 3 on name change, 2 in the works; Fairfax community media testing well, NOVA public media, mixed reaction. Trying to stream channel programming through YouTube channel.
Membership Committee	Sharon Sobel	Special meeting about membership survey results: excited about being able to live stream programs. Accept personal equipment in FPA studios. Training requests. Improve quality of shows. Wish list of items members would like to see at FPA.
Revenue Generation Committee	Jennifer Roberts	Focused on donations, 66% of revenues come from individuals, 4% of that goes to the arts. End of year giving strategy—mailings, Executive Director message, etc. Giving Tuesday, Dec 2; QR Codes to make donation easy. Presence on social media is better, GoFundMe had an unauthorized invalidated link which Maryam recalled to make sure FPA has ownership of it, probably will not use it, not a great track record. Jay continuing applying roundup to membership fees, Still looking for grants.
Real Estate Committee	Ulysses Campbell	Originally formed to address concerns of the proposed sale of the condominium property, situation has stabilized. Ulysses

		now President of Alliance Center Condo board. Condo owners formally voted not to move forward selecting broker. There can be five members of the condo board, trying to find two other condo owners to add to the board. Look at where to go when property is sold in the future.
Organizational Committee	Hurriyet Ok	Committee could not meet because we have been in transition and waiting for the new Executive Director. Will add new Board and staff members to committees—Wanda can discuss with staff who should be part of the committees. Look at succession plans for Board and staff; employee satisfaction survey; training initiatives.
Executive Director Search Committee	Jennifer Roberts	Have found new Executive Director, Eric Richardson, will start Dec 1.
Unfinished Business	None.	
New Business	None.	
Future Meeting Dates	December 10, 2025	
Adjournment	Steve moves to adjourn, Ulysses seconds, unanimous vote to approve.	