

Fairfax Public Access Board of Directors
April 29, 2015 – Regular Meeting Minutes
2929 Eskridge Road, Fairfax, VA

Board members present:

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

Staff:

Chuck Pena
Steve Ruddell
Daniel Olewine
Jay Erausquin
Maryam Shah
Rocio Lopez
Cindy Rauda

Members:

Abdiel Garcia

President Jim Housel called the meeting to order at 7:08 pm.

President Housel:

Welcomed attendees.

Asked attendees to acknowledge any conflict of interest and referenced the Board's Code of Conduct policy.

Asked if there were any accolades or acknowledgements.

He acknowledged the TV member meeting, which he attended.

Ayme Pointer acknowledged the evening's refreshments and the handouts.

The agenda was approved as distributed.

Approval of the August minutes will be delayed until the next meeting.

Georgia Graves moved that the March minutes be approved.

Kevin McFarland seconded the motion.

The motion passed.

STAFF REPORTS – (highlights below)

Executive Director - Chuck Pena

ACTION ITEM: Chuck requested Board action on three underwriting issues that he and the Membership Committee have been discussing.

Ayme Pointer moved that the word "guidelines" be replaced with rules on page 36 of the FPA Policies and Procedures Manual.

Kevin McFarland seconded the motion.

The motion passed.

Ruth Bennett moved that producers may not solicit underwriting support from viewers or listeners during a television or radio program.

Ayme Pointer seconded the motion.

The motion failed with one abstention.

Board action to ensure that producers may not charge more for a DVD copy of a program than the producer's cost to create the DVD was tabled until the next meeting.

Chuck reported on the following:

- The first TV member meeting was held on April 16. There were more than 50 participants. Chuck thanked the following for their work on the event: Jay Erasquin, Alexander Pierson, Rocio Lopez, Cindy Rauda, and Ruth Bennett.
- The Off the Wall event put on by the George Mason University Film and Video Studies (FAVS) Program was held on April 18. Since FPA was a sponsor of the event, Chuck, Jay Erasquin and two guests, Dawn Erasquin and Louis Anderson, Verizon Video Service Manager for the State of Virginia, attended the event.
- Hannah Weiers and Sam Rogers were hired as Equipment Room Technical Advisors.
- FPA Broadcast Engineer Alexander Pierson successfully assumed the on-site and on-call engineering responsibilities since engineers Danny Olewine and Mike Stockle were attending the NAB show.
- Since there is no harm to FPA's interests, FPA will not testify in opposition to Eden's final development plan amendment and proffer condition amendment.
- Long-time FPA TV producer Ed Cooney passed away on April 15. FPA made a \$100 donation in his name to St. Jude's Children's Hospital. In addition the wife of long-time producer John Munsel passed away. FPA is sending flowers to the funeral home.
- The Time Warner/Comcast merger is dead.
- Gary McCollum, currently Senior Vice President and General Manager of Cox Communications of Virginia (which includes the Cox cable systems in Northern Virginia, Hampton Roads & Roanoke), is running for the state Senate in the 7th senate district. Gary was previously Senior Vice President and General Manager of Cox Communications of Northern Virginia. He has been a strong supporter of FPA.

Director of Operations – Steve Ruddell

- With Steve's assistance the Board selected the dates for upcoming board meetings, the member meeting, and the holiday party:
July 29th
August 26th
September 27th (member meeting)
October 28th
December 2 – (November/December board meeting)
December 9 – FPA holiday party
- Two technical advisors were hired in April. There is still one part-time position for the equipment room.
- Renewals will be placed in the database on May 4th and 5th.

- There was an electrical issue with the AC and new copper wiring was installed.

Engineering Report – Chief Engineer Danny Olewine

- A new ladder was purchased for Studio B.
- FPA has received the new HD switchers and graphics system. He, Jay Erasquin, and Joe Marrero are working on the training schedules. The equipment will be placed in a room so members can be trained on the systems and then practice on the systems. He anticipates the systems will be in the studios in the fall. A demo of the new equipment at a member meeting is possible.
- He is researching closed captioning capability.
- FPA now has two engineers certified by the Society of Broadcast Engineers. Mike Stockle took and passed the certification test while they were at the NAB show.

Director of Training – Jay Erasquin

- He is almost finished with instructor assignments for the next semester.
- Discussed the Lynda.com online training they are considering for staff.

Director of Programming – Maryam Shah

- Introduced Programing Coordinator Neil Pickering.
- On Saturday she will be at a booth at the Taste of Merrifield Festival and will be talking to attendees about FPA.
- She is working with a developer to make the website more mobile friendly.

Office Manager – Rocio Lopez

She reviewed the income statement and noted the cable support grants from Cox and Verizon. She also reviewed the comparison budget and noted the items that were higher than the target percentage of 75.

NOTE: Steve Mullen noted that the amounts for staff production and service for fee revenues were broken out rather than being combined as in the past.

BOARD DIRECTOR REPORTS

Director of Finance Operation Development - Steve Mullen

Bank of America has not resolved the issue with the First Union lien from FPA's previous mortgage.

Director of Financial Management - Kevin McFarland

Cash Management Fund Balance - \$2,963,886.59

Fund value at inception (Feb. 27, 2014) - \$2, 800,000

Net Return since inception – 5.85%

Net YTD Return – 2.37%

Projected annual income - \$63,000

401k plan:

Inception value – \$270,000

Current balance – \$333,724

Director of Community Development - Georgia Graves

- Emphasized the importance of FPA's coverage of Dulles Matters
- Reviewed the calendar of events for possible board member participation

- Recommended displaying the board members photos so members will know who they are
- Reviewed who would be attending the Best of Reston event on April 30th for which FPA is a sponsor

Director of Technology Development – Jim Southworth

He is waiting for when HD files can be submitted.

Director of Member Development - Ruth Bennett

She thanked the following staff, board members and TV volunteers for their help and encouragement with the April 16th TV member meeting: Chuck Pena, Jay Erausquin, Rich Massabny, Mr. Selim, Rocio Lopez. Cindy Rauda, Steve Ruddell, Maryam Shah, Jim Housel, Jim Southworth, John Henkel, Mary Hartzler, Stephanie Kercel, Deborah Wright, Dianne King, Mary Gillam, David Ing, and Abdiel Garcia.

UNFINISHED BUSINESS

Board members decided that further discussion of the new position of Community Video Producer for outreach and development proposed by President Housel would take place at a board meeting on May 13th. Board members' comments should be submitted to him by May 11th.

Following the open session on May 13th there will be a closed session.

NEW BUSINESS – none

Regular meeting adjourned at 9:17 pm.