

**Fairfax Public Access Board of Directors
April 26, 2017 – Regular Meeting Minutes
2929 Eskridge Road, Fairfax, VA**

Attendance

Board

Jim Housel (President)
Steve Mullen (Treasurer)
Georgia Graves (Vice President)
Ruth Bennett (Secretary)
Ingrid Parris Hicklin
Kevin McFarland

Staff

Chuck Pena
Jay Erasquin
Rocio Lopez
Danny Olewine,
Steve Ruddell
Maryam Shaw

Members

Abdiel Happy Garcia
Ahmed Selim

Meeting called to order by President Jim Housel at 7:01PM

- Reminder of Code of Conduct
- Call for Conflicts of Interest

Motion to approve Agenda

Motion to approve made by Ingrid Parris-Hicklin
Seconded by Ruth Bennett
No changes to agenda. Motion carried.

Approval of minutes:

Ruth Bennett delayed approval of March 29, 2017 BoD minutes until next month due to additional changes received.

Jim Housel:

Scheduled executive session next week on Wednesday, May 3rd, 2017 at 7PM in Classroom 1.

Office Manager Report (Rocio Lopez):

Comparison Budget as of March 31, 2017

- Actual amounts thru end of March 2017 should be at 75% of budget amounts for the fiscal year.
- Expenses (This Quarter) are really good.

Highlights

- Combined Verizon/Cox revenues exceed expectations due to the increase of the monthly payments.
- Underwriting fees are up and exceed expectations due to new producers obtaining underwriting support.
- Fee for service productions exceed due to the increase of clients.
- Internet expense exceeds the expected percentage budget due to internet upgrade.
- Verizon/Cox quarterly revenue checks expected to be received in early May.
- Combined Verizon/Cox Payment for Second Quarter (ending Dec 31, 2016) was \$720k.

Steve Mullen:

- Suggested moving the board meeting to May 24th, 2017 since Steve will be absent and Rocio could be out as well (Due Date is early June); and budget for next Fiscal Year (FY) should be presented for approval at the May meeting.

Motion to move meeting from May 31st to May 24th, 2017

Motion made by Steve Mullen.

Seconded by Kevin McFarland.

Discussed Board Members' availability and availability of conference room on that date.

Motion Carried.

Executive Director Report (Chuck Pena):

- Sent out Letters/Email to FPA Producers regarding the new rule for producers to be present during 90% of their program production times.
- Sent out a survey to Producers to determine their comfort level with the Lightworks program and removal of VTR1 from the Control Rooms.
- Discussed and distributed the report regarding the naming of FPA facilities/sub-facilities

I strongly recommend the FPA Board adopt a policy regarding naming opportunities which preserves our current generic descriptive naming (Studios A, B, C; Master Control; Edit One, etc.), but permits the honorific naming of any FPA facility or sub-facility or equipment, if approved by the Board, solely in exchange for a gift of substantial value made by a donor or donors wishing to provide the name.

- Sought legal council about donations for naming FPA facilities, and legality of turning down any requests for naming rights. Both are acceptable.
- Ali Alfadhly is the new equipment room hire: he is already an FPA member.
- Upstairs office was rented out for 1 year. Rental agreement provides for a 3% rent increase yearly, bringing in approximately \$5,000.00 per year
- Asked Steve Ruddell to look into converting some of the FPA offices to income rental space (Steve Mullen pointed out that the County gives relief from taxes for space used by FPA for its non-profit purposes.)
- Invited Louise Anderson, Verizon Fios Video Service Manager, and Lyn Heinrich, the hostess of Rotary Times, to the George Mason University Off the Wall event

- Rocio received a bill from Cox for the cable converter boxes. Barriet Stork, who manages government franchises personally took care of it, despite contractual obligations.
- Daniel Olewine, Joe Marrero, Lisa Clark and Alexander Pearson are in Las Vegas for NAB Convention, April 22nd-27th, 2017. The show offers Orientations, Professional Seminars, and extensive displays of new and available vendor equipment and Best Practices conference sessions. This experience will prove valuable to FPA, Staff, and Members.
- Arch Campbell, television personality, will be the speaker at the Meet and Greet Meetings on May 4th-May 5th, 2017.

Operations Report (Steve Ruddell)

- Member Meeting/Board Election is Sunday, September 24th, 2017
- November 29th, 2017 is the November/December meeting
- Friday, December 8th, 2017 is the Holiday Party

Training Report (Jay Erausquin):

- Next semesters' classes are ready to go
- Catalog will be finished in May
- Classes/teachers are set for the Summer Camps. Need more students but June should bring the bulk of students. May signup provides for an early registration discount
- Some Volunteers never hear back from producers. He will highlight this issue at the Meet and Greets

Programming Report (Maryam Shah):

- Ryan Wilson is doing a great job; 3-month on-the-job anniversary date is in May.
- TV productions were down slightly in March. She may incentivize producers to submit more content, but no cause for alarm, yet.

Director of Finance Report (Steve Mullen):

- Dan Burnett had a back operation that has delayed the audit and needs additional time to complete audit of the FPA annual financial statements
- Needs to validate the information transferred from QuickBooks to Acufund. The switch was made in December 2016, the calendar year-end, and a lot needs to be done to verify the accounting transactions.
- There is a steep learning curve for Acufund and we have discussed plans with Rocio before/after she goes on Maternity Leave. Dan Burnett has offered to put us in contact with an accountant he has worked with in the past who knows the system.
- Next years Audit should be easier
- Dan has offered a post-audit engagement review of issues related to the fixed assets.
- FPA Inventory of all fixed assets will be conducted June 30th, 2017.

Director of Financial Report (Kevin Mcfarland):

Quarterly Report

- 401k retirement plan and investment accounts
 - 401K inflow \$505,762.84
 - Value \$551,808.06

- Two advisory solution accounts
 - Combined inception value \$3,169,916.06
 - Value as of today \$3,478,647.70
 - Net return, to date, of 2017 \$3.75%
 - Total return combined for 2017 is \$125,607.68
 - Total return since inception of February 27th, 2014 \$308,731.64
 - Net annualized return since inception is 3.16%
 - Estimated yearly investment income of both combined portfolios is \$67,879.95

Director of Community Development (Georgia Graves):

Discussed the Best of Reston event and complemented Jerry for his work on the event

- Ingrid Parris-Hicklin said it was an amazing event, and a wonderful networking opportunity.
- Steve Mullen said we should not be giving FPA money directly to other Non-Profit Organizations. That is not our mission. We should be helping Non-Profits to create TV/radio programming so they can inform the public and seek support from the Fairfax County community.
- Kevin McFarland said it was an outstanding event, Jerry did a fantastic job and this puts us on another level. Also the exposure is excellent for the amount of money spent and a great networking opportunity
- Chuck Pena said because of the number of hours of work spent towards the event, the table should have been free. Also, since we spent \$3,000 to reach 700 people, some of whom were possibly there years prior, he's not sure if it was worth the extensive work and \$3,000.

Discussed Cornerstone's mission

- Ending homelessness
- Its huge presence in the business community as a key factor in changing people's lives

Reviewed upcoming community events

Director of Promotional Development (Ingrid Parris-Hicklin):

- She and Chuck will meet with the Office of Public Private Partnerships and other key agencies in Fairfax County next month.
- Has a contact that can help complete the FPA employee manual.
- Ingrid met with Patti Stevens, Executive Director of the Office of Public Private Partnerships. Ms. Stevens suggested that FPA offer an internship from SkillSource Group, Educating Youth for Employment (EYE). The EYE program works with young people and has a summer 8-week program internship. Subsequently Ingrid spoke to Seema Jain, Vice President of Operations, SkillSource Group to explore the partnership.
 - Chuck had Department of Labor concerns related to problems with interns being labeled as employees. Also, it takes a lot of time to provide the training and guidance for interns, possibly overloading staff. So, though it might be a worthwhile program, it's possibly not a good fit.
 - Steve Ruddell commented that students are unable to help on staff productions because it's highly technical.
 - Georgia Graves suggested offering the EYE program to the business community

Ruth Bennett asked Maryam if it would qualify for a non-profit slide on FPA's channel.

Director of Member Development (Ruth Bennett):

- Described a meeting she, Chuck and Kevin McFarland had with a member who had been asked by other members to bring forth some concerns they had. As a result of the meeting she recommended that the Board be careful about appearances and be more transparent. Explaining why decisions are made can help prevent rumors and discontent.
The dinner in Studio A was an example. The rumor was that the Board was having a gourmet dinner and members who attended the Board meeting were excluded. In reality it was not a gourmet meal, the cost was offset by the normal Board dinner expense, and the chef donated his time.
They also discussed how we could tell our members how much we appreciate them and Kevin suggested having a Member Appreciation Event.
- Much Staff and Board discussion followed Director Bennett's report
- She plans to pursue a Member Appreciation Day per Director McFarland's suggestion

Old Business/New Business

- Chuck Pena mentioned a member told him a rumor was being circulated about our building being taken away from us because it's so valuable. He was concerned that if EYA or Edens heard the rumor it could damage our relationship with them. He planned to contact members to dispel the rumor and to try to find out who spread the rumor and have a conversation with that member.
- Steve Mullen spoke about filling the vacant Board positions. Jim Housel thinks it should be on hold until we finish more important matters.
- Georgia Graves suggested having criteria and guidelines for the selection process. She suggested a training session with a Emergenetics to identify the current Board's strengths and to identify what we are missing.

Motion to Adjourn

Georgia Graves asked for a motion to Adjourn
Steve Mullen moved to adjourn the meeting.
Seconded by Ingrid Parris-Hicklin.

Meeting Adjourned at 8:10 pm