

FPA BoD Minutes - 4/24/2019 @ 7:05pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 4/24/2019

Minutes approved by the board on _____

Attendance	
Members of the Board in Attendance	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Isaac Asare (Secretary) - <i>by video call</i> -Ruth Bennett -Ingrid Parris-Hicklin - <i>by video call</i> -Mary Gillam - <i>by phone</i> -Reggie Marston
Staff in Attendance	-Chuck Pena -Steve Ruddell -Lisa Clarke -Daniel Olewine -Jerry Ferguson -Jay Erasquin -Maryam Shah
Members in Attendance	-None-

Meeting Open		
Call to order at 7:05pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">● Ingrid: FPA staff helped record new episodes of 'Ingrid's World,' and the guests were impressed. Thanks to Jerry for recording a very important program for the National Women's Business Owners Association.● Chuck: Reggie, Maryam, Danny, and I were at the Radio Guild meeting. Isaac reached out to all the members.● Jim: Thanks to Lisa and staff for redoing the ops manual.● Ruth: I second Jim's thanks, revising the

		manual is very important.
Meeting Agenda	Jim Housel (President)	-A motion to approve the meeting agenda is made by Reggie and seconded by Kevin. The motion carries.
Approval of the Minutes from 2/27/2019 and 3/27/2019	Isaac Asare (Secretary)	-A motion to approve the February 27 and March 27 minutes is made by Ruth and seconded by Mary. The motion carries.

Staff Reports		
Executive Director	Chuck Pena	<p>-On April 1st, Senator Ed Markey of Massachusetts gave a press conference in which he said that Massachusetts would lead the revolution against the proposed FCC rule that would allow cable companies to offset the amounts that they would pay to local governments by the non-cash benefits provided under the cable franchises. One of these benefits is the allocation of a fair market value to the bandwidth for channels granted to public access centers. This would have an effect on the county government of disincentivizing them to provide all four of our channels, and disincentivize them from providing additional HD channels and other advanced formats .</p> <p>-In preparation for the commercial lines insurance renewal, I filled out an extensive questionnaire. I will have additional items that I need to complete for the insurance company, and I will reach out to board members of the condo association to obtain information on what coverage is already provided by the office condo association, to ensure we are not paying for duplicative coverage.</p> <p>-Maryam and I met with the promotions and events director at Angelika Film Center. The director is interested in cross-promotional opportunities with FPA.</p> <p>-We received verification from Cox</p>

		<p>Communications that they have agreements with the musical performing rights associations, which fully covers our Radio Fairfax producers and what they play over Channel 37. We pay a separate fee to stream over the internet.</p>
Operations	Steve Ruddell	<p>-Sunday, September 22nd is the member meeting, and that is when the board meeting (if needed) would take place. The Radio Guild will be in that day at 12pm.</p>
Production / Equipment Room	Lisa Clarke	<p>-We have continued working on the policies and procedures manual.</p> <ul style="list-style-type: none"> ● Steve M sent some changes and questions. Ruth had some changes as well. ● Section 4A, Item 1 - Jay and I would like to add for a bullet point, “by certified members in good standing volunteering on an approved program.” ● Section 4C, Item 3 - That is dealing with field equipment. We require field equipment to be returned thirty minutes before close. ● Section 4C, Item 5 - I did mean, “A waiver is needed outside of a 50-mile radius...” ● Section 4D regarding property assumed stolen - What about “FPA property not returned within a 24-hour period of the reservation return time is subject to being reported to law enforcement authorities as stolen property”? I removed the part about the waiver, because a waiver is only required for 72 hours or more. ● Throughout the ops manual, “user” and “member” are used interchangeably. Going forward, I can look to using just one of the terms. ● Section 4H, Item 2b - We do intend for only the producer and/or student to pay for damages to the equipment. ● Chuck: Rights of publicity outline who can benefit and profit from a person’s personage.

		<ul style="list-style-type: none"> • Chuck: We struck political content, “Equal opportunity has been presented to all bonafide legally qualified candidates for the same opportunity to present their views.” We have never done that for a political forum. We cannot actively support or oppose any candidate for political office, but we can be involved in lobbying; however, there is a limit based on our finances. Given our prohibition on commercial advertising, we also do not allow commercial advertising for candidates for political office. <p>-Underwriting comes later in the manual, and underwriting will be grouped all together.</p> <p>-Once final edits are made to the manual, the content will be reorganized.</p>
Engineering	Daniel Olewine	<p>-Alexander, Sam, and I attended NAB (National Association of Broadcasters). We learned a lot about IP video technology.</p> <p>-We are doing some upgrades to the conference room system.</p> <p>-We are looking to add a second computer to the conference room to have a permanent Zoom station set-up.</p> <p>-Ruth: What is the latest on the building and security upgrades? Danny: Rocio, Steve R, and I are on a staff committee to review the security system in the building. Steve put together a list of safety and security upgrades.</p>
Outreach	Jerry Ferguson	<p>-I was approached by the community foundation of the Northern Virginia Complete Count Committee for the 2020 census. We could put together PSA’s or short videos pieces for international communities to get the word out about the census.</p> <p>-For Best of Reston, one of the honorees announced that she would run for the board of supervisors a week before the event. We were very careful about how we cut that video. The honoree will not be included in the program that will air.</p>

Training	Jay Erasquin	<p>-Will the changes to the operations manual be approved today? The idea is that the new changes would be implemented into the classes as soon as they are approved. We are making members aware of changes and updates as we go along. Updated versions of the manual are posted on the website.</p> <p>-Chuck: Producers sign a legal contract every time they want to present a program or renew a program. They are agreeing to the most recent changes to the manual.</p> <p>-A motion to approve the changes in Sections 4 and 5 as presented by Lisa Clarke is made by Georgia and seconded by Ruth. The first paragraph is in a state of flux. The motion carries.</p> <p>-The membership rates are beginning to trickle down, which impacts class registrations. I started doing the budget for the next fiscal year.</p>
Programming	Maryam Shah	<p>-Both Jeremy and Josh have completed their first month and are on their new schedules.</p> <p>-Trevor Green is moving from the Equipment Room to Programming later in May as the new weekend Master Control Operator.</p> <p>-We have a new social media video that will be posted soon. Isaac will be featured in our next member spotlight.</p> <p>-The promotions and events director at the Angelika Film Center is giving tickets to FPA for radio giveaways. She has also secured tickets for Celebrate Fairfax.</p>

Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>-The tables that reflect our cable support grant income from Cox and Verizon are the same as presented from the last meeting because we do not have new quarterly checks yet.</p> <p>-Our strategy of trying to work through a 3-month cash requirements plan got us down to a number</p>

		<p>that was what we needed to cover actual expenses.</p> <p>-The comparative budget now looks through the end of March 2019. We are three quarters of the way through the fiscal year. The actual percentage of the budget is close to 75%.</p> <p>-We were extremely conservative in our budget estimates for the cable revenues for the year. Even though we have lost money, the fact that we were conservative allows us to see an actual budget at around 75%. The total income is above 75%. On the expense side, we are below 75%.</p> <p>-We will start working on the budget for next year.</p> <p>-Dan Burnett is in the process of finalizing the audit. We will see him at a later BoD meeting.</p>
Director of Financial Management	Kevin McFarland	<p>-This is the quarterly report for the accounts with Edward Jones.</p> <ul style="list-style-type: none"> • For the account ending in 13839, the value as of April 23rd was \$4,247,155.63. The annualized net return since inception is 3.59%. The account net is up 6.81% for the year. The total net return on investment since inception is 19.94%. • For the account ending in 13840, the annualized net return since inception is 3.81%. The account net is up 6.66% for the year. The total net return on investment since inception is 21.27%. • The total inflows for both accounts combined since inception \$5,689,816. • The total combined value of both accounts is \$6,421,044. • The total return on investments net for both accounts combined is \$731,228. • The projected annual income for both accounts combined is \$142,000.
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-I sent out six job announcements.</p> <p>-I met with Fairfax County retired employees, and I gave them a presentation about FPA and what FPA has to offer. The retired employees would like to get involved.</p> <p>-I met with Jay to put together the display for May</p>

		15th at the Senior Information Fair at the American Legion.
Director of Strategic Development	Mary Gillam	<i>-Nothing to report-</i>
Director of Technology Development	Isaac Asare	-Presided as president of the Radio Guild for it's first meeting. Asked members to come up with topic ideas to focus on for the year. Listenership and Awards ceremony were top two ideas. Committee was formed which will focus on exploring ideas to increase listenership as it was the top choice.
Director of Community Development	Georgia Graves	-We covered the following events in March: In a Word on the 14th, Innovate on the 21st, and Metro Monday on the 18th. -In April, we covered the Best of Reston. We will cover Metro Monday on the 29th. -In May, we will cover In a Word and the Committee for Dulles take place on May 16th.
Director of Operations and Radio Development	Reggie Marston	-We had the Radio Guild meeting. We plan to promote listenership within the radio field.
Director of Member Development	Ruth Bennett	-Our member meeting will be on May 28th. We are waiting for one more speaker to confirm that he is available on that date. -We are moving forward with the community non-profit PSA project.

Meeting Close	
Unfinished Business	<i>-None-</i>
Add new items to next month's agenda	-Dan Burnett will attend the May 2019 meeting.
Confirm future meeting dates	-Future meetings will take place on: <ul style="list-style-type: none"> ● May 22 ● June 26 ● July 31 ● August 28

	<ul style="list-style-type: none">● September 22 (Annual Member Meeting) <p>-A motion to adjourn is made by Kevin and seconded by Steve. The motion carries.</p> <p>-The meeting is adjourned at 8:24pm.</p> <p>-Executive session will follow.</p>
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