

**Fairfax Public Access Board of Directors**  
**August 26, 2015 – Regular Meeting Minutes**  
**2929 Eskridge Road, Fairfax, VA**

**Board members present:**

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

**Staff:**

Chuck Pena  
Steve Ruddell  
Daniel Olewine  
Jerry Ferguson  
Jay Erausquin  
Maryam Shah

President Housel called the meeting to order at 7:05 pm.

President Housel welcomed Board members and FPA members attending the meeting. He referenced the Board's Code of Conduct, and asked Board members to acknowledge conflicts of interest when they arise.

The agenda was approved as distributed with the addition that the member speaker would speak when she arrived.

Jim Southworth moved that the July minutes be approved.

Steve Mullen seconded the motion.

**The motion passed.**

**STAFF REPORTS – (highlights below)**

**Executive Director - Chuck Pena**

- The Member Meeting and Board Election notice mailing to members was completed on August 7, 2015, meeting the requirements of FCAC Bylaws and Virginia Code. In addition the Notice of Meeting was published on both Wednesday, August 5, and on Wednesday, August 12, 2015, in the *Washington Times*. Both were done although only one was required. The Notice is also on FPA's website.
- Chuck, Steve Ruddell, and Alexander Pierson met with a County Code Specialist to address FPA's lack of Non-Residential Use Permits for the building. The problem, dating back to the 1990's when suite numbers were used instead of the legal addresses of the suites, was referred to an employee in the Zoning Application Division, Department of Planning and Zoning to be resolved.
- Chuck met with Julia Jones of the League of Women Voters of the Fairfax Area to discuss the arrangements for their management of the Board election.
- As required by the FCAC Bylaws for the Board election, Chuck printed the names and addresses of the members in good standing on August 21, 2015, the Record Date established by the Board.

He also went through the list to ensure that everyone listed was a Fairfax County resident. Alexandria addresses pose a problem because some Alexandria addresses are actually in Fairfax County.

### **Director of Operations – Steve Ruddell**

Steve reported that the Non-Residential Use Permits had been issued and hung next to the equipment room. He verbally thanked Alexander Pierson for locating and bringing the original blueprints of the building that contained the information needed for the permits to be issued.

NOTE: There is still one suite permit that is wrong and Steve will follow up to correct it.

### **Engineering Report – Chief Engineer Danny Olewine**

Danny, Mike Stoeckle, and Alexander Pierson have been installing the new HD equipment and software in Studio A and working on the reset button for the equipment.

### **Director of Development - Jerry Ferguson**

Jerry directed Board members to his list of fee for service and Outreach work in his written staff report.

### **Director of Training – Jay Erausquin**

- Training for the new flypack system starts this week.
- FPA is offering a new music service for producers that offers them the use of copyrighted music. An announcement will be sent out to members and training in how to use the service will be given.
- Training for the switcher and Xpression is continuing to be offered.

### **NOTES:**

- Staff will help members with the new equipment on Sunday and Wednesday evenings, and Joe is giving one-on-one help to members to create their graphics by appointment.
- Staff will also sit with members in the control room the first few productions to help them.
- Chuck personally contacted producers/directors of shows to inquire whether the installation of the new HD equipment and software should be delayed and everyone except two said to go ahead with the installation. The two who wanted the delay agreed to the installation once one-on-one assistance with Xpression and additional training was offered.
- Danny recommended that members save their work on the local Xpression hard drive instead of a flash drive. Eventually the drives in Studios A and B will be synchronized but for now the graphics will be studio dependent. Members can save their graphics on a flash drive as a backup.

### **Director of Programming – Maryam Shah**

Year to date totals for TV hours is 1642.5 and for radio 2255 hours.

Maryam clarified the item in her written report under Radio Fairfax: Working on new promos, IDs and normalization of current audio.

### **Member Speaker – Olga Sheymov**

Olga spoke about the need for new furniture for sets and the importance of makeup and good lighting because TV is visual. She took a class in set design for her show, uses a makeup artist for her show, and suggested that FPA add set design training.

Steve Ruddell responded that there is a plan to acquire new furniture for sets during the January hiatus, but there is limited room to store furniture in the prop area behind Studios A and B. Steve Mullen pointed out there is an account for the purchase of furniture. Jim Southworth also pointed out the availability of virtual sets in Studio C.

Jay Erasquin said he had had to cancel two of the three recent Makeup for TV classes he had scheduled due to not enough enrollment. Chuck and Jay will make sure there is still guidance about what to wear in the Studio Package class.

FPA has a lighting expert who has volunteered to take a look at the lighting in Studios A and C.

### **Office Manager – Rocio Lopez**

Steve Mullen, standing in for Rocio, gave the financial statements highlights.

- The 4<sup>th</sup> quarter yearly totals for Cox and Verizon was \$2000 less than in the previous year. This is the first time this has happened that Steve can recall. Cable companies are moving services to the Internet and FPA does not get revenue from the Internet side of the business. This is something FPA needs to be aware of because our revenue could level off or go down.

NOTE: Chuck mentioned that the County is aware of this, and they have been in touch with him about this.

- The Building Loan Interest and Fees for July 2015 was \$853.00 versus \$6,258.00 for July 2014.

## **BOARD DIRECTOR REPORTS**

### **Director of Finance Operation Development - Steve Mullen**

- The transfer of the Wells Fargo funds over to the Edward Jones cash management plan is in process.
- According to Dan Burnette, FPA's auditor, FPA will incur no taxes if the Wells Fargo investments are sold.
- Director Mullen recommended analyzing the Wells Fargo individual funds and liquidating those that are high risk and not performing well.

NOTE: Kevin McFarland's opinion is that liquidating the funds and merging them into the cash management plan would be consistent with FPA's investment policy statement and most prudent and would avoid overlapping asset allocation problems and the possibility of fiduciary liability. He also stated that he would have to abstain from any financial management decision by the Board.

Georgia Graves moved to liquidate the funds when they are moved over to our cash management plan. John Henkel seconded the motion.

**The motion passed with one no and one abstention.**

Board members commended Director Mullen for his financial guidance and work as treasurer over the years.

### **Director of Financial Management - Kevin McFarland**

- Cash management reports will now be given on a quarterly basis.
- Volatility in the market is regarded as a correction and probably due to the Fed's likely increase of rates, the low price of oil, and the problems in China's economy.
- The Edward Jones Advisory Committee picks investment funds for portfolios according to the investment objectives, risk tolerance, and liquidity needs of the client. They also monitor the asset allocations and rebalance the portfolio when necessary.

### **Director Of Community Development – Georgia Graves**

Director Graves represents FPA at community events and encouraged Board members to also attend when able. She recommended the following events on her community calendar:

- Committee for Dulles and Fairfax and Dulles Chamber events
- How to Cultivate an Inclusive Workplace Environment program by the Fairfax Chamber on September 16<sup>th</sup>

NOTE: Chuck will consult with his managers on who should attend the September 16th program.

### **Director of Technology Development – Jim Southworth**

Director Southworth spoke about his plans to tape candidate forums sponsored by the League of Women voters through his Inside Scoop show. He passed out information on the Fairfax County events for September and October and commented that he will also be taping some Prince William and Loudoun County forums.

### **Director of Organizational Development and Performance – John Henkel**

The new community outreach position proposal is on hold. The Board is recommending looking at aspects of organizational teamwork at FPA.

NOTE:

- Jim Housel mentioned the Board's desire to ask our HR provider for assistance with our look at teamwork at FPA.

### **Director of Member Development - Ruth Bennett**

Director Bennett talked with Chuck about displaying the FPA mission statement in a place where members can view it. This was a suggestion from one of the Board members. Staff has been working on this. She and Chuck have also been discussing topics for additional member meetings.

**Note:** Chuck mentioned the new music service as a good topic to acquaint members with what is available and how it works.

### **UNFINISHED BUSINESS -**

Board members agreed to the following schedule for the Member Meeting:

Noon – Board meeting

1:00 - Meeting begins

When quorum is reached usually around 1:15 – Candidate Forum begins

Refreshments, voting, and member meeting continues.

### **NEW BUSINESS**

None

The next three meetings are:

September 27 (Annual Members Meeting)

December 2 (combined November/December meeting)

December 9 (annual Holiday party).

Georgia Graves moved to adjourn.

John Henkel seconded the motion.

**The motion passed.**

Meeting adjourned at 8:47 pm.