

DRAFT FPA Board Meeting Minutes

August 28, 2013

Open meeting: 7:15 pm, Quorum reached at approximately 7:10 pm

Attendance:

BOD:

- Jim Housel
- Georgia Graves
- Jim Southworth
- Bob Giarrusso
- Steve Mullen
- Jim Burke

FPA:

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

Guests

There were no guests this month.

FPA BOD Officer Activities:

- President and Director of Strategic Development: Ayme Pointer
 - Call meeting to order:
 - Ms. Pointer reminded everyone to acknowledge any conflicts of interest, and none were cited.
 - She also reminded the BOD to adhere to the voluntary Code of Conduct.
 - The Board acknowledged and thanked the staff for staying through the meeting after working their regular day shifts.
 - Mr. McAllister and Ms. Lopez were unavailable for this meeting.
 - Mr. Giarrusso prepared this month's minutes.

- There were no guests who requested to speak to the Board.
- Mr. Housel moved to approve the July minutes, Mr. Southworth seconded. The Board approved the July minutes, as amended.

FPA Executive Director's Activities:

- Executive Director's Report: Chuck Pena
 - See the distributed July Executive Director's report, which includes the Staff reports

Highlights:

- Mr. Pena had one action item for the Board, regarding the choice of an election officer.
 - Mr. Pena also stated that in September, there will be two vacancies on the Board for directors appointed by the Board, one for a three-year term, and another one for a two year term, to fill the present vacancy, as well as the two directors that are elected by the membership.
 - Mr. Giarrusso made a motion to appoint Jim Housel as the election officer for the 2013 membership meeting. Mr. Southworth seconded, and the
 - Mr. Pena said that the membership meeting notice was published in the Washington Times on July 31, and August 7th.
 - He is finalizing FPA's agreement with the league of Women Voters to conduct the election.
 - Verizon had to reschedule their visit to FPA to check our feed.
 - On August 1, Holland Taylor Chief of Staff for Lee District Supervisor Jeff McKay toured FPA's studios, and was enthusiastic regarding FPA's possible development of an annex to the Route 1 corridor.
 - Dr. Rick Ellrod and Mr. Pena discussed drafting legislation with respect to curing any existing issues with our current agreements, and decided that no further action was needed.
 - Mr. Pena thanked Tracey Jewell of Fairfax County Public School donated a large batch of DVC Pro tapes to FPA. He is evaluating how to best utilize them for FPA membership.
- Operations Report: Steve Ruddell
 - Mr. Ruddell provided the operations report.

- He stated that the catering arrangements have been made for the membership meeting.
 - Mr. Ruddell also said that he and Mr. Olewine have reviewed the candidates for the part-time engineering position but that they are still looking for someone with the requisite qualifications.
 - Mr. Olewine and Mr. Ruddell agreed to provide the Board with an update at the October meeting.
 - Mr. Southworth asked Mr. Ruddell about the status of the air conditioning maintenance.
 - Mr. Ruddell stated that he would follow up with our contractor.
- Engineering Report: Daniel Olewine
 - See the engineering report.
 - Mr. Olewine attended the Society of Engineers Leadership Development in Atlanta.
 - Mr. Olewine stated that the on air date goal for the new playout server is November 15th.
 - He also said that they have replaced all the wireless on air microphones for use in the studios. He stated that they are networked and easier to manage.
 - Mr. Giarrusso shared a member suggestion regarding a portable generator for use with the flypack. Mr. Olewine will examine possible alternatives and report back to the board at the October meeting.
- Outreach: Jerry Ferguson:
 - See outreach and development report.
 - Mr. Ferguson is still waiting for information for inspections of the building's second floor with Fairfax County zoning authority.
- Training Report: Jay Erasquin
 - Mr. Erasquin is researching whether to offer the Adobe After Effects course for next semester
 - He is also developing an FPA member-only online forum for TV students and producers, to address questions.

- It will be available to all members, but will be monitored to ensure that its communications are appropriate. He also said that Mr. Olewine is working closely with him
 - Ms. Pointer asked Mr. Erausquin if we had a Facebook page. He confirmed that FPA has a Facebook page, which Erica monitors.
 - Mr. Giarrusso and Ms. Pointer thanked Mr. Erausquin and Mr. Olewine for enabling better networking and working together to support better communication and networking among and between members and staff.
- Director of Programming: Maryam Shah
 - Ms. Shah stated that Genevieve Llamas is done training and will solo this weekend.
 - She stated that she is still looking for another full-time person in programming, and that she is using multiple list serves, and has received approximately 150 responses.
 - Ms. Shah noted that she still has one more position to fill, and will concentrate on that now that Genevieve Llamas has finished training.
 - She also introduced Ms. Llamas to the Board.
 - Ms. Shah acknowledged and thanked John Pinchot for accommodating FPA scheduling needs while we were shorthanded.
 - She stated that she will update FPA's webpage with information to reflect FPA's recent hires.

FPA BOD Director's Activities:

- Treasurer and Director of Finances- Steve Mullen:
 - In Ms. Lopez' absence, Mr. Mullen gave the monthly financial report.
 - He stated that overall, the FPA income statement and the company's financial security remain very positive.
 - Mr. Mullen also thanked Gaby Silva's addition of a chart showing total payments each quarter and annually from Verizon and Cox to FPA.
 - He stated that he expects to have the open inspection of FPA's corporate books on Friday September 13, which does not conflict with any holidays or events.

- Mr. Mullen also presented the results of the retirement survey that was filled out by the staff.
 - There was a discussion of the feedback from the staff, and the options available for funding. Mr. Mullen stated that he would examine the company's finances, and will follow up with final recommendations.
 - Mr. Mullen stated that he also met with New York Life, which he said would be similar to the Nationwide plan offered by Burke and Herbert Bank.
 - He also learned that FPA's payroll company has a 401K plan option that he will investigate.
- Director of Community Development: Georgia Graves
 - Ms. Graves provided information regarding events coming up in August and September.
 - Mrs. Graves handed out a list of upcoming events and suggested several items of interest.
 - She mentioned that there were a number of events offering training in which FPA staff may want to participate.
 - Mrs. Graves also noted the Dulles Rotary Club event on Friday August 30th.
 - Ms. Graves reminded us about the Committee for Dulles and Dulles Chamber meeting at the Committee for Dulles' offices on September 5, investigating the Bi-County Parkway.
 - She also mentioned the workshop for training for volunteers on September at ITT Tech.
 - The Fairfax County Chamber of Commerce Small Business Forum is offering the "Stay Cool Under Fire" program on Thurs. Sept. 19th at the Fairfax County Chamber of Commerce.
 - Mrs. Graves also discussed the Business Showcase Breakfast offered by the Loudoun County Chamber of Commerce.
 - Mrs. Graves confirmed that Mr. Ferguson will be working with Holly Clayton from Special Olympics to videotape the Plane Pull on September 14th.

- Ms. Pointer suggested FPA Board and Staff should put together a team to do the Plane Pull, and Mrs. Graves noted that the fees all go to charity.
- VP and Director of Member Development: Bob Giarrusso
 - He showed the Board and staff the results of his collaboration with Mr. Ferguson to determine where FPA's membership is concentrated and how to allocate our resources.
 - He also discussed focusing FPA staff on how to reach out with programs, training and access to studios and equipment to promote maximum use FPA's assets.
 - Ms. Pointer emphasized that the Board's role should be advisory, and it was resolved that the membership committee would examine possible alternatives.
- Director of Internal Affairs: Jim Housel-
 - Mr. Housel presented the final draft of the personnel manual.
 - He mentioned that this draft included comments by outside counsel at the May meeting.
 - There was a discussion on several issues, including employee appraisal policy and salaries.
 - The Board agreed to table the FPA Personnel Manual until the issues regarding pay, appraisals, and other matters being discussed are resolved. Ms. Pointer suggested that we can revisit this prior to the Membership Meeting in September.
- Director of Technology Development: Jim Southworth
 - In the interest of conserving time, Mr. Southworth made no report.
- Director of Performance Development: Jim Burke
 - In the interest of conserving time, Mr. Burke made no report.
- New Business: Steve Mullen
 - Mr. Mullen discussed a potential nominee for appointment to the Board, also recommended by former Board member, Ahmed Selim.
- Meeting Adjourned: 9:40 PM
- The next regularly scheduled BOD meeting will be held on Sunday, 9/22/2013.

Executive Session Began: 9:45 PM

Adjourn meeting: 10:15 PM

ACTION ITEMS:

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/Update</i>
A10-1	Mr. Southworth will confer with Google about technology and upgrades, will bring the Exec. Director, Mr. Pena, Mr. Olewine, Mr. Ruddell, and Ms. Pointer in on that when it can happen.	Mr. Southworth	26 Oct. 10	OPEN
A10-2	Provide end of fiscal year financials for next BOD meeting.	Mr. Mullen	26 Oct. 10	CLOSED
A10-3	Enroll at least one local merchant to support FPA Member Discount Program	ALL DIRECTORS	8 Dec. 10- revised to 23 Feb. 11	OPEN
A10-4	Research FPA Operations Manual, Articles and By Laws regarding fraud, misrepresentation	Mr. Giarrusso	8 Dec. 10	CLOSED
A10-5	Locate restaurant to host/cater FPA staff party	Ms. Graves	8 Dec. 10	CLOSED
A10-6	Update report by January 15 on selection of nominees for open	Mr. Selim, Mr. Housel	8 Dec. 10	CLOSED

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
	Board position			
A10-7	Prepare report on fundraising plan, to present at February BOD meeting	Mr. Pena, Mr. Housel	8 Dec. 10	OPEN
A11-1	Provide edits and corrections for Dec. 8, 2010 BOD mtg. minutes	Mr. Mullen	26 Jan. 11	CLOSED
A11-2	Provide notes/ input to BOD Secretary for preparation of 1/26/11 BOD meeting minutes	ALL	26 Jan. 11	CLOSED
A11-3	All BOD members not already photographed to have their portraits taken for FPA Board section	Mr. Selim Mr. Porzio	26 Jan. 11 29 June 11	OPEN
A11-4	Update on Nat Albright's progress in acquiring a van for FPA promotional activities	Mr. Selim Mr. Mullen	26 Jan. 11 29 June 11	OPEN
A11-5	FPA financial committee to meet with Dan Burdette on March 13 th , 1:00 pm	Mr. Selim Mr. Mullen Mr. Giarrusso Mr. Southworth Mr. Ruddell	23 Feb. 11	CLOSED
A11-6	Follow up with consultants and get bids for services	Ms. Pointer Mr. Housel	23 Feb. 11	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A11-7	Brainstorm and prepare list for producer self help and promotion, possible workshop?	Staff/ Ms. Shah/Mr. Giarrusso	30 March 11	OPEN
A11-8	Conference call Sunday 4/3/11 at 3:00 pm re: Membership Benefits program	Mr. Ruddell/Mr. Pena/Ms. Pointer/Mr. Housel/Mr. Southworth/ Mr. Giarrusso	30 March 11	CLOSED
A11-9	Review/revise wording in the Operations Manual regarding use of the facilities by government agencies or private organizations	Mr. Giarrusso	31 Aug. 11	OPEN
A11-10	Review proposals from consultants, report out in October	Mr. Housel	31 August 11	OPEN
A11-11	Draft comments for FCC rulemaking proceeding re: mandating program title and description to be included for all content providers by cable providers	Mr. Giarrusso / Ms. Pointer	31 August 11	TABLED Oct. 26, 2011 (to be revisited as needed)

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A11-12	Follow up on Board members' responsibilities with one-on-one Board member discussions regarding individual roles and responsibilities	Ms. Pointer	26 October 11	OPEN
A11-13	Discuss format for offsite Board meeting/preparations for brainstorming fundraising efforts and formation of a committee	Mr. Bowden/Ms. Pointer	26 October 11	CLOSED
A11-14	Arrange for portraits of Board members to be taken on premises at FPA.	Ms. Pointer/ All BOD Members	26 October 11	OPEN
A12-01	Discuss removal of "at your own risk" signs with outside counsel.	Mr. Pena/ Mr. Lawrence	25 January 12	OPEN
A12-2	Discussion of retirement planning.	Ms. Pointer/ Mr. Mullen	29 February 12	CLOSED
A12-3	Resumes for candidates to fill open Board position by April 18, 2012	All FPA Staff and BOD members/ Ms. Pointer	28 March 12	CLOSED

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A12-4	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	CLOSED
A12-5	Budget for new staff member	Mr. Housel/ Mr. Mullen	28 March 12	OPEN
A12-6	Skill sets and recommendations for staff PR/Communications/ Marketing position	Mr. Erausquin/ Mr. Ferguson To BOD	28 March 12	tabled
A12-7	Begin planning for annual membership recognition event	Mr. Bowden/ Ms. Graves	28 March 12	OPEN
A12-8	Present the FPA retirement savings plan to the Board for the December 2012 meeting- Changed to January 2013 meeting, Mr. Mullen to provide info to Board 10 days prior to meeting	Mr. Mullen	24 October 12	Advanced to July 31 mtg.
A13-1	Final presentation of FPA retirement plan alternatives	Mr. Mullen	29 May 2013	OPEN Moved to 31 July 2013
A13-2	Finalize language for the FPA Employee manual	Mr. Housel	29 May 2013	OPEN Moved to October 2013