

Meeting of the FPA BOD – 2/24/16 @ 7 pm
 Minutes taken by the Board Secretary on 2/24/16
 Minutes approved by the Board on 3/30/16

Attendance		
Members of the Board	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) ▪ Ruth Bennett 	<ul style="list-style-type: none"> ▪ John Henkel ▪ Rich Massabny ▪ Kevin McFarland ▪ Jim Southworth
Members of the Board in Attendance	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) 	<ul style="list-style-type: none"> ▪ Ruth Bennett – by phone ▪ John Henkel – by phone ▪ Kevin McFarland
Staff in Attendance	<ul style="list-style-type: none"> ▪ Chuck Pena (Executive Director) 	<ul style="list-style-type: none"> ▪ Steve Ruddell, Operations ▪ Danny Olewine, Engineering ▪ Jerry Ferguson, Development ▪ Jay Erausquin, Training ▪ Maryam Shah, Programming

Board Meeting		
Call to meeting and Agenda	BOD President Jim H.	<ul style="list-style-type: none"> ▪ Recognized Quorum, gave welcome comments, and reminded the Board of Directors (“BOD”) re Code of Conduct, and made inquiry re any Conflict of Interest. ▪ Accolades & acknowledgements: “We all rock.” Fairfax Digest coverage of new President of NoVa Community College through Dulles Chambers, done by Jerry Ferguson. ▪ Approval of Meeting Agenda: Motion by Kevin M., seconded by Steve M. Voice voice. Approved.
Approval of Minutes	Suyong	<ul style="list-style-type: none"> ▪ Tabled by President Jim H. for March meeting. Approval will be reviewed by the March meeting.
Monthly Reports		
Executive Director Report	Exec. Dir. Chuck P.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Informed the Board re media coverage of FPA: February 2016 issue of Northern Virginia Magazine story on public access by Laura Fox; Connection Newspaper article re Black History program by FPA, available online, and featured in print editions Burke Connection, Fairfax Connection, Mount Vernon Gazette. ▪ Informed the Board re exploring opportunities to work with George Mason Univ.’s, an idea being explored with Board member Ruth B. ▪ Informed the Board re distribution of media coverage printouts and booklet to Fairfax County Board of Supervisors, and various Fairfax County agency directors, as well as the Fairfax County Division of the NAACP. ▪ Updated the Board on new staff hiring process: Dan Kelleher & Julius Schenk (part-time tech. advisors in the equipment room) will start 2/16/16. ▪ Updated the Board re staff members who left FPA. ▪ Updated the Board re pest control issues – now under control. ▪ Informed the Board re AC issues.
Operations	Steve Ruddell, Dir. of Op.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ End of March 2016, will have dates for renewals.

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Engineering	Danny Olewine, Chief Engineer	<i>Please reference written report for details</i> <ul style="list-style-type: none"> Informed the Board re trying a new procedure for raising engineering issues that is designed to be more efficient and responsive. 				
Development	Jerry Ferguson, Dir. of Dev.	<i>Please reference written report for details</i>				
Training	Jay Erasquin, Dir. of Training	<i>Please reference written report for details</i> <ul style="list-style-type: none"> Informed the Board re some disruptions due to inclement weather. Informed the Board re development of new communications procedure. 				
Programming	Maryam Shah, Dir. of Progr.	<i>Please reference written report for details</i> <ul style="list-style-type: none"> Informed the Board re some disruptions due to inclement weather. Updated the Board re hiring process for a couple of openings, timeline of March to April target to fill those openings. 				
Office Manager	Roccio (given by Steve M.)	<i>Please reference written report for details</i> <ul style="list-style-type: none"> Updated the Board re Income Statement, and the Statement of Financial Position. Reminded the Board that AccuFund, the new accounting system, implemented. Clarified some of the items on the Statement of Financial Position. 				
Director Reports		Reporting Areas of Responsibilities				
Dir. of Finance Operation Development	Steve M.	<ul style="list-style-type: none"> Informed the Board that he is researching some past strategic plan provisions re financial management based on past plans to provide some historical input into the draft Strategic Plan. Finances and financial goals should be parallel goals for the organization. Informed the Board that the financial health of the FPA has greatly improved: have a well-defined financial management process in place, have transferred accounting to a new system (2/1/16) AccuFund System which will capture information effective 1/1/16. Updated the Board re status of auditing work to be completed by Dan Burnett. 				
Dir. Of Financial Management	Kevin M.	<ul style="list-style-type: none"> No report. 				
Dir. of Community Dev't	Georgia G.	<ul style="list-style-type: none"> Updated the Board re events around the community: NoVa Chamber of Commerce Innovation Awards on 3/2/16, The Committee for Dulles et al. WMATA Speaker 3/15/16, NoVa Restaurant Week 3/7/16 – 3/14/16. 				
		<table border="1" style="width: 100%;"> <tr> <td style="background-color: #d3d3d3;">Motion by Georgia Graves to sponsor a table at Best of Reston for \$2,500, on 4/7/16. Seconded by Steve M.</td> <td style="background-color: #d3d3d3;">Votes</td> </tr> <tr> <td> <ul style="list-style-type: none"> Jim Housel (President) Georgia Graves (Vice President) Steve Mullen (Treasurer) Suyong Min (Secretary) Ruth Bennett John Henkel Kevin McFarland </td> <td> <ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes Abstains </td> </tr> </table>	Motion by Georgia Graves to sponsor a table at Best of Reston for \$2,500, on 4/7/16. Seconded by Steve M.	Votes	<ul style="list-style-type: none"> Jim Housel (President) Georgia Graves (Vice President) Steve Mullen (Treasurer) Suyong Min (Secretary) Ruth Bennett John Henkel Kevin McFarland 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes Abstains
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Dir. of Strategic Development	Suyong M.	<ul style="list-style-type: none"> ▪ Informed the Board on the status of the draft Strategic Plan – need further inputs from Board members. Many thanks to Ruth B., Chuck P., and Kevin M.
Dir. of Performance Development	John H.	<ul style="list-style-type: none"> ▪ Updated the Board re ADP meeting & re Customer Service Training that was implemented. ▪ Updated the Board re Sexual Harassment Training in the works. ▪ Informed the Board re plans to draft FPA Personnel Manual.
Dir. of Member Development	Ruth B.	<ul style="list-style-type: none"> ▪ Informed the Board re membership committee works.
New Business		
Call for new business	President	<ul style="list-style-type: none"> ▪ Addressed staff Feedback on proposal by Stalwart Communications, presented by Maryam Shah. Conclusion that FPA implementing many of the social media efforts addressed in the proposal, and have staff members with expertise addressing many new efforts. <i>Please reference written report for details.</i> ▪ Addressed telephone system update, presented by Danny O. Four options as of 10/2015. Georgia G. recommends having demos from different companies, such as AllWorks. Danny O. plans to seek new quote from AllWorks, and updated quotes from the existing four options to then update the Board for the next meeting. [Potential for conflict by interest by Georgia G.] ▪ Motion to adjourn by Kevin M., seconded by Steve M., voice vote carried.