

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

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

Board Meeting		
Call to meeting and Agenda	BOD President Jim H.	<ul style="list-style-type: none"> <li>▪ Recognized Quorum, gave welcome comments, and reminded the Board of Directors (“BOD”) re Code of Conduct, and made inquiry re any Conflict of Interest.</li> <li>▪ Accolades &amp; acknowledgements: Ruth Bennett appreciates Jay E. and the others for help provided in putting together a membership committee.</li> <li>▪ Approval of Meeting Agenda: Motion to approve by Georgia Graves, Seconded by Steve Mullen. Motion carried by voice vote.</li> <li>▪ Approval of the Minutes: Clarification by the President that the 12/22/15 meeting was an Executive Session and therefore the Meeting Minutes must remain confidential; the BOD is reminded to keep the Minutes of the 12/22/15 Executive Session Meeting confidential. Motion to approve the Minutes of the 12/2/15 regular Board meeting made by Steve Mullen, and seconded by John Henkel. Motion carried by voice vote.</li> </ul>
Guest Presentation	Guest Eileen Curtis	<p>Eileen Curtis, Pres. of Dulles Regional Chamber of Commerce (of Dulles Corridor area) for 2017</p> <ul style="list-style-type: none"> <li>▪ Introduced by Georgia Graves.</li> <li>▪ FPA has been a steady media sponsor so here to thank the BOD and the FPA Team, and to introduce the Dulles Regional Chamber of Commerce, a 700+ members serving western Fairfax, eastern Loudoun &amp; Herndon.</li> </ul>
Monthly Reports		
Operations	Steve Ruddell, Dir. of Op.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Successful Hiatus (prop room reorganization, repairs to breakroom, carpets cleaned, etc.). Special accolades to Steve M. for fixing the faucets in the breakroom.</li> <li>▪ 3 full-time positions open, and looking to interview next week for a full time crew.</li> </ul>

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Executive Director Report	Exec. Dir. Chuck P.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Informed the Board re Real Estate Division of the Fairfax Cty. Dep’t of Taxat’n’s response on 12/8/15 to FPA’s App. For Real Estate Taxation Exemption (filed 4/2015). Had requested exemption from real estate tax for over 85% of our property (the remaining footage is used for renting to outside clients and is subject to real estate tax, since it is not used for our nonprofit purposes), in anticipation of any potential sales. (NOTE – no pending sale, just precautionary measures). If at least 85% of our property is used exclusively for our nonprofit purposes, no portion of the building would be subject to capital gains tax in the event of a sale. Confirmed that FPA currently under safe harbor allowing for exemption from capital gains tax in case of any sale in the future.</li> <li>▪ Informed the Board re WMATA cross-promotion activities to celebrate Black History Month 2016: MetroFocus, posters, social media support, etc.</li> <li>▪ Updated the Board re Cox transition to all-digital cable system by mid-March 2016. FPA will receive free 15 cable boxes thanks to Cox Communications.</li> <li>▪ Updated the Board re Steve Ruddell’s meeting with Animal Control Solutions for pest control on 1/15/16. After discussions, the Association will bear the cost of recommendations by Animal Control Sol’n., saving FPA ~\$3,610.</li> <li>▪ Informed the Board re FPA Radio Guild’s annual officers elections on 1/10/16 meeting. Thank you to outgoing officers (John Henkel, Past President), and congratulations to incoming officers (President Marianne Metz, Genise White, VP/Secretary).</li> <li>▪ Updated the Board re Studio B lighting issue discussions with Membership Ruth Bennett.</li> <li>▪ Informed the Board re 1/14/16 building evacuation due to smell of gas – Fire Dep’t found no leaks.</li> <li>▪ Updated the Board re inclement weather closings 1/21/16 – 1/29/16. Discussions followed re inclement weather policy as well as methods for notifications (NoVa Alert, etc.). Jim Southworth’s Motion to make the notification alert at the discretion of the Executive Director, but use NoVA Alert (Annandale campus) as a guiding standard for any closings. Seconded by Georgia Graves. Motion carried by voice vote.</li> </ul>
Engineering	Danny Olewine, Chief Engineer	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Hiatus: Minor repairs done, Red Cards addressed, etc. Radios distributed to staff for better coordination and safety issues.</li> <li>▪ Jim Southworth raised question re HD capability. No immediate plans to transition to HD. Verizon not required to provide HD transition until 2020.</li> </ul>
Development	Jerry Ferguson, Dir. of Dev.	<p><i>Please reference written report for details</i></p>
Training	Jay Erasquin, Dir. of Training	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Some disruptions due to inclement weathers.</li> </ul>
Programming	Maryam Shah, Dir. of Progr.	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Some disruptions due to inclement weathers.</li> <li>▪ Accolades: Radio hours broke 4000+ hours this year.</li> <li>▪ Accolades by Steve M. to staff for staying until late on the night of the blizzard.</li> </ul>
Office Manager	Roccio	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> <li>▪ Steve M. noted the healthy conditions of the accounts.</li> </ul>

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Director Reports		Reporting Areas of Responsibilities				
Dir. of Finance Operation Development	Steve M.	<ul style="list-style-type: none"> <li>Informed the BOD that the FPA is in the process of implementing transition to new accounting software (away from QuickBooks into AccuFund). Target date was changed from 1/1/16 to 2/1/16 to ensure a smooth transition, and accounting dep't training currently under way. Training of other dep't will take place next week.</li> <li>Gave accolades to Rocio, Jay, Maryam, Danny and the other FPA staff for working through the inclement weather to ensure a smooth transition despite the closings.</li> <li>Working with Dan Burnett to ensure completion of this year's independent audit.</li> </ul>				
Dir. Of Financial Management	Kevin M.	<ul style="list-style-type: none"> <li>Updated the BOD on accounts and the volatile market conditions.</li> <li>2016 saw the value decrease by 2.19% due to market volatility (oil, East Asian currency crisis, etc.). By comparison, the S&amp;P is down by 6.78%.</li> <li>Informed the BOD of expected volatility in the market going forward in 2016.</li> </ul>				
Dir. of Community Dev't	Georgia G.	<ul style="list-style-type: none"> <li>Informed the BOD re scheduled events from Greater Reston Chamber of Commerce (Legislative Series, 2/11/16), Dulles Regional Chamber of Commerce (Casino Royale, 2/20/16), Northern Virginia Chamber of Commerce (Innovation Showcase Awards, 3/2/16), and the Committee for Dulles (Dulles Metrorail Silverline Construction Update, 2/18/16).</li> <li>Georgia Graves recommended continuing the partnership with Dulles Regional Chamber of Commerce in the amount of \$2,500. Motion made by Jim Southworth, and seconded by Ruth Bennett. Motion carried by voice vote (one abstention by Kevin McFarland).</li> </ul> <table border="1" data-bbox="500 961 1430 1291"> <thead> <tr> <th>Motion re \$2,500 partnership with Dulles Regional Chamber of Commerce</th> <th>Votes</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Jim Housel (President)</li> <li>Georgia Graves (Vice President)</li> <li>Steve Mullen (Treasurer)</li> <li>Suyong Min (Secretary)</li> <li>Ruth Bennett</li> <li>John Henkel</li> <li>Kevin McFarland</li> <li>Jim Southworth</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Abstains</li> <li>Yes</li> </ul> </td> </tr> </tbody> </table>	Motion re \$2,500 partnership with Dulles Regional Chamber of Commerce	Votes	<ul style="list-style-type: none"> <li>Jim Housel (President)</li> <li>Georgia Graves (Vice President)</li> <li>Steve Mullen (Treasurer)</li> <li>Suyong Min (Secretary)</li> <li>Ruth Bennett</li> <li>John Henkel</li> <li>Kevin McFarland</li> <li>Jim Southworth</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Abstains</li> <li>Yes</li> </ul>
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Dir. of Strategic Development	Suyong M.	<ul style="list-style-type: none"> <li>Updated the BOD about review of the past Strategic Plan, and requested input from the other BOD members in the next ~10-15 days so that a draft may be presented by the next BOD meeting.</li> </ul>				
Dir. of Performance Development	John H.	<ul style="list-style-type: none"> <li>Updated the BOD re meeting with Jonathan from ADP with Rocio L., Ruth B. and Suyong M.</li> <li>Informed the BOD re recommendations of 1) Customer Service Training modules, 2) Sexual Harassment Training modules, 3) Employee Handbook, 4) Staff Training and Team-Building.</li> </ul>				
Dir. of Member Development	Ruth B.	<ul style="list-style-type: none"> <li>Informed the BOD re formation of a Membership Committee, with help from Jay and the other FPA staff members, with first meeting held on 1/19/16.</li> </ul>				
<b>New Business</b>						
Call for new business	President	<ul style="list-style-type: none"> <li>No new business.</li> <li>Motion to adjourn by Georgia Graves, seconded by Kevin McFarland. Public Meeting Adjourned.</li> </ul>				