

FPA BoD Minutes – 1/25/2023 @ 7:08pm

Minutes taken by on behalf of the Board Secretary on

Minutes approved by the board on _2/22/2023 @ 7:07pm

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Ruth Bennett -Steve Mullen -Gayle Yiotis -Peggy Fox -Hurriyet Ok -John Aaron
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Rocio Lopez -Arcelious Joyner -Jerry Ferguson -Jay Erasquin -Maryam Shah
Members in Attendance	n/a

Meeting Open		
Call to order at 7:04pm	Ruth Bennett (Vice President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Chuck: Acknowledges Arcelious for negotiating with Commercial Express and saving \$700 on repairs on AC unit on roof; and thanks to Maryam who did curbside pickup for programming during FPA hiatus and Rocio who ordered lunch for staff. Also, acknowledges Lisa and production department and Arcelious and engineering department.
Meeting Agenda	Ruth Bennett (Vice President)	Agenda moves forward with no changes.
Approval of 1/25/2023 Meeting	Gayle Yiotis (Secretary)	Steve: Moves to approve Minutes as amended; Ruth seconds. Minutes unanimously approved.

Minutes		
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Treasurer	Steve Mullen	Steve: Nominates John Aaron to the two-year appointed position on the Board of Directors. Gayle: Seconds the nomination. By a unanimous voice vote, John Aaron was appointed to the two-year position.
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Staff Reports		
Executive Director	Chuck Peña	<p>Met with Lisa Clarke, Jay Erausquin, Arcelious Joyner, and decided to delay installation of the audio compressors for the lavalier mikes in studios A and B.</p> <p>On January 17 the Radio Guild held the annual elections and incumbent President Justice Percell was reelected to a one-year term and incumbent Vice-President/Secretary Glenn Havinoviski was elected in absentia to his position. Thanks to Maryam Shah for help in coordinating the meetings.</p> <p>Programming department is actively recruiting two positions, chief master control operator, a full-time position, and a part-time master control position.</p> <p>Training department is recruiting a new member training specialist, and also independent contractor instructors for the various classes.</p>
Engineering	Arcelious Joyner	<p>Signed on with Commercial Express for a yearly support contract for maintenance and received proposal to repair 8 out of 13 rooftop units. Work began this week.</p> <p>Installed channels 30, 36 and 37 BrightSign Players which replaced the old Tightrope Carousel system during hiatus. All three units are online now. In process of updating FPA website. Will have possible update next month.</p> <p>Completed projects during hiatus: replaced laptops</p>

		<p>in classroom 1 with seven computers with hardware that will last five to seven years.</p> <p>Updated the Sophos Network firewall, Wheatstone audio board and Wheatstone Blade/s software.</p> <p>Meeting with Enco about closed captioning.</p> <p>Chuck: Just want to see what options there are for closed captioning in case any producers want to use it.</p>
Outreach	Jerry Ferguson	Nothing to add to what is already in my report.
Training	Jay Erasquin	<p>Looking for two positions for training department, one full-time position and teachers to teach the regular courses. Hoping to have both positions filled by mid-February.</p> <p>Looking into offering another editing class with something called DaVinci.</p> <p>Working with Rocio with a company called authorize.net for online payments.</p>
Production	Lisa Clarke	Not present.
Programming	Maryam Shah	<p>Looking to fill two master control positions. Posted positions internally and externally.</p> <p>New Bulletin Boards are up for 30, 36 and 37.</p> <p>Working on website upgrade.</p> <p>Programming numbers are up from last two years in both TV and radio - 70 hours for TV and 93 hours for radio.</p> <p>John: Are you familiar with the Women in Film and Video listserv?</p> <p>Chuck: I've posted on WIFV for Jay. I don't know if I posted for Maryam.</p>

<p>Office Manager</p>	<p>Rocio Lopez</p>	<p>Thank you to everybody who attended the holiday dinner.</p> <p>Reporting as of the end of December and also talking about the comparison budget.</p> <p>Income statement: Cable support grant total for Cox is down \$25K from last year and first quarter payment for fiscal year 2023 was \$162K. Expect to receive second quarter payment for fiscal year 2023 in late January or early February. Cable support from Verizon total income is down \$99K from last year. First quarter payment for this fiscal year was \$230K for Verizon and combined income for Cox and Verizon for first quarter is \$492K.</p> <p>Statement of financial position: Marketable securities are down \$1M due to market changes. Accounts receivable cable grant is down \$56K from previous year and fixed assets production equipment is up \$21K due to ongoing projects.</p> <p>Comparison budget: This month percentage of budgets should be about 50% since we are in the middle of the quarter.</p> <p>Cox and Verizon cable revenues are at 48% and 45% respectively. Staff productions and training income: the actual exceeds expected budget amount due to producers and students slowly scheduling classes and staff productions. Internet subscriptions income: the actual exceeds expected budget amount due to renewal subscribers. The membership dues income: the actual exceeds expected budget amount due to members starting to renew their membership as well as a slight increase in new members joining.</p> <p>We do not include gain or loss from sale of assets in our comparison budget statement.</p> <p>Most of the expense accounts are around 50% of expected budget amount except for the real estate tax expense. The actual expense exceeds</p>
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		<p>expected budget amount because we pay the tax twice a year and both payments have already been made in the current fiscal year. The condo association fees expense: actual exceeds expected budget amount due to December fee paid at the end of November to avoid late fees. Programming expense: the actual exceeds expected budget amount due to FPA's website upgrade. Staff production expense: the actual exceeds expected budget amount due to renewal payment for the music library. The total media purchase: the actual exceeds expected budget amount due to the USB price increase. The accounting expense: the actual exceeds expected budget amount due to a partial payment to our auditor for fiscal year 2022 audit services. The training instructor expense: the actual exceeds expected budget amount due to fewer class cancellations.</p>
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Committee Reports		
Finance Committee	Steve Mullen	Reevaluating current investment program now managed by Edward Jones. Starting the evaluation by researching alternative investment programs. Talked to Fisher Investments and plan to research Morgan Stanley, Charles Schwab and may consider others.
Performance Management	Gayle Yiotis	Nothing to report.
Membership Development	Ruth Bennett & Colin Davies	Have a new speaker for meet & greet, hoping in February. Steve Darnell, a radio historian.
Operations	Hurriyet Ok	Nothing to add to what Arcelious already said.
Promotional Development	Peggy Fox	Would like to schedule a promotions meeting to get started. February 8 at 7:00pm.
COVID Transition	Happy Garcia	Not present.

Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	February 22
Adjournment	Steve: Moves to adjourn. Gayle seconds. Meeting adjourned by unanimous vote.