

**Fairfax Public Access Board of Directors**  
**July 29, 2015 – Regular Meeting Minutes**  
**2929 Eskridge Road, Fairfax, VA**

**Board members present:**

Jim Housel (President)  
Steve Mullen (Treasurer)  
Ruth Bennett (Recording Secretary)  
John Henkel  
Rich Massabny  
Kevin McFarland  
Jim Southworth  
Georgia Graves (phone)  
Ayme Pointer (phone)

**Staff:**

Chuck Pena  
Daniel Olewine  
Jerry Ferguson  
Jay Erasquin  
Maryam Shah  
Rocio Lopez

President Housel called the meeting to order at 7:06 pm.

President Housel welcomed attendees, asked them to acknowledge any conflict of interest, and referenced the Board's Code of Conduct.

Ruth Bennett commended Chuck and staff for their work on the member Fair Use Meet and Greet on July 15.

The agenda was approved as distributed with the addition that Director Graves would give her report following the approval of the minutes.

Jim Southworth moved that the June minutes be approved.

Kevin McFarland seconded the motion.

**The motion passed.**

**Director Of Community Development – Georgia Graves**

Director Graves presented her report. She noted four important items on her community calendar:

- The Airport Activities Meeting on 8/18 sponsored by the Committee for Dulles.
- The Congressional Roundtable on 8/18 sponsored by the Fairfax Chamber of Commerce.
- The Leadership Luncheon on 8/21 sponsored by the Loudoun Chamber of Commerce.
- The 5<sup>th</sup> annual Char-a-oke on 8/27 sponsored by the Fairfax Town Chamber.

She also asked that anyone interested in being on or putting together an FPA team for the plane pull in September to notify her.

**STAFF REPORTS – (highlights below)**

## **Executive Director - Chuck Pena**

- Chuck brought forth an Action Item that reiterated that the upcoming Member Meeting and Board Election will be held on Sunday, September 27, 2015. As such, in accordance with the Bylaws, the last day for a Statement of Candidacy to be received would be August 28, 2015. He also requested that the 2015 Record Date (on which one must be a member in good standing in order to vote in the election) be established as August 21, 2015. Chuck additionally requested approval for the Notice of Meeting to be published on both Wednesday, August 5, and on Wednesday, August 12, 2015, in the *Washington Times*.

Chuck further requested that the League of Women Voters of the Fairfax Area be engaged to conduct the election, and that FPA's corporate attorney, David Lawrence, be engaged to attend the Meeting and Election.

Steve Mullen moved that the Action Item be approved.

Jim Southworth seconded the motion.

**The motion passed.**

NOTE: Ayme Pointer will facilitate the election portion of the meeting and serve as the Election Officer. Board President Jim Housel will chair the member meeting.

- A Donor Recognition Reception was held on June 30<sup>th</sup>. The names of donors at the \$100 level and higher were added to the donor perpetual plaque.
- American University Professor Patricia Aufderheide gave a presentation on Fair Use at a member Meet and Greet held on July 15<sup>th</sup>. The presentation was videotaped and put on YouTube per Professor Aufderheide's request so other public access centers could view her presentation.
- During an unscheduled inspection by the Fire Marshall's office on July 2, two violations were noted –an emergency exit sign and two emergency lights that weren't working. In addition the inspector noted that FPA did not have a Non-Residential Use Permit (Non-RUP) from when FPA purchased the building in 2000. The emergency exit sign and two emergency lights have been repaired. Chuck is working to obtain the Non-RUPs for both the upstairs and downstairs with the assistance of County staff.
- The hiatus occurred July 6-10.

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

Danny Olewine, standing in for Steve Ruddell, reported on the tasks completed by the Operations Department during the hiatus, the status of Classroom 1 and the HD conversion, the repair of the exit sign and the emergency lights, the addition of FPA 2013 and 2014 donors to the donor plaque, and the repair of the AC unit in studio A.

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

- The HD flypack integration and installation is almost complete. Danny commended Mike Stockle for his work on the system.
- The signal is being upconverted to HD so that is why Channel 1010 is not broadcasting yet.

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

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

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

- Classes for both the new switchers and graphics system have been scheduled - ten classes for each. More classes will be added for September.
- Training for the new flypack system will be offered soon.
- He has been working on the Lynda.com staff development training.

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

In addition to what is in her staff report Maryam noted that the print guides for TV and radio will be ready by the end of August or early September.

### **Office Manager – Rocio Lopez**

- The 4<sup>th</sup> quarter Verizon check was received 7/24. The Cox grant will come in late July or early August.
- On the comparison budget for FY 14/15 she noted the income and expense line items that were above 100%:
  - For income the Verizon, staff productions, training, and interest and dividends were above 100%.
  - For Expenses the General Operations line item is above 100% due to the new equipment and related expenses and Retirement Plan is below 100% because not all employees are participating in the matching benefit.

NOTE: The balance on our building loan is \$380,851.

## **BOARD DIRECTOR REPORTS**

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

- Accu Fund was selected as FPA's new accounting software after the demos of the two finalists. The plan is to go live on January 1, 2016.
- To fulfill FPA's financial management policy, he and Kevin McFarland met to review the Wells Fargo investments. They have grown significantly, but he and Kevin believe it would be best to transfer them in kind to our current cash management program where the allocation of the funds can be reviewed. Steve has also contacted our auditor to inquire about the effect of the capital gains if the investments are liquidated.

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

Fund value at inception (Feb. 27, 2014) - \$2, 800,000  
Cash Management Fund Balance as of today - \$2,923,697.60  
Net return since inception – 4.42%  
Total return as of today – 123,697.60  
Net YTD return is up 98 basis points – 2.14%  
Projected annual income – almost \$63,000 annually  
Current yield on the portfolio is 2.14% annually

### **Director or Promotional Development – Rich Massabny**

Director Massabny thanked board members for their support during his recent treatment and recovery period.

### **Director of Strategic Development – Ayme Pointer**

Director Pointer would like to work with the new strategic development board member to assist with the transition.

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

- Director Southworth continues to work with other producers. They are adopting his production methods.
- With Maryam's help, he is currently playing back his original content.

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

The new position will be discussed in executive session following the regular board meeting.

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

The Fair Use member meeting was a big success, and it was a compliment for Professor Aufderheide, an expert in copyright and fair use, to select FPA to be the station to record and distribute her presentation.

### **UNFINISHED BUSINESS - none**

### **NEW BUSINESS**

Director Southworth noted that he is working with the League of Women Voters and with Steve Ruddell for studio time for the 76 planned debates.

The next two meetings are August 26 and September 27 (Annual Members Meeting).

Steve Mullen moved to adjourn to an executive session.

Kevin McFarland seconded the motion.

**The motion passed.**

Meeting adjourned at 8:07 pm.