

7/27/16 BoD Meeting

Taken by Danny Olewine

Members Present

Jim Housel
Georgia Graves
Jim Southworth
Ruth Bennett
John Henkel
Steve Mullen
Rich Massabny

Staff

Chuck Pena
Steve Ruddell
Jerry Ferguson
Danny Olewine
Jay Erausquin
Maryam Shah

Members Present

Ahmed Selim
Jim Girardi
'Happy' Garcia
Brian Kelleher
Genise White
Ben Zhul

Housel - Meeting called to order @ 7:08

Housel apologized for missing last meeting. Thanks to Ruth for taking minutes.
Housel reminded of code of conduct. Call for conflicts of interest. None heard.

Georgia Graves offered an accolade to Jerry Ferguson for his attendance and coverage of a community event. Housel thanks Jerry for representing FPA so well.

Jim Housel referenced questions about sending BoD members to Leadership FFX:

1 - Is leadership FFX offered to any director that wants to participate? Yes. Any director who would like to participate in leadership FFX has the opportunity. It was not selective to only one person. One person expressed interest,

2 - Was the offer to pay only for the one person? No, it is available to any director who wants to participate. It must be authorized by the board, but is not intended only for the one director. Other directors would be considered because the BoD sees it as a great advantage to the BoD and organization as a whole.

Georgia moved to approve agenda. John seconded moving forward with agenda. Passed unanimously.

April minutes have not yet been approved. They were taken by Suyong Min, who is not present. Jim Housel recommended waiting until she is present at the meeting to approve those minutes. Approval of June minutes moved by Steve Mullen - seconded by Jim Southworth. Passed unanimously.

Chuck Pena - Executive Director

Action Item #1 - approval of notice of member meeting. Chuck noted that this is the same notice as used in past years. Sunday, Sept 25 - date previously approved by BoD.

Action Item #2 - Approval of the price of the list of members that is available to members prior to the election. Chuck recommended the price be set to \$3.

Approval of both items moved by Ruth Bennett, seconded by Jim Southworth. No discussion. Passed unanimously.

Chuck will have legal notice published the first two Wednesdays in August in the Washington Times, as well as mailing notices to each member. Chuck will contact the League of Women Voters to conduct the election, and will request our outside legal counsel attend the meeting as he has in the past.

Chuck presented the remainder of his report as written.

Steve Ruddell - Operations Director

Steve commended the new equipment room staff members and their performance.

Daniel Olewine - Chief Engineer

Action Item - Approve modification of the internet services budget for FY16 from \$16,500 to \$36,000. Moved by Jim Southworth - Seconded by John Henkel. Approved unanimously.

Danny presented his report as written.

Jerry Ferguson - Outreach

Jerry Ferguson did not present a report.

Jay Erasquin - Training

Jay reports the summer camps will continue for 3 weeks and they are going well. Jay reports that he will need to go through all his class materials as we upgrade to HD to update the documentation and class paperwork to reflect the new HD features.

Maryam - Programming

Maryam presented her report as written

Maryam thanked member and former board member Paul Porzio for his donations to FPA to allow Maryam to travel to the NFCB conference each year.

Maryam also noted that the programming department is now also accepting SD data files on disc & playable blu ray discs.

Maryam also noted that John Pinchot's 20th anniversary at FPA was celebrated this week and thanked Steve Ruddell for his assistance in getting John an award trophy & card. Maryam noted John's work ethic and his willingness to work regardless of (his) health conditions.

Georgia Graves suggested that John Pinchot come attend the meeting briefly.

Jim Housel thanked John Pinchot for over two decades of service to FPA.

Steve Mullen presented the accounting report for Rocio Lopez who is not present.

Steve noted that the report is marked as a draft because the accounting has not been completely migrated to the new AccuFund system yet. The Interest & Dividend amount is not believed to be correct, however meetings are planned with Dan Burnett, the outside auditor, to discuss proposed changes to streamline the reporting from Edward Jones and simplify the entry into AccuFund. Currently, staff must enter each transaction for hundreds of investments, which is very time consuming. The goal is to simplify this process.

Steve noted that the financial numbers are positive, and the status of the loan payment is better than it has ever been. The current balance is approximately \$80,000, down from the original \$2.4 Million. Steve offered Kudos to the board in place at the time that purchased the building in 2000.

Jim Housel asked the status of the photocopier purchase.

Chuck reported that the copier purchase committee needs to meet to approve the final purchase. Chuck and Steve Mullen noted that the new unit will be a production copier.

Steve Mullen noted that because we shopped around and compared several options we have saved money.

Steve Mullen - Director Report

Steve reported that FPA will need to make some investments in plumbing fixtures soon. Steve offered to install these units at no cost to FPA. Additionally, Steve will be replacing all plumbing shut-off valves in the building at no cost to FPA.

Georgia Graves report

Georgia presented community events for the Board's interest as in her written report.

Georgia believes that FPA has a problem and does not do due diligence with representing FPA to the community with one person. She went to the Chairman's Luncheon and saw Jerry Ferguson working very hard on his own to cover the event. "We are missing the boat" by not having staff members in the community supporting productions. Georgia requests that the BoD sit down to figure out how to get additional staff support by the next board meeting to better support.

Jim Housel suggested an action item to move forward, and suggested that John Henkel, Georgia and Jerry work to move forward. He noted that board members saw at the Reston Awards how much work Jerry does to support these productions and events. Jim does not think that putting this issue off is serving the organization. He noted that Jerry's work for the Best of Reston has given FPA and Jerry a good name in the community. Jim Housel noted that one person to cover events and activities for the entire county sells us short. Georgia noted that events will increase in September but it is impossible to cover them.

John Henkel said it may be an appropriate time to re-review the proposal to get more staff to work with Jerry. He agrees with Georgia and sympathizes with Jerry doing the work on his own. He suggests delaying the vote until further study. Steve Mullen to play devil's advocate supports Georgia's work to involve FPA in the community, but thinks that we should look at the events that Georgia brings to review how FPA benefits from covering those events.

Jim Housel noted that Jerry Ferguson covers more than just community events brought forward by Georgia, and although there is no direct financial benefit, Jerry's work does benefit FPA overall in relation to long-term growth of the organization. Jim does not believe that one additional staff member will be too large an investment to secure FPA's place in the community. Jim Housel notes that FPA is able to give a voice to non-profits that would not otherwise have a voice, and is a critical part of FPA's future.

Chuck noted that Kevin McFarland should have an opportunity to weigh in prior to a vote. Jim Housel agrees, and noted that he has spoken to Kevin and he is in favor of moving forward. John Henkel will work with Georgia Graves and other board members to move forward with the process.

Steve Mullen noted that the initial proposal was for a part-time position. Jim Housel suggested that John Henkel should review if the position should be full or part-time. Ruth Bennett would like to see more coverage to additional areas of the County.

Rich Massabny - Promotional Development

Rich did not present a report.

Jim Southworth - Technology Development

Jim presented a logistical issue. In 12 years Jim has done 2 live shows per week - Inside Scoop Sunday, which is also known as Emerald Planet and Inside Scoop Monday. He notes that Inside Scoop Monday covers politics and community items. He has six hosts. He notes that he is the producer of Inside Scoop Sunday, and the 'functional' producer for Inside Scoop Monday.

Housel asked who is the Producer of Record for both shows, Jim replied that he is the producer for the Sunday show, and his daughter is the producer for the Monday night show. Jim would like to change the producer of the Monday night show from Susan Southworth to Ben Zuhl.

Chuck reported that ordinarily there is a six-month waiting period before new producers can go live with a show.

Maryam reported that there are certain criteria to go live. A written proposal must justify a live show by having audience interaction. You must also submit consistent programming for six months prior to going live. This is done to ensure that the producer is able to consistently produce programming regularly.

Housel asked if there is a procedure for co-producers, Maryam reported that FPA does not allow for more than one producer for a show.

Maryam noted that producers may not have more than one one-hour time slot at a time, one live show at a time, and generally one primetime series slot at a time.

Jim has been approached by the LWV. They want to do two live shows for debates. He would like to correct the way his shows are set up.

Steve Mullen noted that Jim is presenting this request after having two live shows for years against FPA rules, which no other producer would have been able to do.

Chuck reported that the Studios have been booked, and everything is in place for the LWV debates.

Jim Housel noted that the LWV debates are not applicable to the current request, and we should plan to go forward with the debates.

Jim asked what the reason for the six-month waiting period. Maryam replied that the policy is being enforced to ensure fairness to all members. Jim Housel supports Maryam and her desire to keep things fair, however that the board should consider the request.

Jim Southworth notes that Maryam requires special training, but his crew is already well trained, and being used for other shows, so he feels that he has fulfilled the requirements.

Jim Housel believes that a policy should be established to handle a situation where a live show has a producer change, to create a path.

Maryam reports that in the past there were problems with live shows not showing up often for their live timeslots, and these policies were put into place to handle those issues. Since these policies went into place, the number of issues that we have had with live shows has decreased. She noted that even a staff member who requested a live show was required to go through the same six-month waiting period. Maryam notes that until she begins working with a new producer directly, she is not able to adequately review their ability to consistently produce live programming.

Ruth noted that she was told by a member that they believed that the board members get special treatment, and that the board should bear that in mind.

Chuck noted that there have been many Inside Scoop Monday productions that have not included a call-in or other interactive element, and it is not necessary for it to be shown live for that reason. Chuck asked why the change must be made now before the debate.

Jim Southworth reported that he has trouble sleeping because of accusations of not following the rules, and because he has a highly skilled crew this rule should be waived for him. He also reported that his daughter's workload has increased. Chuck reported that he hasn't seen Susan in many years. Georgia asked why not leave things as they are, and believes this is a waste of time. Ruth Bennett agreed. Georgia reported that the BoD must set the example.

Jim Housel requested that Ben work with Maryam and Chuck to take over Inside Scoop Monday as FPA procedures dictate. Jim said that the LWV debates will go live regardless of the producer. Jim reported that he is happy to work with staff.

John Henkel - Performance Development

John reported that ADP has delivered a draft on the handbook, and he reported that it is a good start. He believes that it came from a standard template, and commended its organization and readability. He believes that the next step is to customize it to be specific to FPA. He plans to organize a committee of himself, Rocio Lopez, Ruth Bennett, Chuck Pena, and Suyong Min. He offered any other board members to participate in the committee as well.

Jim Housel requested that the manual be kept as simple as possible, and noted that the previous draft got into too much detail. Chuck noted that outside legal council had noted the same.

Ruth Bennett - Member Development

Ingrid Parris-Hicklin will begin sending out job announcements using MailChimp soon. Jim Housel looks forward to member responses to these job announcements.

Ruth reported Ron Newcomb will be returning to lead a workshop on producing, and that Chuck is investigating another session on legal aspects of production.

Unfinished Business

Jim Girardi asked about the status of allowing members to take AED training. Chuck reports that for several reasons this would not be viable:

- 1 - The cost is too high
- 2 - The cost of the training when provided by FPA would be the same as provided by the Red Cross directly
- 3 - Space used by AED/CPR training cannot be used by members for production when used for training
- 4 - Chuck noted that there are also legal concerns.

Chuck noted that there are additional reasons not appropriate for an open meeting.

Jim Girardi believes that it is shortsighted. Jim Girardi asked how he should proceed if he is presented with a person at FPA who is in cardiac arrest. Jim Housel replied that Jim Girardi should follow his conscience.

New business - none

Next meeting is August 31, 2016.

Move to adjourn by Steve Mullen, seconded by Jim Southworth. Passed unanimously.