

FPA BoD Minutes - 07/26/2017 @ 7:08pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 07/26/2017

Minutes approved by the board on \_\_\_\_\_

<b>Attendance</b>	
Members of the Board	-Jim Housel (President) -Georgia Graves (Vice President) -Steve Mullen (Treasurer) -Ruth Bennett (Secretary) -Ingrid Parris-Hicklin -Kevin McFarland -Jim Southworth -Reggie Marston
Members of the Board in Attendance	-Jim Housel (President) -Georgia Graves (Vice President) -Ruth Bennett (Secretary - by phone) -Steve Mullen (Treasurer) -Ingrid Parris-Hicklin -Kevin McFarland -Reggie Marston
Staff in Attendance	-Chuck Pena -Steve Ruddell -Jay Erasquin -Jerry Ferguson -Maryam Shah
Members in Attendance	-none-

<b>Meeting Open</b>		
Call to order at 7:08pm	Jim Housel (President)	-Welcome comments -Reminder of Code of Conduct -Call for conflicts of interest -Accolades and acknowledgements: <ul style="list-style-type: none"><li>• Chuck - Cindy Rauda has done an excellent job during Rocio's absence.</li><li>• Ingrid - FPA staff helped with a successful production of her show, guests were blown away by the operations.</li><li>• Georgia - FPA did a tremendous job for</li></ul>

		Eileen Curtis's retirement event.
Meeting Agenda	Jim Housel (President)	- Ingrid moved to approve the agenda as is. Kevin seconded the motion. <b>The motion passed.</b>
Approval of Minutes	Ruth Bennett (Secretary)	- Steve M, moved to approve the May 2017 and June 2017 minutes. Ingrid seconded the motion. <b>The motion passed..</b>

Staff Reports		
Executive Director	Chuck Pena	<p>-Chuck passed out the current Board contact list and asked each Board member to let him know if any corrections need to be done.</p> <p>-Chuck and Jay had a meeting with Roger Hess from Cox Albuquerque. Cox is downsizing. All of Virginia will have one Local Origination channel that will originate from Phoenix, AZ. Roger is interested in getting new content for its Local Origination channels nation-wide. Chuck proposed giving Cox FPA content for distribution on channels across the country for free, and FPA sell the underwriting.</p> <p>- FPA's commercial insurance increased by \$2,080 from last fiscal year to the current fiscal year.</p> <p>-There will be a member meet-and-greet on July 27th and 28th. Former Channel 9 reporter Cindy Pena will speak about how producers can promote their shows through local media. Chuck would like to have FPA film her presentation and upload the video as an unlisted YouTube link.</p> <p>-Hispanic Heritage Month is August 15 to September 15. FPA will air a large number of programs on Hispanic art.</p> <p>-The recent equipment sale brought in almost \$2,500. Chuck requested that first choice go to Fairfax County Public Schools. West Potomac Academy acquired around \$2,100 worth of equipment. A flash sale may take place to sell the rest of the equipment.</p> <p>-FPA will continue to provide LightWorks classes</p>

		<p>to members during the transition away from VTR1.</p> <ul style="list-style-type: none"> <li>-To resolve Chromakey issues in Studio B, Joe and Lisa need to buy some new equipment. The price of the equipment is within Chuck's prerogative to spend without going through Operations.</li> <li>-Staff underwent training on the new playout system.</li> </ul>
Operations	Steve Ruddell	-Staff did a terrific job at hiatus.
Outreach	Jerry Ferguson	- See his written report
Training	Jay Erasquin	<ul style="list-style-type: none"> <li>-There were efforts to improve the Chromakey in Studio B during hiatus.</li> <li>-The computer lab was upgraded with Adobe updates. Because some of the layouts in Adobe programs underwent changes, free training sessions were offered to members.</li> <li>-Summer camps are still ongoing.</li> </ul>
Programming	Maryam Shah	<ul style="list-style-type: none"> <li>-Programming department has been in training for the past two weeks on the new HD server system. Since, Bangaly was not present, weekend training will be provided for him.</li> <li>-Programming will be ready by mid-September for the new HD server.</li> </ul>

<b>Guest Speaker</b>	
Former Board President Ayme Pointer	<ul style="list-style-type: none"> <li>-Ayme Pointer asked the Board to consider a scholarship. Ayme works with the Prince William County Adult Detention Center on a volunteer-based program that helps prisoners reentering society after years of being in jail. The scholarship would be for a young man to gain an industry skill; a scholarship provided by Board could enable the young man to participate in the Studio Package at FPA.</li> <li>-Jim H says that this is an opportunity for the young man, and suggests that there be an end product such as a video for programming. He also suggests making sure that the young man is not a threat to FPA staff or members.</li> <li>-Jim moved to authorize \$400 for a scholarship for the reentry program, as long as the participant is not a violent or sexual criminal, can provide</li> </ul>

	<p>a valid address, and is committed to attending the Studio Package sessions at FPA. Ingrid seconded the motion . <b>The motion passed</b> with one abstention.</p>
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<p><b>Director Reports</b></p>		
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<p>Director of Finance Operation Development</p>	<p>Steve Mullen</p>	<p>-Cox revenue numbers have been going down, and Verizon revenue numbers have been going up.          -The income statement shows a very healthy bottom line total net income number for the year. The comparison budget total income number is 112.73% of budgeted and total expenses were 89.86%. Both numbers reflect good outcomes.          -Kudos to Lisa and Chuck for managing their budgets well.          -Jim H: As cash and cash equivalents continue to grow, can funds be transferred to marketable securities?          Steve M: Currently working on a Cash Requirements/Cash Flow plan. We should be able to move some cash to marketable securities, once we review the numbers. Additionally, terms of our Bank of America (BoA) building loan require FPA to maintain extra cash in our checking accounts. We are careful about maintaining cash balances, since the loan payment is automatically taken out every month. We will have more opportunity to transfer funds after the building loan is paid off.</p>
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<p>Director of Financial Management</p>	<p>Kevin McFarland</p>	<p>-401k plan: The inception date of the plan was June 1, 2014. The total in close into the plan was \$532,592.60, the value today is \$597,508.06, the value is up approximately 12%.          -Advisory accounts under cash management at Edward Jones for accounts ending in 987 and 661: The inception date was February 27, 2014. The total cash inflows were \$3,169,916.06, the value today is \$3,570,068.66, the total net return on investment is \$400,152,60, the average annual net return is 3.74%, the total net return for 2017 so far is 6.47%. The projected annual income for both</p>
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		accounts combined as of today is \$72,215.28 per year for the investment income side.
Director of Community Development	Georgia Graves	<p>-Events coming up:</p> <ul style="list-style-type: none"> <li>● NOVA Chamber of Commerce: close-up of Great American Restaurants and Founding Farmers</li> <li>● Women in Business on August 23rd at the Chamber offices</li> <li>● Greater Reston Chamber of Commerce is holding an international mixer on August 22nd</li> <li>● A meeting regarding the completion of the U.S. Route 1 widening</li> <li>● Exclusive British Airways lounge access and tour of aircraft on July 28th</li> </ul> <p>-The Emergenetics workshop will take place at 4pm on the next Board Meeting day (August 30) - 16 surveys have been completed, but not Rocio's.</p> <p>- Georgia moved to approve \$1940 total funding for the Emergenetics workshop. Ingrid seconded the motion. <b>The motion passed with one abstention.</b></p> <p>-Jim H: When the Board has an expenditure, they are supposed to seek two competing bids. Moving forward, this is to be the standard mode.</p> <p>Ruth: For future training for the Board, find out what ADP offers.</p> <p>Georgia: If there is interest in partaking in something like Leadership Fairfax, should the Board seek bids for other leadership programs? Leadership Fairfax contacted Georgia and asked if anyone would like to be considered for their 2018 program. The cost is \$4,000 per participant.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-The Metro Today scholarship has been awarded, and FPA partnered with Fairfax County Government to find the winner, Franco Fernandez. Martin Dale put in his own money for the scholarship.</p> <p>-Ingrid has agreed to serve as moderator for safe driving in Alexandria.</p> <p>-Ingrid will be the MC for the holiday celebration of the BL Ultimate NOVA event.</p>

Director of Member Development	Ruth Bennett	<p>-Ruth extended an invitation to Board members for the meet-and-greet event.</p> <p>-It seems like it's a big challenge for producers to find crew members. Jay says that technical directors and editors are the most difficult to find, and he recommends that producers try to network and meet other volunteers. Ruth wants to explore other ways to help producers find volunteers.</p> <p>Steve M says a lot of people are motivated by the content of the show.</p>
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<b>Meeting Close</b>	
Unfinished Business	<p>-Jim H suggests an annual event to let everyone know what committees there are. The committees include Executive, Ops, Finance, Membership, and Compensation and Bonuses.</p> <p>-Steve M says we have a Board member vacancy that needs to be filled by the Board. This vacant position was previously Suyong Min's position. The term of this vacant position does not expire until September of 2018. The vacancy will be filled via election in September if the Board does not appoint a replacement prior to the election. Jim H asked that resumes for candidates be sent to him. He also asked Steve M to set up a Meet and Greet for the Board to meet with candidates in August in order to make the appointment. The appointee would be expected to run for election by the members when the term of the appointment expires in September of 2018.</p>
Add new items to next month's agenda	-none-
Confirm next meeting date	<p>-Next meeting: August 30, 2017</p> <p>- Georgia moved to adjourn the meeting. Kevin seconded the motion.  <b>The motion passed.</b></p> <p>-Meeting adjourned at 9:18 pm.</p>