

FPA BoD Minutes - 07/25/2018 @ 7:13pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 07/25/2018

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

Attendance	
Members of the Board	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston -Isaac Asare
Members of the Board in Attendance	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) -Ingrid Parris-Hicklin -Georgia Graves -Ruth Bennett -Reggie Marston - <i>by phone</i> -Isaac Asare - <i>by phone</i>
Staff in Attendance	-Chuck Pena -Steve Ruddell -Daniel Olewine -Jerry Ferguson -Jay Erasquin -Maryam Shah
Members in Attendance	-Ben Zuhl -Abdiel Garcia

Meeting Open		
Call to order at 7:13pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none"><li>• Jim: sincere thanks to Mary for the very productive strategic planning session, will</li></ul>

		<p>allow us to move forward as an organization</p> <ul style="list-style-type: none"> <li>• Danny: Jim Housel has led the Ops Committee very well for 9 years. Thank you to Jim, and the Ops Committee will miss you.</li> <li>• Mary: Chuck put together a binder with historical materials about FPA that will become available to board members.</li> <li>• Steve M: Special thanks to Lisa Clarke. We finished replacing a faucet part in the kitchen set in Studio A. Lisa maintained the records from when the kitchen was originally done, and therefore it was easy to pinpoint what part needed to be replaced. Joe Marrero helped Steve and Phil Hargis in Studio C before they were able to take a class. Joe did an excellent job teaching the Studio C class. Thanks to Steve Ruddell for the food at the strategic planning meeting.</li> </ul>
Meeting Agenda	Jim Housel (President)	<p>-One amendment: Steve M will be filling in for Rocio.</p> <p>-A motion to approve the agenda is made by Kevin and seconded by Steve. The motion carries.</p>
Approval of the June 2018 Minutes	Mary Gillam (Secretary)	<p>-A motion to approve the June 2018 minutes is made by Steve and seconded by Ingrid. The motion carries.</p>

<b>Staff Reports</b>		
Executive Director	Chuck Pena	<p>-There will be a special meet-and-greet on August 2nd that will feature the executive director of Women in Film and Video. The event will be coordinated by Ruth Bennett.</p> <p>-We are in the midst of the Verizon franchise renewal needs assessment.</p> <p>-On July 17th, Cox digital video engineer Ross Selby met with Danny and did the final upgrades necessary to enable channels 30, 36, and 37 to</p>

		<p>launch in high definition on Cox. The launch is expected to take place on August 8th.</p> <p>-Maryam went to the National Federation of Community Broadcasters Summit in Charlottesville, VA this past week.</p> <p>-The hiatus upgrades are in the Operations report and the Engineering report.</p> <p>-Our technical advisor Jackie "Taylor" Lloyd will be leaving FPA on August 1st.</p> <p>-Action item: The election and member meeting are scheduled for September 30th. Chuck is requesting that September 30th be the member meeting and election date, as well as the record date to be August 24th. In addition, Chuck is requesting that FPA run the meeting announcement in The Washington Times and retain the services of the League of Women Voters to run the election. A motion to approve is made by Georgia and seconded by Steve. The motion carries.</p> <ul style="list-style-type: none"> <li>• Steve M nominates Jim to be the election officer. Steve M makes the motion which is seconded by Ruth. The motion carries, and Jim accepts.</li> </ul> <p>-Ruth: Who updated information on FPA's Wikipedia page? Danny made the edit on May 24th, which was that Channel 10 launched in HD.</p>
Operations	Steve Ruddell	<p>-We had a very good hiatus. A full list of what was done is in Steve's report. Engineering went particularly well.</p> <p>-We did five days in June instead of four days in July. We will be setting it up the same way next year. Five days is what we need.</p>
Engineering	Daniel Olewine	<p>-We had a really good hiatus. Engineering put in a lot of hours working on Studio C. For the most part, everything in the studio is new.</p> <p>-Alexander is attending Defcon in Las Vegas, where he will deliver a presentation on his project called Cactus. Danny will also be attending Defcon. Stephen will be the on-call engineer during Alexander and Danny's absence.</p>

		-Mary: Is it possible to present content about the conference on FPA's channels? Danny will talk to Alexander about it.
Outreach	Jerry Ferguson	<i>-Please see report-</i>
Training	Jay Erasquin	-Jay is looking into new training workshops for next semester. He is also trying to figure out the numbers to determine whether to update the equipment.
Programming	Maryam Shah	<p>-Maryam did her report prior to attending the National Federation of Community Broadcasters Summit.</p> <p>-Programming is getting completely caught up now from 6-month period of soft launch, hard launch, and training.</p> <p>-Jim: What was the main concern at the summit? Maryam: Some of the workshops and seminars were fundraising-based for board members and management, and some of the workshops and seminars were operational. They had a good leadership seminar which emphasized not just management, but also how to work together.</p> <p>-Georgia: Does this happen once a year? Maryam: They alternate between conferences and summits.</p> <p>-Reggie: Were there suggestions on how to increase listenership? Maryam: FPA does not subscribe to Arbitron ratings. Public radio receives money from underwriters, whereas FPA receives money from the cable companies.</p>

<b>Director Reports</b>		
Director of Finance Operation Development	Steve Mullen <i>(Steve is delivering Rocio Lopez's report)</i>	-As a percent of our budget, the total income number is above what we budgeted for the fiscal year. Even though cable revenues are down significantly from the prior fiscal year, we do not see a big difference between the budgeted percentage and the actual percentage numbers. We started with very conservative budget numbers for the Cox and Verizon revenues.

		<ul style="list-style-type: none"> <li>-On the comparison budget, almost all the numbers are 100%.</li> <li>-On the expenses side, we benefited because we had some full- and part-time positions that were not filled for a portion of the year. The cost of employee benefits were also down.</li> <li>-Real estate taxes are up. We had three real estate payments in the same fiscal year. Condo fees are close to what was anticipated.</li> <li>-We missed general ops. There were a lot of items that needed to be expensed rather than capitalized.</li> <li>-Overall, the numbers are positive.</li> </ul>
Director of Financial Management	Kevin McFarland	<ul style="list-style-type: none"> <li>-This will serve as the quarterly report for the accounts with Edward Jones.</li> <li>-For the account ending in 840, the value as of today was \$1,775,713.97. The account is up net 98 basis points for the year or \$17,309.92. The total return on the account since inception is 18.67% with an annualized return of 3.96%.</li> <li>-For the account ending in 839, the value as of today is \$3,933,537.50. The account is up net 1.06% for the year of \$36,998.16. The total return on the account since inception is 17.40% with an annualized return of 3.71%.</li> <li>-Total inflows on both accounts since inception are \$5,119,816.07. The ending value combined is \$5,709,251.47. The total return on both accounts combined is \$585,115.66 since inception. The projected annual income on both accounts combined as of today stands at \$138,800 annually.</li> </ul>
Director of Community Development	Georgia Graves	<ul style="list-style-type: none"> <li>-There have not been any committee meetings.</li> <li>-We are fortunate to participate with the Greater Reston Chamber board of supervisors on their 35th anniversary.</li> <li>-There is an international network event with Dulles Chamber of Commerce and the Reston Chamber.</li> <li>-Metro Mondays are starting back up.</li> <li>-The Block Party is taking place at The National.</li> </ul>

<p>Director of Promotional Development</p>	<p>Ingrid Parris-Hicklin</p>	<ul style="list-style-type: none"> <li>-Ingrid received an invitation from the Telly Awards Judging Council to be a judge.</li> <li>-She was featured in an article in the Burke Connection.</li> <li>-She has registered for the Congressional Black Caucus Foundation.</li> <li>-There should be a process for members to let the board know about awards that they receive so that the board can publicize it.</li> </ul>
<p>Director of Strategic Development</p>	<p>Mary Gillam</p>	<ul style="list-style-type: none"> <li>-Mary announced that the FPA Board of Directors Manual was completed. Since this is a living document, we can always modify as required. She distributed copies of the manual to all board members present tonight. She will also leave extra copies with Chuck for the board members that are not physically present.</li> <li>-Mary also thanked everybody who participated in the second strategic planning meeting. The purpose of these two meetings was to ensure that we as the Board and Executive Director are all in synch as to where we want to go with the organization before bringing the staff together. Our next action is to schedule a meeting with the staff so that we can move forward in the process (i.e. identify strategies, actions, timelines).</li> <li>-Since Danny indicated that he will be out until August 20, 2018 then the next meeting (to include the staff) will take place after that timeframe. We want to ensure that we have the right stakeholders present at the meeting.</li> </ul>
<p>Director of Technology Development</p>	<p>Isaac Asare</p>	<ul style="list-style-type: none"> <li>-Kudos to Danny and Alexander. A lot of equipment came in, and they are setting it up for the members.</li> <li>-Isaac will attend Friday Night Live and ask members what they think about the new equipment.</li> </ul>
<p>Director of Radio Development</p>	<p>Reggie Marston</p>	<ul style="list-style-type: none"> <li>-Nothing on the radio front. Reggie will meet with Chuck and Maryam to look into increasing listenership.</li> <li>-The Zoom link for participating in the board meeting has been working well.</li> </ul>

Director of Member Development	Ruth Bennett	<ul style="list-style-type: none"> <li>-The member educational meeting is on August 2nd.</li> <li>-Ben and Happy proposed doing a special meeting for members focusing on Studio C. Lisa suggested having them be interviewed during a Friday Night Live segment and include previously captured footage of the equipment in the segment. The video content could then be used by the members.</li> </ul>
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<b>Meeting Close</b>	
Unfinished Business	<i>-None-</i>
Add new items to next month's agenda	<i>-None-</i>
Confirm future meeting dates	<ul style="list-style-type: none"> <li>-The next meeting is August 29.</li> <li>-The member meeting is September 30.</li> <li>-A motion to adjourn is made by Ingrid and seconded by Mary. The motion carries.</li> <li>-The meeting is adjourned at 8:40pm.</li> </ul>