

FPA BoD Minutes – 6/27/2023 @ 7:04pm

Minutes taken by Transcriptionist on behalf of the Board Secretary on

Minutes approved by the board on 7/26/2023 @ 7:12pm

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Peggy Fox -Hurriyet Ok -Colin Davies -Happy Garcia
Staff in Attendance (via electronic & phone participation)	-Chuck Pena -Rocio Lopez -Jerry Ferguson -Jay Erasquin -Arcelious Joyner -Lisa Clarke
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:04pm	Isaac Asare (President)	<p>-Reminder of Code of Conduct</p> <p>-Acknowledging conflict of interest in Board Code of Conduct</p> <p>Acknowledgements &amp; Accolades:</p> <p>Chuck thanks Arcelious for participating in this meeting despite being on vacation.</p> <p>Ruth and Steve praise Gayle for her diligent work on the minutes.</p> <p>Steve thanks Rocio for her exceptional help on the budget. Chuck acknowledges Rocio for her work on upcoming insurance renewals and thanks her for expertly handling the work he has delegated to her.</p> <p>Steve thanks Rocio and Chuck for work on insurance, but Chuck</p>

		<p>emphasizes that Rocio will handle much of the insurance work moving forward. We don't have that large of an Administrative Staff, so Rocio does the combined work of an Office Manager, Accountant, and HR Manager. Chuck wants Rocio to get full credit for her hard work; Steve thanks her too.</p> <p>Steve thanks Lisa Clarke for coming into the FPA offices on Saturdays to fill in for staff who cannot work their scheduled day.</p> <p>Peggy, Isaac, and Chuck acknowledge the entire dedicated staff.</p>
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 3/29/2023 4/26/23, and 5/31/23 Meeting Minutes	Gayle Yiotis (Secretary)	<p><u>Approval of March minutes:</u></p> <p>Steve sent a letter to the Board and Chuck with his objection to two changes Isaac recommended. The letter includes attachments to explain why he disagrees with the two reasons (portfolio and fees) Isaac proposed to delay the vote to move investments from Edward Jones (EJ) to Fisher (F) during the March Board meeting. Steve e-mailed a benchmark summary and some questions that arose during the meeting to all and is unsure why Isaac did not receive the e-mail.</p> <p>Steve also objects to Isaac's second proposed amendment: "Considering we did not achieve what we set out to do which is to reduce our rates and improve our portfolio, both of which we are currently unsure of if it's actually better than our current investment, I cannot support such vote and urge the Board to hold off on this vote." (color-coded in red)</p> <p>-Steve says the first part is inaccurate because Fisher has been tremendously effective and successful in initial investment analysis. Also, we did decrease our rates significantly from EJ to F. Now as a client, we are down to 1%, as promised. The original proposal was 1.25%, which was already less than EJ.</p> <p>Isaac moves to approve the March minutes with video link in lieu of debate. Happy seconds.</p> <p>A discussion and exchange of ideas between board members ensued.</p> <p>Isaac proposed an amendment to his motion: Postpone approval</p>

		<p>of March minutes pending legal consultation.</p> <p>Gayle moved to approve March minutes with only vote and no video link.</p> <p>Roll-call vote on Isaac’s proposal: no discussion/video attached -Happy withdraws second in favor of using non-biased AI -No other second; motion fails</p> <p>Summary and details of vote: “After considerable discussions, motion made to move all FPA cable/non-cable investment program assets from Edward Jones to Fisher (with Fidelity as custodian): Steve motions; Gayle seconds” Yes: Gayle, Peggy, John, Steve, Colin No: None Abstain: Isaac, Happy, Ruth 5-0-3 (Motion passes by majority)</p> <p>Steve clarifies that the blue text (Gayle’s transcription) is being removed and the black text (original minutes) will remain. All text after Steve’s financial presentation and before the vote (detailed above) will be eliminated (content after “opening up to any questions”).</p> <p><u>Vote on motion to approve March minutes with ONLY summary and details of vote to move investment assets from Edward Jones to Fisher (no discussion and no video link of meeting)</u> Motion moved and seconded Yes: Colin, Ruth, Happy, Peggy, Steve, Gayle, Hurriyet No: Isaac Abstain: None 7-1-0 (Motion passes)</p> <p><u>Motion to approve April minutes</u> Steve motions, Peggy seconds, all in favor, Isaac abstains (not in attendance), motion passes.</p> <p><u>Motion to approve May minutes</u> Steve motions, Isaac seconds, all in favor, no abstain, motion passes</p>
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## Staff Reports

Executive  
Director

Chuck  
Peña

FPA Summer hiatus is scheduled to be held from July 1 through 7, 2023 (only staff in building)

-Maryam sent two e-mails, to FPA program producers and those who present programs from outside sources, advising them on how to deliver programming during the hiatus, including utilizing the remote program contribution system, curbside pickup, and mailing media to the Programing Department. Chuck will follow-up with announcements to members about closure from July 1 through 7.

Chuck thanks Board members who responded to his request to confirm or revise the upcoming Board Contact List (only one Board member failed to respond). Chuck sent all board members a temporary contact list and will send out an updated list when completed. Happy confirms that his information remains the same.

Chuck discusses the quality of benefits FPA provides to our employees, including major medical, dental, long-term/short-term disability, and life insurance. The Kaiser major medical benefit is by far the most expensive benefit. The broker advised Rocio that the rates are rising by 9.05%. It is not a terrible increase (the broker has seen much worse for this upcoming term), but it is significant. Board Treasurer Steve Mullen had been advised of the above increase, and incorporated this information into the budget planning process.

On Thursday, June 22, the Senate's Commerce Committee held its hearing regarding the confirmation of Ana Gomez, Biden's new nominee to fill the fifth and final vacant seat on the FCC. When answering questions from a senator, Ms. Gomez asserted that internet service should be reclassified from an information service (which has no governmental regulation) to a telecommunications service (which allows for regulatory oversight). When the reverse reclassification occurred in 2002, (with internet service reclassified from a telecommunications service to an information service), FPA lost funding from internet service revenues. Gomez's reasoning is that the internet is so vital to our society that there needs to be some regulation. While FPA would not automatically receive funding from internet service revenues, if internet once again became classified as a

		<p>telecommunications service, the door would be open for potential governmental policy changes that would once again provide FPA with funding from internet services revenues.</p> <p>At the last Board meeting, we discussed a problem with using Verizon cable funding for the purchase of Video on Demand (VOD) and streaming service hardware/software by FPA. The Verizon Administration Agreement requires FPA to use funding from Verizon solely for cable public access. Chuck discussed this issue with the County Director of Communication Policy and Regulation, Rick Ellrod. Rick agreed that the Verizon Administration Agreement verbiage is problematic and Verizon revenues can only be used for cable public access purposes. Chuck and Rick both came to the same conclusion that any hardware/software to be used for VOD or steaming should be paid for from FPA's non-cable fund, which seems to be a good work-around.</p> <p>- Attributing the purchase of VOD/streaming hardware/software to Cox revenue exclusively is difficult, since Verizon and Cox revenues to FPA are combined together in the same pot. Chuck contacted Treasurer Steve Mullen about the issue, and Steve agreed that paying for VOD/streaming hard/software from our non-cable fund is the simplest, easiest way to move forward.</p> <p>Gayle reminds meeting members to mute their microphones when not speaking to avoid interrupting the speaker.</p>
Engineering	Arcelious Joyner	<p><u>Operations during the July 1 to 7 hiatus (July 4 is holiday)</u></p> <p>July 1: Inventory for whole facility including engineering items, equipment room items, and control room</p> <p>July 3: Replace Incognito lighting consoles in Studios A &amp; B with two new ETC Colorsource 20 consoles -Currently being tested in engineering and Sam ran tests with lights to ensure compatibility</p> <p>July 7: Exavault to Files.com transition – integrate and unify two platforms (upgrade is seamless)</p> <p>Purchased Cablecast Video Playout Servers and a few frames: -Used for automatic changeover of video in case of failure (on-demand server as part of Cablecast purchase)</p>

		<ul style="list-style-type: none"> <li>-Received Cablecast Servers and individual cards going into frame today, June 27</li> <li>-Some items have not shipped yet (July 12 ETA for Blackmagic frame)</li> <li>-Migration from current GrassValley iTX playout system</li> <li>-Looked at for a year, secured funds to purchase two weeks ago</li> </ul>
Outreach	Jerry Ferguson	<p>No report (vacation for two weeks). July report will include June.</p> <p>Isaac asks Jerry to send him the June outreach activities to include in his report. Jerry thought that Isaac wanted the report before the July Board meeting. Jerry says that there is not much to report.</p> <p>Happy asks Jerry if we can provide streaming services for conferences he goes to (e.g. live-stream meetings going into chambers). Jerry says it is up to them. Peggy adds that they pay an extra fee for this, and we put content on our TV station first. Isaac notes that this is fine if it is a service but a problem if FPA is using resources (not on cable first). Happy asks if we can use funds from the equipment fund, not the cable fund. Jerry reiterates that FPA needs permission from those who do the filming. Happy thinks they will pay Jerry to do the filming, but Jerry says they pay only if they want to.</p> <p>Isaac is for this if it brings in money and does not violate any rules. If there is a charge for this and FPA does not get reimbursed, Steve emphasizes that this does not help us. FPA is already losing cable revenue, so we need to check to see how much something will cost before committing to allocating limited funds. Jerry clarifies that we would get paid to film and stream content; Steve has no issue with this. Isaac wants to determine if there is a demand for this and see if the fees will cover the cost. Steve says there is no problem if they are paying us.</p>
Training	Jay Erasquin	<p>Jay asks Arcelious about camera for David's class. He spoke with Chuck and will purchase the GoPro HERO 8 and mountable Media Mod accessory to increase camera options.</p> <ul style="list-style-type: none"> <li>-Not latest version (up to 11), more expensive than thought (around \$350) but works better, includes HDMI, trusted brand</li> <li>-Camera can be used for other purposes</li> </ul> <ul style="list-style-type: none"> <li>-Equipment for smartphone class came in (doing inventory)</li> <li>-2 members interested in July class (hoping confirmed)</li> </ul>

		<ul style="list-style-type: none"><li>-Camps confirmed and set to go (other than Field Camp)</li><li>-Plans for hiatus next week: inventory, choosing files to archive</li><li>-Need to drive more members/students into classes</li><li>-Cellphone class is a 3-session workshop on July 21. We have the accessories the instructor uses in demonstrations. Adaptors can be used to make the accessories work for all phones.</li></ul> <p>Media contest in future: in upcoming semester, students could create a short project or promo for the station to win a prize</p> <ul style="list-style-type: none"><li>-Depending on how the first class goes, we could implement this in upcoming months. Peggy says that non-profits might be interested. Jay mentions that we may need a budget for the prize and for promotion.</li><li>-Happy has credits he is willing to donate for raffles like those done for member meetings and meet-and-greets. Jay says that volunteer credits earned by members are not transferrable (must be used for personal training), but Happy wonders if we can vote to change this rule.</li></ul> <p><u>Volunteer Credit Program:</u> If members complete class requirements, are certified in a class, and volunteer for personal growth/experience with equipment, they earn 20 dollars a credit for a typical 3-hour volunteer session.</p> <ul style="list-style-type: none"><li>-Points stays on file as long as they are a member</li><li>-Credits are used to lower class fee by maximum of 50%</li><li>-Board voted for discount program; must vote for rule change</li></ul> <p>Peggy says we need money more than donated credits. Happy proposes having a raffle where people pay for tickets and the donated credits are used for the prize (e.g. quarter or half credit). Peggy notes that this is a good way to advertise (e.g. buy raffle ticket for free class on making videos on cellphone).</p> <p>Chuck says we have never charged for raffles. Jay adds that, during in-person meet-and-greets, we have given out numbered tickets and selected 3-4 winners for prizes (FPA hats/gear, SSD card, free staff production for Lisa's department, etc.). Jay says that we could apply Happy's credits towards a coupon for free class as a prize.</p> <p>Jay explains that the discount is capped at 50% of the class fee (students still pay 50%) to minimize the loss on paying teachers so we can break even or increase revenues. The Board can vote</p>
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		<p>on offering a full-cost class credit. Jay can proceed with a class with two students, even if we do not cover all costs. Hurriyet would second a motion to allow credit donations for raffle prizes, but he wants clarity on how donated credits would be dispersed. Jay agrees that a procedure needs to be in place to track credits (i.e. how many credits, what is transferred, one-time transfer, etc.).</p> <p>Happy offers to meet with Jay to plan a proposal for July. Isaac likes the idea of offering members prizes but does not want Happy to personally donate his credits (unsure of the rules).</p> <p><u>Promoting new class on creating videos using cellphone</u> Peggy creates many videos on her cellphone and offers to promote FPA on her personal social media. Jay shares announcements every Monday regarding upcoming workshops and asks Peggy to share these posts. Maryam is already promoting July classes on FPA social media.</p> <p>-Teacher Alonzo Zarzycki is promoting on social media. He is currently making a non-profit documentary on DC beehives that FPA could potentially acquire. We will get a copy when it is finished in July.</p> <p>-Bridgette came in to do a video when others were unavailable, so Jay says we can encourage others to come in.</p> <p><u>Motion to offer prize at meet-and-greet and use donated hours, beginning with Happy</u></p> <p>-Hurriyet says that Happy would be the first to donate, but hopefully he would start a tradition of members donating extra credits to FPA, who decides how/when to give them away.</p> <p>-Jay reiterates that a change to the Volunteer Credit Program needs Board approval. Happy wants to wait on a motion.</p> <p>-Hurriyet, Peggy, Jay, and Happy can get together to further discuss this and come up with a set of rules. Peggy wants to promote the final plan to bring in new members. Happy will create a proposal for July's meeting. Isaac mentions that the 6-month review of the policy is in July; this can be on the agenda.</p> <p>-Happy strikes motion.</p> <p>Chuck worries that there will be staff concerns. We have offered prizes in the past and it is a good idea to promote classes, but perhaps not from credits earned by members. Jay would be responsible for tracking the credits. Allowing members to donate their unused credits is problematic because they normally</p>
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		expire. Hurriyet clarifies that Chuck is suggesting offering prizes but not from member credit donations.
Production	Lisa Clarke	Nothing to add to report.
Programming	Maryam Shah	Absent: on vacation
Office Manager	Rocio Lopez	<p><u>May 2023 Income Statement</u> (reporting as of May 31) (all amounts compared to last year)</p> <p>Cable Support Grant Cox Total Income down \$56K -Received FY 2023 Q3 payment of \$155,006.27 -Q4 Income expected by end of July or early August</p> <p>Cable Support Grant Verizon Total Income down \$151K -Received FY 2023 Q3 payment of \$336,922.88 -Q4 Income expected by end of July or early August</p> <p>Q3 combined payments from Cox and Verizon: \$492K</p> <p>-Office suite rental income down \$5K, training income down \$7K, salaries/benefits/taxes up \$53K, facility expenses up \$18K due to higher electricity bills and updated quarterly maintenance fees for HVAC units, maintenance reserve up \$16K, and programming expenses up \$6K due to website upgrade</p> <p><u>Statement of Financial Position/Balance Sheet:</u> -Marketable securities are down \$536K due to market changes</p> <p>-Investment asset transfer from Edward Jones to Fisher Investments completed on April 26, 2023 -Transfer balance for cable (\$5,029,839) and non-cable (\$3,342,970) -As of market closing on June 22, 2023: balances for cable (\$5,290,855) and non-cable (\$3,513,081) accounts -Steve will detail the increase in investments later and show documents sent from Fisher</p> <p>-Accounts receivable (Cox and Verizon cable grant) down \$61K -Fixed assets (internet / computer equipment) up \$12K due to replacement laptops for Training/Accounting Departments and custom PC building for Classroom 1</p>

**Committee Reports**

<p>Finance Committee</p>	<p>Steve Mullen</p>	<p><u>Fairfax Cable Access Corporation FY 2023-24 INTERIM Budget</u></p> <p>-Challenge to estimate revenue for next year, used some numbers from last year</p> <p>-<i>Washington Post</i> article detailed decline in cable from programming standpoint; experts commented that some people are returning to cable due to mounting streaming costs</p> <p>Cox: additional check from underpayments this year but may not happen next year (multi-year audits), expect benefit in future</p> <p>Verizon: good business that clearly focuses on internet</p> <p>-Suggest that number is less than last year, projecting more than straight line extension from past few quarters</p> <p>-If we continue to experience dramatic cable revenue losses (see notes to accompany budget), Fisher will assist in providing investment asset gains to cover operational expenses. We will be careful to draw down investment funds to avoid reducing future investment gains.</p> <p>Staff salaries/benefits/bonuses: used input from managers but can't completely accommodate requests (cable revenue losses)</p> <p>-Guaranteed full bonuses next year will make employees whole (offset for salaries), compensation at high level (bonuses very high over last several years)</p> <p>-Bonuses don't add to salary baseline: if less money in future years, bonuses not tied to baseline and no need for layoffs</p> <p>-Safety net: cash out some Fisher investments if necessary, additional cable revenue checks, investment checks</p> <p>Steve is very confident in Fisher and will update Board on investments when we receive quarterly cable revenue checks.</p> <p>Steve e-mailed an Excel and Word document with budget. The screen shows the Excel document with revenue/expenses:</p> <p>INCOME</p> <p><u>Used same income numbers as last year:</u></p> <p>-Cox Service Fee, Fundraising/Contributions, Underwriting Conduit Fee (produce shows through staff productions), Staff Productions (Lisa), Fee for Service Productions (Jerry), Net</p>
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		<p>Training (Jay), Total Media Sales, Total Fees, Internet Subscriptions</p> <p><u>Adjusted income numbers compared to last year:</u></p> <ul style="list-style-type: none"> <li>-Verizon down \$100K</li> <li>-Rental income down \$10K: lost tenants due to pandemic but hoping to get replacement business tenants on the second floor</li> <li>-Membership Dues (challenging ourselves with higher number than current membership in lower 400s): using 478 members at current rate of \$26 per year; Steve offers to call former members</li> <li>-Interest/Dividend Income up (Fisher): expect increase in investment income moving forward</li> </ul> <p>EXPENSE</p> <p><u>Used same expense numbers as last year:</u></p> <p>Real Estate Taxes, Total Facility Maintenance, Maintenance Reserve (if A/C breaks, used last couple of years)</p> <p>General Operations (Arcelious): items expensed/not capitalized, engineering parts for improvements/corrections</p> <p>Photocopier/Printing/Postage: Jay got a good deal on a replacement color copier, which is used extensively in production printing for catalogues and courses.</p> <p>Office Supplies/Furniture, Total Insurance, Staff Productions (Lisa asked for same), Total Media Purchase, Accounting, Legal/MIS/Web/Consulting, Public Outreach, Training Instructors (Jay), Internet</p> <p>Depreciation &amp; Amortization (D&amp;A): formula based on IRS tax guidelines on charges based on purchases over past several years, used as Operations Committee planned equipment upgrade purchases.</p> <p><u>Adjusted expense numbers compared to last year:</u></p> <ul style="list-style-type: none"> <li>Full-Time Salaries: 2% cost-of-living increase, smaller than we hoped, larger number devastated us in projections</li> <li>-Salary bumps for select staff (working with managers)</li> <li>-Full bonus annually: \$150K annually and \$6K quarterly (total \$24K), total bonuses of \$174K</li> </ul>
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		<ul style="list-style-type: none"> <li>-Part-Time Salaries down</li> <li>-Employee Benefits down: medical insurance coverage cost up about 10%</li> <li>-Payroll Expenses &amp; Taxes up a little (reflects payroll)</li> <li>-Retirement Plan up a little (maintain at 5% match for participants)</li> <li>-Condo Association Fee up \$3K (projected roof repairs – Chuck requested)</li> <li>-Total Utilities up (usage depends on seasons/weather, we try to level out amount, rates are up)</li> <li>-Training Expenses up a little (Jay)</li> <li>-Telephone/Security/Memberships down: unusual security requirement a year ago will not be repeated, so saving money</li> <li>-Programming down (Maryam reduced request): website upgrade last year will not be repeated</li> <li>-Bank/Credit Card Fees down slightly (fees down)</li> <li>-Investment Program &amp; Administrative Fee (using 1% fee to Fisher)</li> <li>- Engagement Plan \$10K: lower than Maryam and Peggy's \$60K request (cannot afford), revisit if name change occurs</li> </ul> <p><u>Bottom Line:</u> In red again (expenses exceed revenue): cushion in D&amp;A (non-cash expense) pays for expenses that exceed revenues</p> <p><u>Total Net Income (more than last year):</u> Negative \$108,651.10K</p> <p>-Within Total D&amp;A: uncomfortable to rely on non-cash expense to cover us but hopefully Fisher investments will help</p> <p>Isaac asks if the staff would prefer a salary increase, as opposed to bonuses. Steve says yes, but this was not feasible given loss of cable revenues. There may be more financial help to cover salary baseline working with Fisher in the future. Steve and Rocio worked through multiple options taking into account inflation and cost-of-living adjustments. We are already in the red by over \$100K. First set of projections created a bottom line of Negative \$400K. Steve notes that we have never failed on bonuses when promised, and Peggy emphasizes that we don't want to risk layoffs. Steve says that Fisher is good, but the market can go down for extended periods of time. If this happens in the future, the investment assets would not be there to cover an increased salary baseline.</p>
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		<p>Isaac asks Steve if anything is stricken out of the Engagement Plan budget since it is \$10K instead of the desired \$60K. Steve talked to Maryam and Peggy. Since the proposed name change may be delayed, the budget can be revisited in the future (in budget notes). We need to develop revenue to pay for this.</p> <ul style="list-style-type: none"><li>-Rocio adds that we don't want to advertise too much before the name change because it is risky (waste of money) to advertise with the old name.</li><li>-Steve comments that we can take steps internally to move FPA forward, like managers are doing with programed expense money. We should spend wisely to promote FPA, which means waiting for the name change.</li></ul> <p>Happy asks if we looked at other vendors besides Kaiser healthcare. Chuck notes that we work with a broker because we can get as good of a price as working with a company 1-on-1. The broker looked at other options. Chucks asks Rocio to send out the Kaiser brochure the broker provided.</p> <ul style="list-style-type: none"><li>-FPA is on Kaiser's highest tier: Platinum 0-15</li><li>-Best option on tier but can look at other options in future</li><li>-Employees select Primary Care Physician, so long-time employees could lose their doctor if we switch carriers</li><li>-We can survey employees and ask if they want to keep Kaiser</li><li>-<i>Consumer Reports</i> rates Kaiser high.</li></ul> <p>Chuck is happy with Kaiser and broker's work, but we can look into other options. Since there is a price increase and we have revenue losses, Happy wants to cut costs and consider other options.</p> <p><u>Motion to accept budget as presented</u> Steve motions, Gayle seconds, approved by unanimous vote</p> <p>Happy asks Steve for more time to look at budget. He had less than 24-hours. Steve apologizes for the delay. It took extra time to finalize managers' requests and make changes. Steve says this was the hardest budget to prepare in all the years that Steve and Rocio have worked together on the FPA budget, due to dramatic cable revenue reductions. Every line item was looked at to save money; adjustments were made. Steve is hopeful that Fisher will help matters, but he expects difficult budgets going forward.</p>
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		Isaac asks why "INTERIM" was included. Steve clarifies that adjustments may need to be made quarterly as revenue checks come in. Also, Insurance expenses are only estimated. Actual insurance rates will be received later. We were fortunate to not have to make major changes in the past, but we anticipate changes throughout this FY.
Performance Management	Gayle Yiotis	Nothing to report.
Membership Development	Ruth Bennett & Colin Davies	<p>Friday, July 21, 7 p.m. Meet-and-Greek speaker is Brian Rose</p> <ul style="list-style-type: none"> <li>-Subject: Developments in Television in Modern Era or Effect of Internet on Broadcasting</li> <li>-Hybrid: Zoom (speaker) and in-person (host 25 people)</li> <li>-Planning to purchase refreshments, but need to check with Chuck and Steve to determine available funds</li> <li>-First time in-person in three years</li> <li>-Sending Save-the-Date e-mail to members soon</li> </ul> <p>Ruth is ready to return in-person. Colin hopes there is a good Q&amp;A. Isaac is happy that members can come out and engage.</p>
Operations	Hurriyet Ok	Nothing to add to report.
Promotional Development	Peggy Fox	<p>Peggy is happy that Promotions has at least \$10K allocated in budget.</p> <p>Possible name change to NOVA Public Media is still pending.</p> <ul style="list-style-type: none"> <li>-Novamedia Productions: company with similar name that FPA is working with to get permission to change our name</li> <li>-Francis is only contact (1 man band – creative video specialist)</li> <li>-Company on hiatus since spouse is sick</li> <li>-Attorney sister reviewed documents FPA sent and said, "why would we sign this?" They probably will not sign the letter.</li> <li>-Only 1 Instagram post and currently on hiatus/not operating</li> </ul> <p>Chuck thanks Peggy for trying and fostering a good rapport with Francis. FPA has a letter that Francis wrote with sister's guidance; Chuck already signed the letter but Francis will not.</p> <ul style="list-style-type: none"> <li>-The Board will decide, but Chuck advises to consult trademark lawyer we work with. We can show the lawyer the e-mail they sent to Peggy stating that they have no problem with us using our desired name, but they will not sign a document. Chuck believes that it is usually best to follow the attorney's advice.</li> </ul>

		<p>Peggy does not believe that this company is litigious.          -Peggy asks if we even have the funds for the name change and wonders how much it will help FPA.</p> <p>Isaac suggests keeping our name but creating a slogan. Peggy notes that the word “Access” is the issue. Peggy already asked for tag lines, and Chuck sent her some.          -Chuck believes that FPA needs the name change. Steve could not get press passes at GMU basketball games with FPA name, so he used “Channel 10 Sports.” Chuck says that the name hurts us, and a name change is doable with \$10K.          -Arlington Independent Media name change helped them (AIM is a strong acronym).          -Isaac suggests changing “Access” to “Media.”          -Peggy says that the Board voted to change the name to NOVA Public Media, so she wants to ask the lawyer before proceeding.</p> <p>Gayle asks if the company is closing. Peggy notes that their hiatus may end. Hurriyet is concerned that someone else could buy the company if it closes and sue us if we change our name without signed documents. Chuck advises following trademark attorney’s guidance regarding our risk in pursuing this and ask the lawyer if the e-mail from Francis is sufficient to protect us. Peggy wants the attorney to look at their website because it hasn’t been updated in a long time, and they only have 4 clients.</p> <p>Gayle said that the name is not trademarked, and Chuck concurs. However, the attorney still said that a U.S. Patent Trademark Office registration is not necessary. Using the name gives protection alone. Peggy declares that there is an argument they are not using it, but Chuck says there is a website. Chuck will ask Peggy to help draft a new e-mail to the lawyer. Chuck still wants “NOVA Public Media” or “NOVA Media Center.” We want “NOVA Media” as two words; they use it as one. The name change is tabled pending legal advice.</p>
<p>COVID Transition</p>	<p>Happy Garcia</p>	<p>Happy has nothing to report. Isaac proposes to disband the Covid Committee since it is no longer needed. Isaac wants to find another committee placement for Happy, who hopes to work with Peggy on the Promotions Committee. Isaac and Happy will discuss the matter further before the July meeting.</p>
<p>Strategic</p>		<p>Strategic Committee on hold: John Aaron resigned          -Chuck e-mailed the Board that John withdrew from the FPA</p>

		Board to take a new job. We wish him the best. Chuck sent a message to Women in Film and Video (where we found John) to seek a replacement with financial expertise.
Outreach	Isaac Asare	Isaac met with committee last month but not this month due to scheduling conflicts. He received reports on staff engagement efforts, and thanks Maryam and Jerry for submitting reports on vacation. He will meet with the committee on July 24 at 4 p.m. and invites anyone to join.

Meeting Close	
Unfinished Business	<p>Isaac e-mailed guidelines for committees.</p> <p>Steve was busy with the budget, so he will review this, make changes, and report next month. He needs to get David Lawrence's professional recommendation on the time element between expected reviews for investment program. Steve also needs to consult Dan Burnett for guidance. He is concerned that the guidelines require Board approval on financial matters that no one on the Board (including Steve) may be technically qualified to determine.</p> <p>Isaac offers Gayle to change the Performance Management Committee guidelines and present them next month since Gayle and Isaac disagree on her role. As written, Committee Chairs can change guidelines as they see fit and then bring these adjustments back to the Board.</p>
New Business	None
Confirm Future Meeting Dates	<p>-Isaac cannot make the Wednesday, July 26, meeting and proposes moving the July meeting to Tuesday. Steve wants to keep meetings on Wednesdays.</p> <p>-Steve notes that Fisher is briefing the Board at the August meeting. This was coordinated last Wednesday, June 21. They will summarize highlights of the investment program. Steve says the early investment assets and balance transfer are remarkable. Fisher (with Fidelity) increased the initial evaluation from Edward Jones by over \$200K. FPA will have a future quarterly session with them after the initial August 2023 briefing. [Added Note. Total Investment assets are up \$700k as of June 27 Board Meeting, due to Fisher Investments!]</p> <p>For 2023, Isaac cannot attend the July and October Wednesday Board</p>

	meetings only.  Board meeting tentatively confirmed for Wednesday, July 26
Adjournment at 9:52pm	Steve: Moves to adjourn. Gayle: Seconds. Meeting adjourned by unanimous vote.