

DRAFT FPA Board Meeting Minutes

June 26, 2013

Open meeting: 7:15 pm, Quorum reached at approximately 7:04 pm

Attendance:

BOD:

- Ayme Pointer
- Bob Giarrusso
- Georgia Graves
- Jim Southworth
- Steve Mullen
- Jim Burke

FPA:

- Chuck Pena
- Daniel Olewine
- Jerry Ferguson
- Jay Erausquin
- Rocio Lopez
- Joseph Marrero
- Jeron Rhodes
- Paul Sheehan

Guests

- Severina Henderson
- Tom Gavin
- Suyong Min

FPA BOD Officer Activities:

- President: Ayme Pointer
 - Call meeting to order:
 - Ms. Pointer reminded everyone to acknowledge any conflicts of interest, and none were cited
 - She also reminded the BOD to adhere to the voluntary Code of Conduct.
 - Ms. Graves acknowledged the new signage on the building.
 - Mr. McAllister and Mr. Housel were unavailable for this meeting.

- Mr. Giarrusso prepared this month's minutes.
- The agenda for the June 2013 BOD meeting was approved. Ms. Pointer stated that several FPA members asked to address the Board this evening.
- She also said that we will vote on dates for the September Membership meeting.
- The May 2013 board minutes were approved
- Ms. Pointer stated that there will be an executive session.

FPA Executive Director's Activities:

- Executive Director's Report: Chuck Pena
 - See the distributed June Executive Director's report, which includes the Staff reports

Highlights:

- Mr. Sheehan explained the purpose of the request to stream the show.
- Mr. Pena stated there is no objection by the staff to streaming a live show and expanding the opportunity for people to view it and comment.
- Mr. Giarrusso suggested that if there are no issues with approval of the staff, the staff should be allowed to approve streaming without further action by the Board.
- Mr. Southworth stated that many shows are using the internet to stream live shows, and supported this opportunity for all television producers.
- The Board cited no reason that they needed to intervene if the staff found the producer
- Mr. Southworth moved for FPA staff to provide approval for streaming by television producers without further Board endorsement, so long as all other station requirements have been met.
- The motion passed unanimously.
- Member Tom Gavin addressed the Board. Mr. Pena and Mr. Rhodes explained what occurred on May 24, 2013. They noted other incidents and disciplinary actions that have been taken place prior to that date.

- Ms. Pointer led the inquiry and discussion with Mr. Gavin. Several other board members also participated.
 - Mr. Gavin asked the Board when he would know their decision. Ms. Pointer stated that he would be informed by mail of a decision by Monday, July 1.
 - Ms. Pointer thanked Mr. Gavin for attending the meeting.
 - Mr. Pena stated that the date of the Membership Meeting had been previously set by consensus for September 22nd.
 - He also asked that Mr. Lawrence be invited to attend the meeting on behalf of FPA.
 - Mr. Giarrusso moved that the language for the proposed notice of the draft Membership Meeting for September 22nd, to be chaired by President of the Board Ayme Pointer, and for notice to be published in a newspaper of general circulation, beginning Aug.
 - Jeron Rhodes has returned as senior program coordinator and traffic coordinator and will also assist p/t in Master Control, as necessary.
 - Joe Marrero and Mr. Pena will conduct interviews p/t tech advisor
 - On June 13 2013, outside counsel Lauren Piana held a training session on prevention of harassment and discrimination in the workplace.
 - Celebrate Fairfax was held on June 7th- 9th, and the event was staffed by several FPA employees.

- Rocio Lopez- Office Manager and HR Specialist
 - Ms. Lopez said that the cable support grant from Cox continues to diminish.
 - She said the expected fourth quarter payment is expected in July or August.
 - Ms. Lopez stated that the cable support grant from Verizon has increased by \$ 317 K from this time last year.
 - She further observed that office suite rental is down \$ 6K from last year.
 - Ms. Lopez noted that training income is also down \$ 13K from 2012, due to changes in courses and a decrease in membership.

- She mentioned that building loan interest is down \$16K from 2012, while Office operations are up \$ 20K, and Professional service revenues have increased by \$ 18K from 2013.
 - Ms. Lopez also noted that marketable security revenues are also up \$46 K from last year, and accounts receivable have also increased by \$ 108K, primary because of changes in the Verizon accrual method.
 - Fixed assets have also increased, based on improvements in lighting, cameras, the Studio C tricaster, and other resources.
 - Ms. Lopez was thanked by the Board for her thorough report, and the Board sent their best wishes while she was out on maternity leave.
- Operations Director: Steve Ruddell
 - Mr. Ruddell was not available for this meeting. Mr. Marrero gave the report. See operations report.
 - Mr. Marrero stated that tFPA's hiatus will occur the week of July 8-12.
 - Staff will paint floors in studios A & B, clean out the prop room, continue to upgrade the equipment room, add a new projection screen in Edit Suite # 1, and paint the second floor hallway.
 - Panic buttons have also been installed in the admin office, the equipment room, and master control, in case of emergency.
 - Mr. Ruddell also installed several exit signs and a map around the building.
 - FPA will hold defibrillator training July 15 for all staff members.
- Engineering: Daniel Olewine
 - See engineering report.
 - Mr. Olewine asked for an additional \$15K to install two new air conditioning units for the control rooms for studios A & B to better cool the control rooms, and allow the current units to heat the studios when necessary
 - He observed that there are no overheating problems in Studio & Control Room C, but that if the heat/cooling ratio is not properly balanced in A & B, equipment could be damaged.

- Mr. Southworth and Mr. Mullen asked for clarification of what needs be done.
 - Mr. Pena said he has received complaints from producers about Studios being very cold.
 - Ms. Pointer observed that this is a maintenance issue that needs to be resolved immediately.
 - Mr. Southworth noted that Master Control and Studio C are served by the same air conditioning unit, making Studio C very cold and uncomfortable
 - Ms. Graves suggested that we resolve everything at once, in all three studios, so that we are not facing the same issues again in the future.
 - She moved that the Board give Mr. Olewine authorization for \$20 K to finish everything
 - Mr. Mullen seconded the motion to make this purchase.
 - The Board approved the motion unanimously.

- Outreach: Jerry Ferguson:
 - See outreach and development report.
 - Mr. Ferguson stated that FPA hosted the Tysons Chamber Breakfast meeting, and cooked them breakfast in Studio A.
 - He took part in their PR/Marketing committee meeting.
 - Mr. Ferguson also attended the Greater Reston Chamber Communications Committee meeting on June 19.
 - He attended and chaired the Tysons' Chamber of Commerce Public Policy Committee meeting on June 13.
 - Set up the FPA booth at Celebrate Fairfax on June 7th with Mr. Ruddell, and operated the booth with other FPA staff members on 8th and 9th.
 - Mr. Ferguson noted that the entries at the booth for prizes included 95 requests for movie tickets, 18 to have a TV show, and 5 to do a radio show.
 - Attended the Fairfax County Board of Supervisors meeting, where FPA was recognized with a 2013 Celebrate Partnerships award for the PSAs aired in several languages, and for its participation in the "100,000 Homes" helping the homeless initiative.

- Mr. Ferguson graduated from Leadership Fairfax, Inc. on June 4th, after completing his volunteer requirement in May, 2013.
 - He also videotaped and edited four fee for service projects in May and June.
- Training: Jay Erausquin
 - Mr. Erausquin has all four of his summer camps confirmed
 - FPA will hold one radio camp, one field camp, and two studio camps
 - Mr. Erausquin noted that he is also finalizing field camp, studio camp, and radio training materials.
 - He acknowledged FPA Senior Technical Advisor Erica Myers for her support in preparing new social media workshop course materials
 - Mr. Erausquin requested an action item for the Board to modify the manner in which volunteer credits toward classes are calculated.
 - He requested that we simplify the program to \$ 20.00 per session, up to 50% of tuition credit toward future classes.
 - After a brief discussion, the measure was passed unanimously.
 - Mr. Erausquin stated that he has completed revisions on the July-December 2013 course catalogue.
 - He noted that there will also be a new curriculum for the Producer's Workshop training.
 - Mr. Erausquin and FPA receptionist Lisa Clarke hosted a meet and greet membership party on June 21st.
- Director of Programming: Maryam Shah
 - Ms. Shah was not available for this meeting. Jeron Rhodes gave the report.
 - He stated that Channel 36 has been up and running well, and extends beyond religious programming to other spiritual programming.
 - Mr. Mullen and Mr. Giarrusso welcomed Mr. Rhodes back to FPA.

FPA BOD Director's Activities:

- Treasurer and Director of Finances- Steve Mullen:
 - Mr. Mullen deferred his report on the retirement plan to July 2013.

- Director of Community Development: Georgia Graves
 - Ms. Graves informed the Board about the upcoming July 16th NOVA Forward Congressional roundtable
 - She also mentioned the Loudon County Chamber Gubernatorial Forum Luncheon August 9, 2013
 - Ms. Graves also discussed the upcoming Wednesday September 25th Gubernatorial Debate with Republican candidate Ken Cuccinelli and democratic nominee Terry McAuliffe.
 - Ms. Graves stated that FPA should also consider attending and contributing to the Search and Rescue event next year.
- VP and Director of Member Development: Bob Giarrusso
 - Mentioned the membership committee plans for participation by newly trained producers in August and November.
- Director of Technology Development: Jim Southworth
 - Mr. Southworth discussed estimates for acquiring a large TV monitor to display FPA programming from the window facing Eskridge Dr.
 - Mr. Olewine noted that the temperature in the corridor was as high as 129 degrees, and observed that a traditional flat screen TV will not stand up to that kind of potential heat.
 - He suggested that he can also discuss with the air conditioning company to reduce.
 - Mr. Olewine has obtained an estimate for an 80" TV that is rated for up to 125 degrees, increased humidity protection and higher brightness display would cost \$ 8,745.00 with mounting equipment.
 - He also noted that zoning restrictions may prohibit us from placing a TV there.
 - Mr. Southworth stated he may be able to get some support for a zoning waiver, and would inquire.
 - The motion was tabled for now, pending further review.
- Director of Performance Development: Jim Burke
 - Mr. Burke will send out additional information on potential organizations for FPA to participate in.

- He suggested that one of those organizations that Ms. Shah endorsed would be holding a meeting soon, and that we should attend.
- President-Ayme Pointer:
 - Ms. Pointer stated that FPA employee manual will be discussed and finalized at the next meeting.
 - Ms. Pointer acknowledged and congratulated Mr. Ferguson on his graduation from Leadership Fairfax.
- Director of Performance Development- Jim Burke
 - Mr. Burke provided the Board with several different candidate organizations for FPA to consider joining as a member.
 - Some of the organizations mentioned included the Alliance for Community Media; the National Federation of Community Broadcasters; Television, Internet, & Video Associates.
 - He discussed positive and negative factors in each, as well as membership costs, and their national or regional reach.
- Meeting Adjourned: 8:31 PM
- Executive Session began at 8:45 PM. Executive session ended at 9:40 PM.
- The next regularly scheduled BOD meeting will be held on 7/31/2013.

Adjourn meeting: 9:40 PM

ACTION ITEMS:

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/Update</i>
A10-1	Mr. Southworth will confer with Google about technology and upgrades, will bring the Exec. Director, Mr. Pena, Mr. Olewine, Mr. Ruddell, and Ms. Pointer in on that when it can happen.	Mr. Southworth	26 Oct. 10	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A10-2	Provide end of fiscal year financials for next BOD meeting.	Mr. Mullen	26 Oct. 10	CLOSED
A10-3	Enroll at least one local merchant to support FPA Member Discount Program	ALL DIRECTORS	8 Dec. 10- revised to 23 Feb. 11	OPEN
A10-4	Research FPA Operations Manual, Articles and By Laws regarding fraud, misrepresentation	Mr. Giarrusso	8 Dec. 10	CLOSED
A10-5	Locate restaurant to host/cater FPA staff party	Ms. Graves	8 Dec. 10	CLOSED
A10-6	Update report by January 15 on selection of nominees for open Board position	Mr. Selim, Mr. Housel	8 Dec. 10	CLOSED
A10-7	Prepare report on fundraising plan, to present at February BOD meeting	Mr. Pena, Mr. Housel	8 Dec. 10	OPEN
A11-1	Provide edits and corrections for Dec. 8, 2010 BOD mtg. minutes	Mr. Mullen	26 Jan. 11	CLOSED
A11-2	Provide notes/ input to BOD Secretary for preparation of 1/26/11 BOD meeting minutes	ALL	26 Jan. 11	CLOSED
A11-3	All BOD members not already photographed to have their portraits taken for FPA Board section	Mr. Selim Mr. Porzio	26 Jan. 11 29 June 11	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A11-4	Update on Nat Albright's progress in acquiring a van for FPA promotional activities	Mr. Selim Mr. Mullen	26 Jan. 11 29 June 11	OPEN
A11-5	FPA financial committee to meet with Dan Burdette on March 13 th , 1:00 pm	Mr. Selim Mr. Mullen Mr. Giarrusso Mr. Southworth Mr. Ruddell	23 Feb. 11	CLOSED
A11-6	Follow up with consultants and get bids for services	Ms. Pointer Mr. Housel	23 Feb. 11	OPEN
A11-7	Brainstorm and prepare list for producer self help and promotion, possible workshop?	Staff/ Ms. Shah/Mr. Giarrusso	30 March 11	OPEN
A11-8	Conference call Sunday 4/3/11 at 3:00 pm re: Membership Benefits program	Mr. Ruddell/Mr. Pena/Ms. Pointer/Mr. Housel/Mr. Southworth/ Mr. Giarrusso	30 March 11	CLOSED

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A11-9	Review/revise wording in the Operations Manual regarding use of the facilities by government agencies or private organizations	Mr. Giarrusso	31 Aug. 11	OPEN
A11-10	Review proposals from consultants, report out in October	Mr. Housel	31 August 11	OPEN
A11-11	Draft comments for FCC rulemaking proceeding re: mandating program title and description to be included for all content providers by cable providers	Mr. Giarrusso / Ms. Pointer	31 August 11	TABLED Oct. 26, 2011 (to be revisited as needed)
A11-12	Follow up on Board members' responsibilities with one-on-one Board member discussions regarding individual roles and responsibilities	Ms. Pointer	26 October 11	OPEN
A11-13	Discuss format for offsite Board meeting/preparations for brainstorming fundraising efforts and formation of a committee	Mr. Bowden/Ms. Pointer	26 October 11	CLOSED
A11-14	Arrange for portraits of Board members to be taken on premises at FPA.	Ms. Pointer/ All BOD Members	26 October 11	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A12-01	Discuss removal of "at your own risk" signs with outside counsel.	Mr. Pena/ Mr. Lawrence	25 January 12	OPEN
A12-2	Discussion of retirement planning.	Ms. Pointer/ Mr. Mullen	29 February 12	CLOSED
A12-3	Resumes for candidates to fill open Board position by April 18, 2012	All FPA Staff and BOD members/ Ms. Pointer	28 March 12	CLOSED
A12-4	Review and comment on strategic plan	All FPA BOD members/ Ms. Pointer	28 March 12	CLOSED
A12-5	Budget for new staff member	Mr. Housel/ Mr. Mullen	28 March 12	OPEN
A12-6	Skill sets and recommendations for staff PR/Communications/ Marketing position	Mr. Erausquin/ Mr. Ferguson To BOD	28 March 12	tabled
A12-7	Begin planning for annual membership recognition event	Mr. Bowden/ Ms. Graves	28 March 12	OPEN

<i>Action Identifier:</i>	<i>Action:</i>	<i>Responsibility:</i>	<i>Date:</i>	<i>Status/ Update</i>
A12-8	Present the FPA retirement savings plan to the Board for the December 2012 meeting- Changed to January 2013 meeting, Mr. Mullen to provide info to Board 10 days prior to meeting	Mr. Mullen	24 October 12	Advanced to July 31 mtg.
A13-1	Final presentation of FPA retirement plan alternatives	Mr. Mullen	29 May 2013	OPEN Moved to 31 July 2013
A13-2	Finalize language for the FPA Employee manual	Mr. Housel	29 May 2013	OPEN Moved to 31 July 2013