

Fairfax Public Access Board of Directors
June 24, 2015 – Regular Meeting Minutes
2929 Eskridge Road, Fairfax, VA

Board members present:

Jim Housel (President)
Steve Mullen (Treasurer)
Ruth Bennett (Recording Secretary)
John Henkel
Kevin McFarland
Jim Southworth

Staff:

Chuck Pena
Steve Ruddell
Daniel Olewine
Jerry Ferguson
Jay Erasquin
Maryam Shah

President Jim Housel called the meeting to order at 7:15 pm.

President Housel welcomed attendees, asked attendees to acknowledge any conflict of interest, and referenced the Board's Code of Conduct.

Ruth Bennett thanked Jay Erasquin, Danny Olewine, Rocio Lopez, Cindy Rauda, and other staff for their help with the member Meet and Greet and demo on June 23.

Jim Housel thanked Jerry Ferguson for his help with the FPA booth at Taste of Reston.

The agenda was approved with the addition of a request from Jim Southworth.

Jim Southworth moved that the August and May minutes be approved.

Kevin McFarland seconded the motion.

The motion passed.

Jim Southworth requested that the board waive the six-month to one-year trial period guideline for the Alzheimer's Association to be given a one-hour live time slot.

Jim Southworth will provide the board with more detailed information at the next meeting so the Board can consider his request.

STAFF REPORTS – (highlights below)

Executive Director - Chuck Pena

- Chuck is updating all staff job descriptions. Staff will be able to provide feedback, and once updated the job descriptions will be part of the annual review process.
- FPA held a TV member Meet and Greet on June 23rd which featured a demo of the new HD switchers and graphics system and promos by three producers. Chuck thanked Jay Erasquin, Danny Olewine, Rocio Lopez, Cindy Rauda, and all others involved for their work on the event.

- The build-out of Classroom 1, suggested by Jay Erasquin and approved by the Board, has been completed. Chuck thanked Steve Ruddell for his work on this project.
- Renewal applications for next fiscal year's insurance to protect directors, officers and FPA for any litigation that may arise have been provided to FPA's commercial lines insurance broker.
- On June 4, 2015, Chuck graduated with the Leadership Fairfax Class of 2015. He thanked the Board for the opportunity to attend the program.
- Chuck obtained the donation of a Sony UVW Betacam SP deck for FPA from Puritano Media Group of Occoquan, VA.
- Chuck reported four recent instances of leaks – two (Studio C and programming office) during heavy rainstorms, likely exacerbated by the neighboring construction. Two others -- one above the Sunshine Pools office from clogged AC drains, and one in the corner of Studio B caused by either a clogged AC drain or a leak in the roof.

Director of Operations – Steve Ruddell

- The Classroom 1 project has been completed.
- The hiatus tasks have been decided and scheduled.
- The HD update is in process.

Engineering Report – Chief Engineer Danny Olewine

- Danny thanked Genevieve Llames and FPA member Xinu Zhang for quickly reporting two of the leaks, Alexander Pierson for using his shovel to stop the leak in Studio C, and Jay Erasquin, Maryam Shah and Joe Marrero for helping to clean up Studio C after the leak.
- Following the leaks due to the heavy rains and the neighboring condo construction work, he and Alexander completed an after action report. They will purchase moisture sensors and sandless sandbags. FPA is also working with the construction company working next door and the condo association.
- Danny thanked everyone involved with the event on June 23rd and he looks forward to doing more demos.

Director of Development - Jerry Ferguson

Jerry directed Board members to his list of fee for service and Outreach work in his staff report.

Director of Training – Jay Erasquin

- Jay is working on materials for the class folders for the new equipment training classes.
- Summer camps are confirmed and will start July 15.

Director of Programming – Maryam Shah

- Maryam and Melanie Ng helped with Celebrate Fairfax, and she and Genevieve Llames helped with the Taste of Reston festival.
- Melanie Ng and Neil Pickering are completing their initial 90-day review period.

BOARD DIRECTOR REPORTS

Director of Finance Operation Development - Steve Mullen

- Director Mullen, standing in for Office Manager Rocio Lopez, gave the May 2015 financial highlights report.
- To fulfill FPA's financial investment policy statement, he and Kevin McFarland will meet to review the Wells Fargo investments.
- As part of the accounting software selection review, Steve, Dan Burnett, Rocio Lopez, Gabby Silva, and Danny Olewine will be viewing demos from the two finalists.

NOTES:

Jim Housel will email the financial policy statement to board members, Chuck Pena said there are two offices available for rent. The contract with Long and Foster to find tenants is on hold and being reviewed by our lawyer.

Director of Financial Management - Kevin McFarland

Fund value at inception (Feb. 27, 2014) - \$2, 800,000
 Cash Management Fund Balance - \$2,948,143.79
 Net return since inception – 5.29%
 Net YTD return – 1.83%
 Projected annual income - \$62,717.24

Director of Internal Affairs and Operations Development – Jim Housel

Director Housel met with the Operations Committee. The Committee made the following changes to the way they operate:

- Mandatory quarterly meetings
- \$500 limit per item for the Engineering Department without prior Operations Committee approval
- \$5,000 fund to be spent between meetings (fund will not be reset until next meeting)

Director of Technology Development – Jim Southworth

His show, Inside Scoop, will again be televising the League of Women (LWV) candidate debates. LWV wants most of the debates to be held in the studios. He will have more information about this next month.

Director of Organizational Development and Performance – John Henkel

Director Henkel reported that work on the action item regarding the new community outreach position proposed by Jerry Ferguson is moving forward. He expects that the Board will be able to vote on the position at the August meeting. Chuck Pena and Jerry Ferguson will create a business plan for the position using a template provided by Kevin McFarland.

Director of Member Development - Ruth Bennett

The TV Member Meet and Greet with the HD switcher and graphics system demo by Danny Olewine took place on June 23rd. Chuck has suggested holding a member meeting in July on fair use.

NOTE: If Chuck's speaker isn't available Jim Housel knows another speaker who can present on fair use.

UNFINISHED BUSINESS - none

NEW BUSINESS – none

Next two meetings are July 29 and Aug 26.

Since the two items to be discussed in Executive session are not urgent President Housel deferred the planned Executive session.

John Henkel moved to adjourn.

Steve Mullen seconded the motion.

The motion passed.

Meeting adjourned at 8:44 pm.