

FPA BoD Minutes - 06/27/2018 @ 7:06pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 06/27/2018

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	-Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Mary Gillam (Secretary) - <i>by phone</i> -Ingrid Parris-Hicklin -Georgia Graves - <i>by phone</i> -Ruth Bennett -Reggie Marston - <i>by phone</i> -Isaac Asare - <i>by phone</i>
Staff in Attendance	-Chuck Pena -Steve Ruddell -Danny Olewine -Jerry Ferguson -Jay Erasquin -Rocio Lopez -Dan Kelleher
Members in Attendance	-Ben Zuhl -Abdiel Garcia -Genise White -Robert Barham

Meeting Open		
Call to order at 7:06pm	Kevin McFarland (Vice President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements:

		<ul style="list-style-type: none"> • Chuck would like to thank FPA staff for their hard work during hiatus. • Ruth stated that she was able to network with other members during Friday Night Live and thanked Jay for organizing the event.
Meeting Agenda	Kevin McFarland (Vice President)	-Steve moves to approve a standard agenda format, and Ingrid seconds. The motion carries.
Approval of the May 2018 Minutes	Mary Gillam (Secretary)	-Steve moves to accept the minutes as amended by Mary in her last submission, and Ruth seconds. The motion carries.

Staff Reports		
Executive Director	Chuck Pena	<p>-Action item: Chuck requests that the board delete the phrase, “within 10 working business days” in section 3 of the manual. This revolves around a situation in which a member was disciplined. He appealed it to the executive director. Currently, the executive director has 10 working days to investigate the matter and then make a decision; however, the executive director might be on vacation or sick leave during that 10-day period. Ingrid moves to adopt the changes presented by Chuck, and Steve seconds. The motion carries.</p> <p>-Action item: In section 3 of the manual, there is a blanket violation statement with an example of potential fines. Chuck is concerned that the verbiage could be interpreted as placing limits as to how much members can be fined. Steve M asks how members could then be made aware of the fine structure. Georgia asks what provoked bringing this to the surface. Chuck says that he is proactively trying to help the problem. Kevin and Mary propose to take it under advisement. Mary moves to take the matter under advisement and refer it to corporate counsel, and Georgia seconds. The motion carries. Steve R says that FPA has not imposed fines unless members have broken equipment.</p>

		<p>-Hiatus began on June 25 and will end on June 29. Members were notified via email that the building would not be available for productions, but that they could enter the building if they wished to attend the board meeting.</p> <p>-Members were notified that the building would be closed on July 4.</p> <p>-Chuck has been working on the refranchising process with Verizon. He is interested in having Verizon and Comcast provide unsold local avail air time to FPA.</p> <p>-Chuck was informed by Fairfax County that Cox will be able to launch FPA's remaining three channels in HD on August 8.</p> <p>-Technical advisor Katrina Wiechmann will be leaving at the end of the month. She is moving to North Carolina.</p> <p>-An ADP representative gave a presentation to non-manager staff about sexual harassment.</p>
Operations	Steve Ruddell	<p><i>-Please see report-</i></p> <p>-Steve will have a full list of hiatus tasks in July.</p>
Engineering	Danny Olewine	<p>-The biggest project during hiatus is Studio C. Studio C was cleared out and is being re-wired.</p> <p>-Dub Suite B is Alexander's project and includes a new customized controller.</p> <p>-Ruth stated that she heard that Engineering helped Happy and Ben with problems they were having in Studio C.</p>
Outreach	Jerry Ferguson	<p>-Jerry thanks the people who helped at Celebrate Fairfax:</p> <ul style="list-style-type: none"> ● FPA member - Glenn Richcreek ● FPA staff - Steve, Jay, Dan, Cindy, Danny, Sam, Lisa, Joe, Katrina, and Ryan Wilson <p>-Last week at the Tysons Chamber event, Ingrid came out to man the FPA booth.</p>
Training	Jay Erasquin	<p>-Jay changed the format of how membership numbers are recorded. New memberships and membership renewals are lower than last year. The total membership numbers are matching the numbers from the end of 2013. The revenue</p>

		<p>numbers for this year are trending to the numbers from 2013 as well.</p> <ul style="list-style-type: none"> -Jay will hold refreshers for Studio C, and an announcement will be sent out next week. -Jay is thinking of expanding FPA's post-production courses.
Office Manager	Rocio Lopez	<ul style="list-style-type: none"> -For the income statement under the cable support grant, the Cox total income is down \$79k from last year. The Verizon total income is down \$63k. The combined total amount for this quarter is \$647k. -The office suite rental income is up \$5k due to the new tenant and payments of accounts due. -The dividend income is up \$53k due to an improvement in the market conditions and the additions on the investments to the Edward Jones cash management plan. -Salary, benefits, and tax expenses are down \$71k. -The office operation expenses are up \$66k due to new project purchases as approved in the Ops Committee meetings. -The professional services expenses are down \$16k due to FPA not requesting legal services as much. -The training instructor expenses are down due to class cancellations. -The marketable securities are up \$1.8 million due to the transfers made in August, November, and December of 2017, and May 2018. -Fixed assets are up. -Accrued leave liability is down \$3k due to employees taking more time off this period. -The loan payable building is down \$32k due to the payoff of the loan.

Director Reports		
Director of Finance Operation Development	Steve Mullen	The cable revenue numbers of the third quarter of FY18 are similar to the cable revenue numbers of

		the first quarter of FY13. This loss of cable revenue is a major concern for us right now.
Director of Financial Management	Kevin McFarland	<i>-Nothing to report-</i>
Director of Community Development	Georgia Graves	<p>-We have been doing wonderful things in the community especially Dulles Regional Chamber of Commerce.</p> <p>-The Silver Line Metro Monday Committee has gotten the attention of the Business Journal. FPA is in the limelight of this. Jerry has been covering these.</p> <p>-Jerry, Ingrid, and Georgia attended an event held by the Catholic Business Network.</p> <p>-The Greater Reston Chamber of Commerce celebrated 35 years. Jerry took part in that celebration.</p> <p>-We are fortunate to have Ingrid on board. She is putting forth her efforts to promote FPA.</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-Ingrid sent out 12 job announcements.</p> <p>-Ingrid attended the Catholic Business Network event and interviewed Congresswoman Barbara Comstock.</p> <p>-Ingrid attended a summer soiree at Tysons.</p> <p>-Ingrid emcee'd for a program at the James Lee Community Center celebrating one of their employees.</p> <p>-Ingrid was at the African-American newspaper High Tea event, which was a good networking opportunity.</p> <p>-The Outreach Committee had a good meeting. - The members are Isaac, Ruth, Georgia, and Ingrid.</p> <p>-Thanks to Chuck and Mary for doing a wonderful job on the Telly Award press release.</p>
Director of Strategic Development	Mary Gillam	-We were hoping to wrap up the FPA Board of Directors Manual. The deadline for input was May 31. However, there has been talk about revising the FPA mission statement. This change would impact the release of the manual, because the current mission statement is included in the

		<p>manual. Because of the extended time in releasing the manual, Mary suggested that we publish the manual as it is now. We can always revise it during the next iteration. She also recommended establishing either a physical space or virtual space to house reference materials for board members.</p> <p>-Mary would like to have a second meeting for the strategic plan. We need to get input from FPA staff. Any time during the week of July 16 to 19 would work. The deadline to confirm a meeting date is the end of next week.</p>
Director of Technology Development	Isaac Asare	<i>-Nothing to report-</i>
Director of Radio Development	Reggie Marston	-Reggie will get with Maryam to determine if there would be some opportunities to increase listenership for Radio Fairfax.
Director of Member Development	Ruth Bennett	-Chuck and Ruth are still nailing down their next educational program.

Meeting Close	
Unfinished Business	<i>-None-</i>
Add new items to next month's agenda	<i>-None-</i>
Confirm future meeting dates	<p>-The next meeting is July 25.</p> <p>-A motion to adjourn is made by Georgia and seconded by Reggie. The motion carries.</p> <p>-The meeting is adjourned at 8:08pm.</p>