

FPA BoD Minutes – 6/29/2022 @ 7:06pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 6/29/2022

Minutes approved by the board on July 27, 2022

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

Meeting Open		
Call to order at 7:06pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Ruth: praise for Harry, equipment room staff member for being so helpful this past weekend. Chuck: praises Arcelious for the successful hiring and training of new Engineering staff member Tom. Steve: praise to Rocio and Chuck for all of their help in preparing the upcoming FY2023 budget. Gayle: praise to Steve for all of the hard work he does regarding the budgeting.

Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 5/22/22 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from May 22, 2022 as amended; Shu seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Chuck: Upon consultation with corporate attorney, there is sufficient cause to delay the members meeting to beyond September, due to the latest developments regarding COVID.</p> <p>Isaac: Is there a possibility of having both in-person and remote attendance options for the meeting?</p> <p>Chuck: Pending board approval, there could be guidelines drafted to give those options. However, that may cause confusion amongst members in the event that we need to revoke in-person attendance options due to COVID.</p> <p>As of the first three quarters of this fiscal year, FY21-22, combined cable revenues for Cox and Verizon totaled \$1,683K with an increase of over \$6K compared to the first three quarters of last fiscal year, FY20-21. In contrast, the first three quarters of last fiscal year, FY20-21, compared to the first three quarters of the previous fiscal year, FY19-20, showed a significant <i>decrease</i> of \$161K.</p> <p>As of the last three quarters, Cox revenues are over 81.25% of the annual budgeted amount for this category, and Verizon revenues are 78.48% of the annual budgeted amount. First three quarters combined Cox and Verizon cable revenues are 79.34% of the annual budgeted amount, which is promising, but we do need to be cautious regarding the upcoming 4th quarter. Verizon May 2022 cable</p>

		<p>revenue are LESS than Verizon May 2021 revenues by \$3,633.75; however, the above decrease was considerably less than Verizon May 2021 cable revenue loss of \$9,878 compared to Verizon May 2020 cable revenues.</p> <p>Shu: does federal funding exist for public access stations? Chuck: not aware of anything in the Federal Communications Act or federal law that gives funding directly to access stations.</p> <p>Office condominium owners association will hold annual meeting on 8/24, and Chuck will remain as Vice President until 2024.</p>
Engineering	Arcelious Joyner	<p>Arcelious: proud to report that newest Engineering staff member Tom joined the team on 6/21 and has hit the ground running.</p> <p>There are many upcoming projects for hiatus, all of which are listed on the board report.</p> <p>Currently in the process of testing a new automation system to replace Simian, located in the Radio Fairfax and WRLD studios. Two replacement companies in the running are NCO and RTS, both of which we have prior experience with.</p> <p>Now testing an alternative remote contribution file delivery system, as the current company we are using has been purchased by another company which will likely operate similarly although at a much higher cost to FPA, possibly up to 300%. The new company will honor the current price we have been paying for an interim period during the ownership transition.</p> <p>Also working on installing and testing a lower power FM transmitter for Radio Fairfax at about a 150 foot range.</p>
Outreach	Jerry Ferguson	Nothing to report at this time.

Training	Jay Erasquin	n/a
Production	Lisa Clarke	Nothing to report at this time.
Programming	Maryam Shah	n/a
Office Manager	Rocio Lopez	<p>Cox total income up \$7K and Verizon total income down \$14K from LY. Fourth quarter payment expected in late July or early August.</p> <p>Staff productions up \$7K, office suite rental income up \$6K, salaries and benefits up \$104K, facility expense down \$19K, office operations expense down \$28K, and professional services down \$20K.</p> <p>Marketable securities down \$277K, accounts receivable down \$12K, and fixed assets are up \$23K due to ongoing projects.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Presenting next fiscal year (FY2023) budget for approval. Cable revenues account for 89% of total FPA income. Hard to predict what actual cable revenues will be, but we are projecting a small increase in revenue for next fiscal year. Various other income streams are being projected either higher or lower based on managers' estimates and impacts of COVID. Thanks to Lisa Clarke for her extra efforts to increase Staff Productions revenue for next FY.</p> <p>On the expense side, we are proceeding with 5% COLA for staff payroll costs as compared to other percentages with county and government COLA. Being careful to not affect employee benefits and able to still administer full bonus program. Medical insurance costs are going up and we are maintaining existing retirement plan for employees. Building mortgage payments and loan fees are not included as loans are paid off. Facilities expenses are similar to previous years, however maintenance expenses have decreased, with thanks due to Arcelious Joyner for saving money</p>

		<p>on engineering expenses.</p> <p>Most office operations expenses are similar or down when compared to previous years. Programming expense is up as website updates are necessary. Professional services budgets are similar or lower to previous budget. Training instructor expense is down due to classes not being as full. Overall, total expenses are higher than total income but we can absorb the difference due to the fact that depreciation and amortization expense is a non-cash expense.</p> <p>Will be presenting a capital budget with Arcelious' projected 2-year equipment upgrade plan within the next few months.</p> <p>Hurriyet: is there a plan to accept online payments for membership renewals?</p> <p>Chuck: there are no immediate plans at this time and must examine security aspects as well.</p> <p>Gayle: is it permissible to have businesses on a show to talk about themselves?</p> <p>Chuck: it is crossing the line when the business talks about themselves rather than providing informational content.</p> <p>Peggy: makes motion to approve the budget; Gayle seconds. Motion passes.</p>
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Working with Arcelious and Jay on next Meet and Greet and finalizing the date.
Outreach	Shu Bartholomew	Isaac: Want's to include on each board meeting time to draft an outreach plan. Outlines 5 outreach goals including increasing membership, expanding community reach, maximizing partnerships, promoting services, and producing internal

		<p>programming derived from strategic plan.</p> <p>Chuck: these should be evaluated as not all may fall under outreach and should consider placing goals under appropriate categories.</p> <p>Jerry: outreach does not revolve around strategies to increase market share but rather focuses on strengthening community ties and relationship building.</p> <p>Board defines FPA outreach as: Build relationship within the community Provide services to the community.</p>
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	<p>Have a few more names to examine for possible name changes including NOVA Public Media as discussed with the committee.</p> <p>Chuck: legal counsel has some concerns regarding the potential conflict with name NOVA Public Media.</p> <p>Isaac: makes a motion to accept the name NOVA Public Media if the name does not have a conflict pending follow up from Chuck and Peggy; Happy seconds. Motion passes.</p>
COVID Transition	Happy Garcia	<p>Had 3 cases of COVID at FPA last month and recommend staying the current course and reconsider in 2 months.</p> <p>Steve: were they staff COVID cases?</p> <p>Chuck: Three were staff who work with producers, and also at least three members, of whom we are aware, contracted COVID, notified us recently to cancel their studio reservations, because they had COVID.</p> <p>Isaac makes a motion to remove 6 feet social distancing; Gayle seconds. Motion passes. Isaac makes a motion to increase capacity to 50%</p>

		of fire safety number; Happy seconds. Motion passes with 4 yays,1 nay, and 1 abstention.
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Meeting Close	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 7/27/22 and 8/31/22.
Adjournment	Steve: moves to adjourn the meeting, Gayle seconds. Meeting is adjourned at 10:20pm.