

# Fairfax Public Access

## *March 2014 Meeting Minutes*

Attendance :

Directors:

- Jim Housel
- Ayme Pointer
- Rich Massabny
- Steve Mullen
- Jim Burke

Staff:

- Chuck Pena
- Maryam Shah
- Daniel Olewine
- Jay Erasquin

Jim Housel called the meeting to order at 7:15.  
Georgia Graves and Kevin McFarland are on vacation,  
Jim Southworth is expected to call in, and  
Jim Burke is expected late.

Jim Housel noted that a quorum is needed before any votes can take place. Four members were present at the beginning of the meeting.

He called for conflicts of interest, and reminded the board of the code of conduct.

Jim Housel called for acknowledgements and accolades :

Ayme Pointer noted that she recently came to FPA to meet with the strategic planning team. She complimented staff for their focus and for embracing the strategic planning process. Very impressive!

Jim Housel noted that the BoD accomplished quite a feat with the retirement & investment plans. Thanks to Steve Mullen & Kevin McFarland for hard work to Kevin for his patience.

The Minutes were discussed. It was noted that director arrival and departure time is not necessary in the minutes. Approval deferred until a quorum is reached.

### **Staff Reports**

Chuck Pena, Executive Director

Chuck attempted to schedule a meeting with Rich Massabny, Ruth Bennett, Chuck Pena & Ahmed Selim. The attempt was unsuccessful due to schedule conflicts. The meeting is planned for this week.

Chuck discussed items in his written report, with the following additions:

Verizon VOD Fest : Verizon has declined our offer to cross promote their VOD fest.

Reston Cable Franchise - Chuck noted errors made during the renegotiation of the Comcast franchise agreement, including a lack of interviews with FPA members who are Reston residents. He hopes to work with Fairfax County to introduce funding to FPA and make other changes before the contract expires in 2020.

Chuck and Jay Erasquin met with legal counsel to discuss options regarding instructors, allowing us to continue to use them as independent contractors.

Chuck will be giving testimony before Fairfax County Planning Commission & Board of Supervisors on April 3 in support of townhouse development next door to FPA.

Chuck requested approval of the date of the September member meeting. Steve has reserved September 21 & 28 and has received assurance that the day is not a religious holiday. Steve Mullen reports the Redskins schedule will not be out until the next BoD meeting, and requested the board wait until the next meeting to pick a date.

Chuck also requested the board review the proposed 2014 meeting dates provided in the operations report. Ayme Pointer asked if the meeting date approval needed a motion.

Jim Housel said it was not necessary, and that the dates are typical of what we have done in the past. We will use the proposed dates unless a problem appears later.

Jim Housel extended kudos for how smoothly the station ran during Chuck's vacation, including closing for a snow day.

Daniel Olewine, Chief Engineer :

Daniel discussed items in the staff report.

He noted a change in the storage system plan to move loud hard drives from Master Control to the upstairs server room. Ayme Pointer asked if the current sound level is dangerous in Master Control. Danny replied that he didn't believe that was the case, but that he would test the decibel level in Master Control to ensure that the level is not dangerous. Ayme Pointer suggested that we purchase earplugs for the Master Control operator.

Jay Erausquin, Training :

A part time person has been hired. Their hours will overlap with Jay's sometimes, but they also will work on Saturdays to staff the training department and serve members.

Jay expects to be working with legal counsel and with Chuck for the rest of the year on the teachers / contractors issue. Forty-six percent

of FPA teachers are also staff, and forty-six percent are pure outside contractors. Jay plans to give more work to teachers to create curriculum and structure classes. Currently this work is done by Jay and the training department. Jay has some concerns that the training department might lose some control of the curriculum.

Maryam, Programming :

Maryam is looking for a part-time person during Apr.

Minutes :

- Steve Mullen suggested a couple of revisions to the minutes; he will send email them to Jim Burke.

Ayme Pointer called for a vote to send Jerry Ferguson +1 to Virginia Airborne Search & Rescue Squad Gala on the 14th of June, which would cost \$250. Rich Massabny seconded. The vote was approved unanimously.

Ayme also called for a vote to use the same silent auction item as at last year's gala : three hours of studio time . Jim Burke seconded. The vote passed unanimously.

Steve Mullen (for Rocio), Finance :

We remain positive in all categories on the income statement and with our financial position.

There has been one modification for our investment proposed at the February meeting : we will invest \$2.8 mil rather than \$3 mil.

We need to turn over a check to Principal to kickstart the retirement program at the beginning of May; based on current finances and income, the \$2.8 mil figure was arrived at.

Loan payable on the building is less that \$500K. We'll be able to keep paying that down. Auditor will provide us with equity figures, so it's

possible that we could decide as a board to make another payment on the loan.

Steve continues to be impressed with the new retirement plan. The investment options that employees will have under the plan are identified. There will be a legal document to be signed by Board Members in the near future.

Full time employees, and any employee who works 1000 hours in the year will be eligible.

There are some details about the Loyalty plan that need discussion with Principal.

Principal has already made plans to come in to present the plan to the staff.

Board Member Reports :

Ayme Pointer, Strategic Development :

The Strategic Development team met in February, and will meet again next month. They are developing goals and measures for each area of implementation. We should be able to come to consensus on the goals after the next meeting.

Jim Burke, Organization and Development

Board members need to decide about attending the NFCB convention by April 10. Please inform Jim and/or Maryam about your decision.

Unfinished business :

1). The personnel manual still needs updating it was decided that it is better to wait until all the retirement information is in place.

2). Queries for legal guidance : Jim Housel will continue to work on these.

New Business :

Jim Housel proposed purchasing plaques for former directors and/or presidents of FPA, along with a public recognition (possibly at the annual meeting). The plaques would be both displayed here and made for the recipient to take home. Ayme suggested using challenge coins for donations.

Ayme proposed using a resource like a calendar or an app that would log in hours put in by the board, or perhaps a virtual meeting app that would note events. This might be used for documentation of hours spent on FPA business by board members, and for grants in the future.

The meeting adjourned at 9:02.