

**Fairfax Public Access Board of Directors**  
**March 25, 2015 – Regular Meeting Minutes**  
**2929 Eskridge Road, Fairfax, VA**

**Board members present:**

Jim Housel (President)  
Georgia Graves (Vice-President)  
Steve Mullen (Treasurer)  
Ruth Bennett (Recording Secretary)  
John Henkel  
Rich Massabny (by phone)  
Kevin McFarland  
Ayme Pointer  
Jim Southworth

**Staff:**

Chuck Pena  
Steve Ruddell  
Daniel Olewine  
Jay Erausquin  
Maryam Shah

**Members:**

Ahmed Selim  
Abdiel Garcia

President Jim Housel called the meeting to order at 7:03 pm.

President Housel:

Welcomed attendees.

Asked attendees to acknowledge any conflict of interest and referenced the Board's Code of Conduct policy.

Asked if there were any accolades or acknowledgements.

He acknowledged the efficient handling of FPA's closings due to the weather.

Asked for approval or amendment of the agenda as distributed. Approval of August minutes will be added to the agenda.

Georgia Graves moved that the agenda be approved.

John Henkel seconded the motion.

**The motion passed.**

Postponed action on the August minutes until the April meeting so they can be distributed again and reviewed.

Asked for approval or amendment of the January and February minutes as distributed.

Georgia Graves moved that the January minutes be approved.

Kevin McFarland seconded the motion.

**The motion passed.**

Steve Mullen moved that the February minutes be approved.

Georgia Graves seconded the motion.

**The motion passed.**

President Housel opened the discussion on Jim Girardi's remaining questions.

After discussion, the Board upheld the Director of Training's comments and FPA policies and procedures for Questions 5, 6, and 7.

## **STAFF REPORTS – (highlights below)**

### **Executive Director - Chuck Pena**

ACTION ITEM: Chuck requested and recommended that the Board permit FPA producers to submit their FPA-produced programs to PBS and other noncommercial television networks/channels, including those on satellite TV, subsequent to such programming's first play on an FPA channel, but within the first 12 months of each program's first play over an FPA channel. He further recommended that producers of any television programming distributed to the above-mentioned television outlets be required to use FPA as their non-profit fiscal agent for any underwriting or other funding sought or obtained for such television programming.

Ruth Bennett moved that the Board approve Chuck's two recommendations.

Georgia seconded the motion.

**The motion passed.**

Chuck reported on the following:

- There were several inclement weather closings at FPA in March. Unfortunately the weather closings prevented Chuck from meeting with the new key people at the Mosaic at Merrifield Town Center. He has asked Steve Teets, the Senior Project Manager of Edens, the developer of the Mosaic at Merrifield Town Center, to reschedule the meeting. Chuck is interested in exploring opportunities for collaborating with them.
- FPA engineers ran the new conduit for the switch to HD programming, but there have been delays in the activation of Channel 1010, FPA's HD channel.
- Giovanna Chesler, Director of the George Mason University Film and Video Studies (FAVS) Program and her Program Coordinator, Rebekah Mejorado, met with him and Ruth Bennett on February 27<sup>th</sup>, and after the meeting Professor Chesler expressed a strong interest in exploring collaboration between GMU FAVS and FPA.

ACTION ITEM: Chuck requested Board approval of FPA sponsorship at the \$1000 level for George Mason University's (GMU) "Off the Wall" fundraising event to celebrate the visual arts at GMU.

Jim Southworth moved that the Board approve Chuck's request.

Georgia Graves seconded the motion.

**The motion passed with one abstention.**

- Melanie Ng has been hired as the Senior Programming Coordinator and Neil Pickering as the Programming Coordinator. Chuck commended Director of Programming Maryam Shah for all the work she has done while being short staffed.
- Long and Foster is our new leasing agent for the rental of the two vacant offices upstairs.

- Jack Lester, Vice President of EYA, the developer of the 25 new town homes to be built on the lot next to FPA, told Chuck that 23 have *already* been sold and he expects construction of the homes to begin by May 1.
- The Federal Communication Commission (FCC) has re-classified Internet service under Title II of the Communications Act (essentially classifying it as a common carrier) and released a network-neutrality order on Thursday, March 12, with the rules going into effect 60 days after being published in the Federal Register. Chuck has some concerns regarding the new rules and has communicated with other county and community representatives who might be affected by the new rules.

### **Director of Operations – Steve Ruddell**

- July to December renewals for TV producers using FPA studios will be mailed out March 31.
- At the April meeting he needs the Board to select the week for the Board election and the annual member meeting. He is holding September 20<sup>th</sup> and 27<sup>th</sup> as possible dates.
- He and Joe Marrero are conducting interviews to fill three part-time positions.

### **Engineering Report – Chief Engineer Danny Olewine**

Reported on his current major, completed and other projects.

He and Mike Stockle will be attending the National Association of Broadcasters Show.

### **Director of Training – Jay Erausquin**

- Membership numbers are good
- He is planning the summer training including a 3<sup>rd</sup> Makeup for TV class.
- He has an idea for the better use of classroom 1 and for better staff training and will report on that next month.
- He is working on the April 16<sup>th</sup> TV Guild meeting.

NOTE: President Housel apologized that he had questioned whether FPA's courses were listed in the ACE catalog. They are listed - he had been looking at the wrong catalog.

### **Director of Programming – Maryam Shah**

Reported she has been training her newly hired staff, Melanie Ng, Senior Programming Coordinator, and Neil Pickering, Programing Coordinator.

## **BOARD DIRECTOR REPORTS**

### **Director of Finance Operation Development - Steve Mullen**

In the absence of Office Manager Rocio Lopez, Director Mullen gave a brief report on FPA's income from the cable support grants from Cox and Verizon and noted that a portion of the Marketable Securities entry reflects the Retirement Fund for the benefit of FPA staff.

Bank of America is working on obtaining the release of the First Union lien from FPA's previous mortgage. When this lien from 10 years ago is released, the new loan can be signed.

### **Director of Financial Management - Kevin McFarland**

Cash Management Fund Balance - \$2,953,708

Total Return since inception - \$153,708

Net Return since inception – 5.52%

YTD Return – 2.02%

Projected annual income - \$63,093

**Director of Community Development - Georgia Graves**

The Best of Reston event will take place on April 30<sup>th</sup> and Director Graves solicited Board and staff attendance for the table FPA purchased. She reviewed the community events on her local community events calendar. NOTE: Support for Jerry Ferguson's community outreach work was discussed and President Housel reported that it is being worked on.

**Director of Promotional Development – Rich Massabny**

No Report

**Director of Strategic Development – Ayme Pointer**

No updates, but asked for questions from board and staff.

**Director of Internal Affairs and Operations Development – Jim Housel**

No report – there have been no issues requiring his support this month.

**Director of Technology Development – Jim Southworth**

Director Southworth reported that he is waiting for the next steps in the transition to HD.

**Director of Performance Development - John Henkel**

Director Henkel reported on the Radio Guild's new voluntary mentoring program. The graduates from the current Radio Producers Workshop will be the first to be offered the opportunity to have a Radio Guild mentor. Six members of the guild have volunteered to be mentors, and they and the new graduates will be matched up according to program type and experience. He will track how the program operates and report back to the board.

**Director of Member Development - Ruth Bennett**

Director Bennett reported that the date of the first TV Guild meeting was changed to April 16. Chuck has found a speaker, Arla Bowers, who will present a program on Deconstructing Storytelling. Jay Erausquin sent out a message inviting members to attend. Using the Radio Guild Charter, Mr. Selim and Mr. Garcia have written a draft TV Guild charter.

Due to the weather and other circumstances, the Membership Committee is not ready to make recommendations for the board on the Executive Director's January Action Item. The Committee plans to have recommendations at the next Board meeting.

**UNFINISHED BUSINESS - none****NEW BUSINESS – none**

President Housel anticipates there will be an executive session after next month's regular meeting on April 29<sup>th</sup>.

Georgia Graves moved that we adjourn.

Steve Mullen seconded the motion.

**The motion passed.**

Regular meeting adjourned at 8:25 pm.