

FPA BOD Minutes - 3/29/2017 @ 7:07 pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 3/29/2017

Minutes approved by the board on _____

Attendance		
Members of the Board	-Jim Housel (President) -Georgia Graves (Vice President) -Steve Mullen (Treasurer) -Ruth Bennett (Secretary)	-Ingrid Parris-Hicklin -Kevin McFarland -Jim Southworth
Members of the Board in Attendance	-Jim Housel (President) -Steve Mullen (Treasurer) -Georgia Graves (Vice President) -Ruth Bennett (Secretary)	-Ingrid Parris-Hicklin
Staff in Attendance	Danny Olewine, Maryam Shah, Rocio Lopez, Jay Erasquin, Chuck Pena	
Members in Attendance	Abdiel Garcia, Ben Zuhl, Ahmed Selim, Martin Dale	

BOD Meeting Open		
Call to order at 7:07pm	Jim Housel (President)	-Welcome comments -Reminder of Code of Conduct -Call for conflicts of interest -Jim Southworth is in the hospital -Accolades and acknowledgements: <ul style="list-style-type: none"> • Ruth: Helpfulness of Equipment Room staff when using Premiere • Ingrid: During production of 'Ingrid's World' on March 27, FPA staff were extremely professional with high profile guests. Danny fixed issues quickly during production. The virtual voicemail for Board members through FPA phone system is fantastic. • Ruth: Danny and Alexander cleared out damage from leak when working in Studio A
Meeting Agenda	Jim Housel (President)	-Motion to approve made by Ingrid, seconded by Ruth, motion carries

Approval of Minutes	Ruth Bennett (Secretary)	<p>-January 2017 and February 2017 minutes with changes from Steve, motion made by Steve, seconded by Ingrid, motion carries</p> <p>-The original motion made in January 2017 needed to be corrected, because Rocio could only be designated as the backup fiduciary on the Retirement Account, as well as being designated as the backup on the two Cash Management Accounts with Edward Jones. Rocio cannot serve in the role of Assistant Treasurer, as was stated in the original motion.</p> <p>-Steve M: currently no assistant treasurer</p>
Monthly Reports		
Office Manager	Rocio Lopez	<p>-FPA received 2nd quarter payments from Cox and Verizon, total around \$720k</p> <p>-Fee-for-service productions up \$8k, office suite rentals down \$10k, other/interest/dividend income down \$7k, salaries/benefits/taxes up \$103k, training instructors up \$7k, internet expenses up \$7k, prepaid expenses up \$11k, fixed assets commercial condominiums up \$44k, loan payable building down \$277k</p> <p>-Working with staff for next fiscal year budget, starting early because I will not be here during June (maternity leave).</p>
Executive Director	Chuck Pena	<p>-March 29, 2017, the date of the Board meeting, would have been Rich Massabny's 80th birthday.</p> <p>-Action item: Producers must be physically present at their studio and field productions at least 90% of the time within any six months period. Exceptions in rare cases for reasons of verifiable illness, other medical condition, military service, et al. may be granted by the executive director.</p> <p>-- Motion made by Steve, seconded by Ingrid, motion carries</p> <p>- To incentivize producers from using tape-to-tape to SSD recording, 3 dates were offered in April for free training sessions on how to use Lightworks. Live-to-tape producers who sign up for training sessions will be polled regarding their comfort level</p>

		<p>with LightWorks and the removal of the DVCPPro VRT 1 player in the control rooms.</p> <ul style="list-style-type: none"> -Arch Campbell will be the presenter for upcoming Member Meet & Greet in early May -Because of inclement weather, FPA closed early on March 13th, was closed all day on the 14th, opened late on the 15th -Safety issue: ladder to roof was blocked by wooden scaffolding, Office Condo Association will address issue with unit owner responsible for leaving the scaffolding. -FPA will host a class for George Mason University this coming fall semester. Both GMU and FPA share the goal that the students will produce programs at FPA -FPA will invite Louise Anderson, Verizon FiOS Video Franchise Service Manager for VA, and spouse to attend, as our guests, the GMU College of Visual and Performing Arts 'Off the Wall' event. - Reston Cable operator Comcast has announced that its X1 set-top boxes will provide one-click access to Netflix and integration for searching the full YouTube catalog and other Web-based programming, along with advanced integration of Video on Demand, Digital Video Recording and other technologies. Cox of Northern Virginia, which leases the Comcast X-1 technology for the Cox Contour set-top boxes, has not made similar announcements. - As per Board's request for staff to increase their training, Chuck participated in a webinar on cable franchising and the renewal process. May 2017 begins the 3-year negotiating window for the Comcast Reston franchise renewal, September 2017 begins the 3-year window for the Verizon renewal
Engineering	Danny Olewine	<ul style="list-style-type: none"> -New audio boards in Studios A and B, done as emergency purchase due to significant failure with one audio board -Important that the studios match, audio boards replaced with available models closest to previous audio boards

Training	Jay Erasquin	-Started plans for next semester -More training for lighting updates in Studio B -Joe Marrero will have sample footage for Lightworks training
Programming	Maryam Shah	-Proposed to book a date in December for the staff and board holiday party on which FPA can close -- December 8 proposed -- Motion to schedule holiday party on December 8 moved by Georgia, seconded by Steve M, motion carries -Ryan Wilson started his permanent schedule
Director Reports		
Director of Finance Operation Development	Steve Mullen	-Audit has been delayed - Dan Burnett had back surgery and is recovering, rescheduled audit to be completed by second week of April and presented during April meeting -Mid-May is target for budget -Steve M will attend Appalachia House Build, and therefore, will not be present at the May meeting
Director of Financial Management	Kevin McFarland	
Director of Promotional Development	Ingrid Parris-Hicklin	-Sent out announcement for position from USAJobs -Has attended and will attend events to represent FPA -Board members need to be more visible at the station, Georgia and Ruth pointed out that Board members' photos and bios need to be updated on the FPA website. It was discussed and agreed that the photos of Board members should be displayed on a wall at FPA. Chuck stated that the Board member photos were displayed before and he does have the frames for the photos.
Director of Strategic Development	-vacant-	Discussion - <ul style="list-style-type: none"> • Jim H: Georgia suggested team-building exercise to identify strengths and areas that need help • Steve M: Recommended member Reggie Marston to fill vacant Board

		<p>seat</p> <ul style="list-style-type: none"> • Georgia: Recommended team-building exercise for identifying strengths and properly positioning everyone on the Board, must be done sooner than later to identify what is missing • Steve M: John's term ends in September, therefore whoever is appointed would be an interim Board member, also recommended Phil Hargis, who served on the Board previously, as a candidate. • Jim H: Recommended to distribute candidates' resumes by April 15, review within a week, identify whom to interview on April 26 • Ingrid: Suggests that each Board member only recommend one candidate. • Steve M: Board agreed to exclude members who had served on the Board previously from this limitation.
Director of Community Development	Georgia Graves	<p>-Will email list of activities, will ask board members if they are interested in some of the events</p> <p>-Best of Reston on April 6</p> <p>-Reston Chamber of Commerce gave FPA a one-year membership of significant value</p>
Internal Affairs & Operations Development	Jim Housel	
Director of Technology Development	Jim Southworth	
Director of Performance Development	-vacant-	
Director of Member Development	Ruth Bennett	<p>-Question from member: How can a member get a press pass? Could FPA badge be used as a press pass or to obtain a press pass? Answer: No</p> <p>-Chuck: Possible misimpression of a member as employee or agent of FPA could expose FPA to potential litigation. Agencies and localities issue their own press passes and he suggests that members make applications for press</p>

		passes in the name of their program or in the name of a corporation formed for the production of their program.
Unfinished Business		
		-None
Close Meeting		
Add new items to next month's agenda		-None
Confirm next meeting date		-Meetings are last Wednesday of every month -Jim H not attending in June -Motion to adjourn so moved by Ingrid, seconded by Steve, motion carries -Meeting adjourned at 8:36pm