

FPA BoD Minutes - 03/28/2018 @ 7:04pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 03/28/2018

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	-Jim Housel (President) -Kevin McFarland (Vice President) - <i>by phone</i> -Steve Mullen (Treasurer) -Mary Gillam (Secretary) - <i>by phone</i> -Ingrid Parris-Hicklin -Ruth Bennett -Reggie Marston -Isaac Asare
Staff in Attendance	-Chuck Pena -Steve Ruddell -Rocio Lopez -Jay Erasquin -Danny Olewine -Jerry Ferguson
Members in Attendance	-Martin Dale -Ben Zuhl

Meeting Open		
Call to order at 7:04pm	Jim Housel (President)	-Welcome comments -Reminder of Code of Conduct -Call for conflicts of interest <ul style="list-style-type: none">• None -The board agreed to submit signature pages for the conflict of interest. This is postponed until next month. Counsel is still preparing a memo responding to Steve Mullen's questions.

		<p>-Accolades and acknowledgements:</p> <ul style="list-style-type: none"> • Ingrid filmed on 3/24, and FPA staff was outstanding. • Chuck: FPA made the transition from SD to HD. • Ruth: Alexander helped Ruth recycle her old tapes. • Mary: Chuck is working on Board of Directors binders for board members, and this is a good way forward for the strategic plan process.
Meeting Agenda	Jim Housel (President)	<p>-Jim stated that the executive session will follow the meeting.</p> <p>-Ingrid made the motion to approve the meeting agenda. Ruth seconded; the motion carries.</p> <p>-Ingrid invited Martin Dale, which she put in her report.</p>
Approval of the February 2018 Minutes	Mary Gillam (Secretary)	<p>-Mary made a change at the end to reflect what the voting was, and added clarification from Isaac.</p> <p>-Changes that Steve M and Rocio provided did not make it into the latest version. Steve asked that the approval of minutes be delayed until next month. The revisions included specifics on revenue reductions.</p>

Staff Reports		
Executive Director	Chuck Pena	<p>-There was an action item last month to make revisions to the manual, specifically how the term 'member' is defined in the manual versus how it is defined in the articles and bylaws. An outstanding debt does not prevent a member, as defined by the articles and bylaws, from being a member in good standing. An individual who is an inhabitant of the county or the cities of Fairfax or Falls Church can only lose membership by not paying their annual membership dues or by 3/5 majority vote by the board to revoke membership. Under Article 13, a non-inhabitant membership can be revoked by simple majority of the board. This</p>

		<p>reference was struck, and other modifications are being proposed. The action item seeks to change the section of the manual to reflect the revisions.</p> <p>-Ingrid: Are the issues with the current manual the FPA “member” and the members’ right to vote?</p> <p>Chuck: The verbiage of the right to vote was already existent. The only real change is the word “resident” to “inhabitant.” Ingrid: “Once an FPA member, there are endless opportunities.” If one does not have the right to vote, then the phrasing “endless opportunities” seems conflicting.</p> <p>-A motion to approve is made by Steve M and seconded by Kevin. The motion carries.</p> <p>-30 members attended the HD transition celebration. All Cox channels will be available in HD in June.</p> <p>-Chuck reached out to County Chairman Sharon Bulova’s office, at Jim Housel’s request to obtain information on her State of the County address. Chuck was informed by her staff member Lindsey Jones that Chairman Bulova has not given a State of the County address since 2015. She has been doing short video segments called ‘Fast Facts,’ short ever-green videos of approximately three minutes, available on the Fairfax County Government YouTube channel. Chuck advised Ms. Jones to call him if FPA can be of any assistance to Chairman Bulova.</p> <p>-Chuck was asked by the County Director of Communications Policies and Regulations to attend the 3/20 meeting of the Committee that has oversight of cable television matters to discuss how FPA handles controversial programming. Due to inclement weather, the meeting was cancelled and will be scheduled for a later date.</p> <p>-FPA was closed on 3/2, 3/20, 3/21, and 3/22 because of inclement weather.</p>
Operations	Steve Ruddell	-See report-
Engineering	Danny Olewine	<p>-We went HD on Cox Ch. 10 on 3/5, and the launch was successful.</p> <p>-We had issues with files coming through the member airdrop. Programming staff reported the</p>

		issues to Engineering, and the files were transcoded one by one. A more detailed report will be submitted to Chuck and Steve R.
Outreach	Jerry Ferguson	- <i>See report</i> -
Training	Jay Erasquin	-Business cards for board members have arrived. -Jay had to reschedule classes due to the inclement weather. -Jay is doing the instructor assignments for next semester. -The next Friday Night Live will take place on 3/30.
Office Manager	Rocio Lopez	-There are no significant changes in cable grant income lines. -We are expecting the third quarter payment in late April or early May.

Director Reports		
Director of Finance Operation Development	Steve Mullen	--Steve met with Rocio on Monday afternoon, and they reviewed all income and expenses for the current fiscal year (FY), taking into account the actual revenue reductions we have experienced for the first and second quarters of the FY. Because we were very conservative in revenue projections for the cable revenues for this fiscal year, our review shows we should experience a small revenue surplus to the budgeted numbers. On the expense side, they will have to watch the numbers closely. Steve and Rocio will review the numbers again after receiving the next quarterly checks. -Dan Burnett is still working to wrap up the audit. -Steve and Rocio will start working on the budget with managers in April.
Director of Financial Management	Kevin McFarland	-Nothing to report.
Director of Promotional Development	Ingrid Parris- Hicklin	-Ingrid attended Emanons Black & White Ball in Greenbelt, MD.

		<p>-Ingrid will MC the Women’s Luncheon that will highlight #MeToo at the Hilton Mark Center in Alexandria, VA.</p> <p>-Ingrid will moderate the “health panel” for Safe Driving in May.</p> <p>-Martin Dale: Received help from Jay and Ingrid for kids’ program, provided funding, will work with Fairfax County</p> <p>-Guest Martin Dale: Mr. Dale is sponsoring two students to attend courses at FPA. Flyers will be sent out after April 1st.</p>
Director of Community Development	Georgia Graves	<p>-Georgia asked Jim to confirm who is attending Best of Reston on 4/12. Jim, Ingrid, Kevin, and Jerry Ferguson are confirmed. Mary will also attend. Reggie and Isaac will notify later if they will attend. John Faust and Sharon Bulova have been invited.</p>
Director of Strategic Development	Mary Gillam	<p>--Before discussing strategic planning initiatives, Mary asked if the board could revisit the February 2018 minutes. Since she had just found Steve M and Rocio’s input, she quickly revised the minutes and redistributed them. She asked that if no one has any objections, could we approve the minutes via email versus waiting to approve them at the next board meeting.</p> <p>-Jim: As long as everyone is okay with voting by email, Steve can make the motion to approve the minutes when they are ready.</p> <p>-Regarding the board of directors’ manual, Mary researched what the actual duties are pertaining to the different directors. She included those duties in the most recent release of the document.</p> <p>-Since the interest area titles for the Board members are not official titles, Ruth asked if they would be included in the Board of Directors’ Manual. Jim said yes.</p> <p>-Isaac asked if the manual will be revisited with each new board. Jim says it will be a good idea to go over the areas of concentration and committees at least once a year.</p>

		<p>-Mary proposed 4/16 and 4/18 as possible dates for a strategic planning initial meeting. Jim indicated that 4/18 was good for him.</p> <p>-Since most directors were available on 4/18, Mary asked Chuck to reserve the conference room for 4/18 from 5-7 pm.</p>
Director of Technology Development	Isaac Asare	-Isaac plans to share the information from the meeting with Danny with Reggie to prepare for Operations Committee meeting.
Director of Radio Development	Reggie Marston	-Nothing to report.
Director of Member Development	Ruth Bennett	<p>-Ruth discussed outreach with Chuck and Jerry.</p> <p>-Ruth is going to Friday Night Live.</p>

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