

FPA BoD Minutes - 3/27/2019 @ 7:02pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 3/27/2019

Minutes approved by the board on \_\_\_\_\_

Attendance	
Members of the Board in Attendance	-Jim Housel (President) -Kevin McFarland (Vice President) -Steve Mullen (Treasurer) -Isaac Asare (Secretary) - <i>by phone</i> -Ruth Bennett -Ingrid Parris-Hicklin -Mary Gillam
Staff in Attendance	-Chuck Pena -Steve Ruddell -Daniel Olewine -Jerry Ferguson -Maryam Shah
Members in Attendance	-Ben Zuhl -Martin Dale

Meeting Open		
Call to order at 7:02pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: Ruth: Lisa is doing a great job, and she was able to assist with my production. Trevor is a terrific editor and helped me with a couple of problems. Mary: When filming on Monday, Lisa and her team were able to find solutions and make the production run smoothly. Danny: Lisa has taken the lead on the policies and procedures work.

		Chuck: Last week, we had a training course from ADP about communication. Rocio helped put it together, and it went very well.
Meeting Agenda	Jim Housel (President)	-Steve M will be handling the financial presentation on behalf of Rocio Lopez. <b>-A motion to approve the meeting agenda is made by Mary and seconded by Ingrid. The motion carries.</b>
Approval of the Minutes from 2/6/2019 and 2/27/2019	Isaac Asare (Secretary)	-Isaac: We will table approval of the February 27 minutes until the next meeting. <b>-A motion to approve the February 6 minutes is made by Kevin and seconded by Ingrid. The motion carries.</b>
Guest Spotlight	Martin Dale	-I am the producer of 'Metro Today.' -For the last two years, Chuck and FPA have let me put in for scholarships for the summer camps. -This year, the contest will begin on May 1st and run until May 30th. After that, the kids/parents can decide which class to take. -Jim: I applaud you for this ongoing project that is not only a benefit to young people, but it brings them into this organization and this field.

Staff Reports		
Executive Director	Chuck Pena	-ACTION ITEM: Approval of changes to the operations manual Ingrid's comment: I commend Chuck for the level of detail, and now we know exactly what the expectations are. We are here to maintain a harassment-free workplace. Mary's comment: Has there been a problem

		<p>with the use of FPA badges as access passes? Chuck's response: Yes. There is nothing wrong with a producer saying that s/he is the producer of a program, but the producer may not pose as an FPA employee. Mary's comment: There is no section that deals with dress code in programs. Chuck's response: That is correct. If the attire is legally obscene, that is not protected; however, indecency is protected under the First Amendment. If there is indecency in a program, it would air after 11pm.</p> <p>Steve's comment: This is very well done. In Section A, Item 10, when we are deleting A, what is shown as B will now become A. When you have one sub-element, it does not need to be lettered. On trademarks, it was intentional to have 'Fairfax Public Access Channel 10' and 'FPA Channel 10.' Lisa pointed out that you wanted to include FPA as an acronym under the trademarks.</p> <p>Jim's comment: We should also update the mission in the manual, since we updated the mission in the strategic plan.</p> <p><b>A motion to approve the changes to the operations manual is made by Ruth and seconded by Steve. The motion carries.</b></p> <p>-FPA did a press release for Women's History Month.</p> <p>-Regarding the Supreme Court case involving the Manhattan Neighborhood Network, I am very happy with the amicus brief that was filed by the American Civil Liberties Union. I have all the legal documents regarding this case, and these documents are available for review by the Board. The analysis on the case is that there are three justices that asked questions that indicate they believe that Manhattan Neighborhood Network is a state actor, three asked questions indicating they did not</p>
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		<p>believe MNN is a state actor, two asked no questions at all, and one stated he was torn. We will react appropriately once a verdict is reached in June.</p> <p>-We have filled vacancies in the Programming department.</p> <p>-I consulted with Danny and Maryam about providing playout services for the City of Falls Church. Falls Church has been off the air for two months. I spoke with their director of public affairs. They will go with a system that is less expensive than if they were to take our playout services. Our goal was to charge them a fee for use of our services. My perception is that Falls Church is willing to go with a higher tolerance for system crashes and problems that our more robust system prevents from happening.</p> <p>-Maryam and I will be meeting with the new director of promotion and events at the Angelika movie theater, and we will discuss doing cross promotion together.</p> <p>-Jim, Ruth, and I will be dealing with some disciplinary issues.</p> <p>-Danny, Alexander, and Sam will be attending NAB 2019 in Las Vegas, NV.</p>
Operations	Steve Ruddell	<p>-I would like everyone to look over the future meeting dates. July 31st is the fifth Wednesday, August 24th is the fourth Wednesday. Steve M and I will meet to discuss a date for the September member meeting. October 30th is the fifth Wednesday. The November and December meeting has been combined. November 27th is the day before Thanksgiving, and December 4th is the first Wednesday of December.</p> <p>-We need to set a date for the Christmas party so that I can block off studio requests for that date and time. We are looking at December</p>

		6th or December 13th. Jim: Earlier in the month would be better. We will plan on December 6th for the Christmas party.
Engineering	Daniel Olewine	-Next month in the public spaces, Engineering will post an updated list of open red cards for that space on a weekly basis. -We are preparing for NAB by gathering feedback and requests from staff. We will be looking for new audio boards for the television studios. -We are doing some upgrades to the conference room presentation system with pre-owned equipment.
Outreach	Jerry Ferguson	-For next week's Best of Reston, they have given us another ad.
Programming	Maryam Shah	-I hired two new people the first full week of March. They started this past Monday. Jeremy Brown is the Senior Programming Coordinator. He has an arts degree from VCU focusing on media, and he comes to us from Falls Church TV. Josh Servant is the Programming Coordinator. He has a degree from the Art Institute of DC. His degree focused on audio. He comes from Bias Recording Studios. -Our third member spotlight is almost ready for social media upload. This spotlight features producer Saleem Adofo. Isaac will be featured in our fourth spotlight.

<b>Director Reports</b>		
Director of Finance Operation Development	Steve Mullen	-The tables for cable support grant money for Cox and Verizon are unchanged from what was presented last month. We have not

		<p>received any quarterly checks since. The next quarterly payments are due in late April or early May.</p> <p>-In the income statement, there is nothing really significant to point out. The previous quarterly comparison budget was right on track at the half year mark.</p> <p>-Our Interest and Dividend Income is up this year thanks to the help from Edward Jones on the investments. There is an increase of capital gains this year for some of the mutual funds that we have.</p> <p>-Depreciation and amortization numbers on the expense side are down. We are not purchasing as much upgrade equipment as in the past. The depreciation number is down from what we were experiencing before. Thanks to Danny for being good about reviewing what we actually need.</p> <p>-On the Statement of Financial Position, the numbers are solid. The cash and cash equivalents numbers give us enough money until the quarterly checks arrive. We are using a three-month expense projection. Jim's comment: We just need that three-month policy in writing.</p> <p>-Dan Burnett is continuing to do his audit of our program for this year, and he will finish up within the next month. He will be at the April meeting. Jim's comment: We would like to get a community impact statement by the time the audit is completed.</p> <p>-Kevin and I met a few weeks ago to go over the retirement plan numbers. All the numbers are excellent, including participation rates and the amount of money that is being invested by the staff.</p>
Director of	Kevin McFarland	<i>-Nothing to report-</i>

Financial Management		
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-I am going to do a display at the upcoming Information Seniors' Fair at the American Legion.</p> <p>-I have sent out the job announcements.</p> <p>-Martin Dale has been helpful.</p> <p>-The Seniors' Fair usually has good turnout among people from Fairfax County. It would be great if people could become FPA members on the spot.</p> <p>Isaac's comment: Maybe people could be invited to orientation, and then become involved in production as well.</p>
Director of Strategic Development	Mary Gillam	-Since we just completed the strategic plan last month, in terms of tracking progress, we should look at April results before we start reporting anything.
Internal Affairs & Operations Development	Jim Housel	<p>-I want to applaud whoever was behind the videos of producers promoting their programs.</p> <p>Maryam: We do promos for producers who have an active time slot.</p>
Director of Technology Development	Isaac Asare	<i>-Nothing to report-</i>
Director of Member Development	Ruth Bennett	<p>-Regarding the next member meeting, I am waiting to hear back from from one more person. Two possible dates for the member meeting are Tuesday, May 14th and Tuesday, May 28th.</p> <p>-I am planning the outreach program for the non-profits to visit FPA and be given a tour, and also to be offered a PSA at no cost. Ingrid has a list of non-profits that have received funding from Fairfax County. She also put together criteria for selection. Maryam also</p>

		<p>has a list of non-profits, and she reviews information about them.</p> <p>-I talked to Chuck about setting up a meeting with Ingrid, Jerry, and Maryam. We will report back about our progress.</p>
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<b>Meeting Close</b>	
Unfinished Business	-None-
Add new items to next month's agenda	-None-
Confirm future meeting dates	<p>-The next meeting is April 24.</p> <p><b>-A motion to adjourn is made by Steve and seconded by Ingrid. The motion carries.</b></p> <p>-The meeting is adjourned at 8:18pm.</p>