

**Fairfax Public Access Board of Directors
May 27, 2015 – Regular Meeting Minutes
2929 Eskridge Road, Fairfax, VA**

Board members present:

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

Staff:

Chuck Pena
Steve Ruddell
Daniel Olewine
Jerry Ferguson
Jay Erausquin
Rocio Lopez

Members:

Abdiel Garcia

President Jim Housel called the meeting to order at 7:18 pm.

President Housel:

Welcomed attendees.

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

Thanked board members for participating in the meetings on May 13th.

The agenda was approved as distributed.

Approval of the August minutes will be delayed until the next meeting.

Kevin McFarland moved that the April minutes be approved.

John Henkel seconded the motion.

The motion passed.

Rich Massabny, Director of Promotional Development, called in from the hospital. He thanked everyone for their greetings and concerns and looks forward to participating again.

STAFF REPORTS – (highlights below)

Executive Director - Chuck Pena

- Chuck provided the employee insurance benefit renewal information for the next fiscal year and compared the increases to the previous two years.
- Cox is testing the up-converted Channel 10 programming on QAM-tuner Channel 34.1. The county government is asking Cox to give their Channel 16 high definition carriage.
- He and Ruth Bennett attended a networking event on May 16.

- The Rotary Club of Falls Church presented him with a \$500 check for FPA in recognition of their services to the community.
- Maryam Shah represented FPA at the Radio Guild 's May 12th meeting.

Director of Operations – Steve Ruddell

- Ashton Payne was hired as a part-time technical advisor for the equipment room.
- The hiatus will be July 6 -10.

NOTE: Jim Housel reported he has received good feedback on the two new technical advisors hired in April: Hannah Weiers and Sam Rogers.

Engineering Report – Chief Engineer Danny Olewine

- Instructor and staff training for the new equipment will be in late June.
- Member training and practice will be July 1 – August 1.
- Studios A and B will each be closed one week in August for the new equipment to be installed. The equipment will be installed in control room B the week of August 2-8 and in control room A the week of August 23-29. Producers will need to reschedule their studio times for those two weeks.

Director of Development - Jerry Ferguson

Jerry met with the World Police and Fire Games staff to discuss covering their event, but at the last minute they hired someone else to cover the event.

Director of Training – Jay Erasquin

- The new catalog is out and registration is open.
- Jay will be participating in Celebrate Fairfax June 6 and 7 and invited interested board members to attend.
- He and Rocio Lopez are working on the training budget.

Office Manager – Rocio Lopez

- Rocio reviewed the income statement and noted the cable support grants from Cox and Verizon.
- The building loan interest and expense amount is down \$25k from last year due to the building swap payment that was concluded in December.
- The facilities expense is lower due to repairs that were done the previous year.

BOARD DIRECTOR REPORTS

Director of Finance Operation Development - Steve Mullen

- The First Union lien from FPA's previous mortgage has been released.
- All of the paperwork for the Bank of America loan is now complete.
- Steve presented the budget and thanked Rocio Lopez, Chuck Pena, and all the managers for their inputs.

NOTE: The ADP HR contract was discussed. Since the HR contract includes training and assistance with job descriptions, the board suggested that pertinent training be required and tracked and that in addition to job/position descriptions employee/manger agreement on goals and expectations be documented to facilitate performance reviews.

Steve Mullen moved that the budget for the 2015-16 fiscal year be approved as presented.
Jim Southworth seconded the motion.
The motion **passed** with one abstention.

Director of Financial Management - Kevin McFarland

Fund value at inception (Feb. 27, 2014) - \$2, 800,000
Cash Management Fund Balance - \$2,950,637.54
Net return since inception – 5.38%
Net YTD return – 1.91%
Total return since inception – \$150,637.54
Total YTD return - \$55,333.35
Projected annual income - \$62,739.24

401k Plan: participation and returns are up

Note: Rocio Lopez reported that approximately 90% of staff are participating in the retirement matching benefit.

Director of Community Development - Georgia Graves

Director Graves reviewed her activities calendar and recommended the following:

- Fairfax County Chamber of Commerce 90th anniversary on 6/9
- Committee for Dulles Airport activities meetings on 5/28 and 6/18
- Fairfax World Police and Fire Games (6/26-7/5)

Director of Technology Development – Jim Southworth

Director Southworth is waiting for the new equipment to be in place so shows can be aired in HD.

Director of Organizational Development and Performance – John Henkel

Director Henkel reported that work on the action item regarding the new position is moving forward. He, Chuck Pena, Jerry Ferguson, and Kevin McFarland have met to gather additional information regarding the proposed position and will meet again to create a business plan. He expects to meet the August deadline.

Director of Member Development - Ruth Bennett

The next member meeting will be June 23rd. The program will be a demo by Chief Engineer Danny Olewine of the new HD switchers and graphics systems.

UNFINISHED BUSINESS - none

NEW BUSINESS – none

Next meeting is June 24th. President Housel asked board members to give him advance notice if an executive session will be needed.

Meeting adjourned at 8:20 pm.