

FPA BoD Minutes - 5/24/2017 @ 7:08pm

Minutes taken by Genevieve Llamas on behalf of the board secretary on 5/24/2017

Minutes approved by the Board on __7/26/2017_____

Attendance		
Members of the Board in Attendance	-Jim Housel (President) -Georgia Graves (Vice President) -Steve Mullen (Treasurer)	-Ingrid Parris-Hicklin
Staff in Attendance	Chuck Pena, Danny Olewine, Rocio Lopez, Jay Erasquin, Jerry Ferguson, Steve Ruddell	
Members in Attendance	Abdiel Garcia, Martin Dale	

BoD Meeting Open		
Call to order at 7:08pm	Jim Housel (President)	-Welcome comments -Reminder of Code of Conduct -Calls for conflict of interest -Accolades and acknowledgement: <ul style="list-style-type: none">• Ingrid taking Makeup for Television, talented and amazing instructors• Jim H thanks staff for always maintaining high level of professionalism
Meeting Agenda	Jim Housel (President)	-Insert 15-minute slot after approval of minutes and before staff reports for Dan Burnett's audit presentation. -Motion to approve the agenda made by Steve M, Ingrid seconds, and motion carries.
Approval of Minutes	Jim Housel (President)	-March 2017 (deferred at last meeting due to last minute changes) - Steve M's corrections were incorporated. Steve M moves to approve March minutes, Ingrid seconds, and motion carries. -April 2017 - Steve M moves to approve

		minutes as amended by Ruth, Ingrid seconds, and motion carries.
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Budget Audit Overview		
Independent Auditor's Report	Dan Burnett (Auditor)	<p>-Revenues and overall expenses remain consistent year to year, contracts with cable companies are the main source of revenue (86% of overall), interests and dividends are doing very well, and unrealized losses are almost equivalent to earnings with a slight gain from prior years. The statements are as of June 2016 The statements are as of end of June 2016 prior to the Presidential election and the stock market has increased since. Revenues in excess of expenses of \$703,000 and \$460,000 are temporarily restricted and the note payable debt is being paid down.</p> <p>-Steve M: Program services are established based on our overall program, but not the way we normally present them. Refer to Expenses by Natural Classification p.13 paragraph 11 in footnotes of Audited Financial Statement.</p>

Staff Reports		
Office Manager	Rocio Lopez	<p>-FPA received 3rd quarter payments - Cox \$240,687, Verizon \$464,041.75, and the total is \$705,000.</p> <p>-Not much change from last year: the fee for service production is up \$9k, the office suite rental income is down, the salary benefits and taxes are up \$120k, the building loan interest fee expense is down \$6k, the internet expenses are up, the prepaid expense is up, the fixed assets are up \$36k from last year due to the installation of A/C units, the fixed assets are up due to ongoing Engineering</p>

		<p>projects, and the loan payable building is down \$277k.</p> <p>--Steve M: Presentation of FPA Budget for FY 2017/18. On the Income side, Cox revenue numbers are going down and Verizon revenue numbers have been going up every year. The combined number for FY17 3rd quarter is less than the number from the 3rd quarter of the prior year, so budget revenue projections remain conservative. The rental income number is down, training income is down, the tape/media sales number is down, and the overall total income number is down from last year. On the Expenses side, Full-time salaries have increased, and part-time salaries are down. Employee benefits are up, the payroll expenses and taxes number are the same as last year, and the bonus amount is up from last year.</p> <p>-Action item for staff (Jim H to Chuck): review past meeting minutes and find discussion about the bonus committee.</p> <p>-Steve M: Continuing the FY 2017/18 Budget Presentation. Condo Association fees are the same, the total facilities maintenance number is the same, the utilities number is almost identical, and the general operations number is down. There is a reduction in printing and postage, training expenses remain the same, telephone/security/memberships are the same, insurance numbers are going up, the programming expense remains the same, the staff productions expense number remains the same, the accounting expense estimate is increased for next year, the consulting number is increased, the legal expense number is the same, the outreach expense amount is maintained, the training expense numbers are down from a year ago, the internet</p>
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		<p>expense is up, and the depreciation best estimate expense-wise is slightly less than a year ago.</p> <p>-Steve R to Steve M: Is the emergency light budget and lighting in Studio B approved? Answer: Yes</p> <p>-Steve M moves to approve the budget for this coming Fiscal Year 2017/18. Georgia seconds, motion carries.</p>
<p>-In the Nov 2016 meeting minutes, there was a vote on a motion by Kevin McFarland to establish a committee to be headed by the director of organizational development.</p> <p>- Georgia moves to modify the committee to allow the current members to serve in the interim until the Director of Organizational Development is elected or appointed, Steve M seconds, and the motion carries.</p>		
Executive Director	Chuck Pena	<p>-Arch Campbell visited FPA on May 4 and 5, extremely well received by members</p> <p>-FPA is working with members to move away from tape decks. An email was sent out to producers and crew members who are certified to operate VTR-1. Members could express particular problems through a survey but there were only 8 responses. Ruth believes every opportunity has been taken to gather feedback. FPA will continue to offer classes on Lightworks, A 2-session class for a fee after July 1 will be offered.</p> <p>-Franchise renewals - Comcast 3-year federal franchise renewal window opens in May; Verizon 3-year federal window opens in October. The County has not yet selected the firm to do the upcoming community needs assessment.</p> <p>-DSLR camera has been replaced and board members may have portraits taken.</p> <p>-On May 20 the GMU advisory board for Film and Video Studies met to judge students' completed films and film proposals. Over \$6,000 in grants were awarded to students.</p>
Operations	Steve Ruddell	-Additional frames needed for board

		<p>members' portraits</p> <p>-Signs will be posted throughout the building notifying members to seek staff assistance.</p>
Engineering	Danny Olewine	<p>-Redoing dub suites to support HD</p> <p>-Adding upgrades to teleprompters</p> <p>-In light of ransomware that hit the UK, FPA started preventive action, looking at software white-listing</p> <p>-Thursday 5/18 power outage: powered down non-essential equipment, battery bank in MC powered facility, channels were kept on-air, IT systems were shut down because of generator problems. The generator failed.</p> <p>-Putting together a plan for an installed generator</p>
Development	Jerry Ferguson	<p>-Editing content from last two months</p> <p>-Will start community outreach report after end of fiscal year</p>
Training	Jay Erasquin	<p>-Two classes had to be postponed due to power outage</p> <p>-Released catalogs for classes to be offered from July to December 2017</p> <p>-New contract approved for lynda.com which is used for staff training</p>

Director Reports		
Director of Community Development	Georgia Graves	<p>-Upcoming events:</p> <ul style="list-style-type: none"> ● -Leadership Fairfax Commencement 6/14 ● -Northern Virginia Chamber Outstanding Corporate Citizenship Awards 6/14 ● -Greater Reston Chamber Taste of the Town 6/16 and 6/17 ● -Dulles Regional Chamber Signature Flight Mixer 5/25

		<ul style="list-style-type: none"> -Dulles Regional Chamber Dinner to Honor Eileen Curtis 7/12 -Committee for Dulles Annual MWAA Update from Jack Potter 6/18 <p>-Barry Cuffee passed away</p>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-Since Sept. 29, 2016, 31 job announcements have gone out, but in total 43</p> <p>-Activities attended: met with Metro Today on 5/1, Community Business Partnership Women's Business Center Workshop on Social Media Management on 5/17, introduced Martin Dale to the Computer Clubhouse Manager at Mott Community Center on 5/22, met with Jennifer Kanarek at NV Rides on 5/23, and attended Pumps on The Hill on 5/23.</p>
Director of Member Development	Ruth Bennett (delivered by Steve Mullen)	<p>-Arch Campbell meet-and-greet, attendees were very enthusiastic, thanks to all who assisted</p> <p>-More member meet-and-greets coming up</p> <p>-Member and staff appreciation day planned for November</p>

Unfinished Business	
<p>-Future of board vacancies - Georgia is seeking dates for management staff and board to meet for team building, John Henkel's position expires in September, Georgia suggested 6/19 or 6/20 as possible dates. To clarify availability, Georgia will create a calendar matrix, and send out via e-mail. Jim H says we have nominations already</p> <p>-Georgia: Dulles Chamber of Commerce approved FPA to do paid video for Eileen Curtis's event</p>	

Closed Meeting	
Add new items to next month's	-None

agenda	
Confirm next meeting date	-Jim H will not be at the next meeting -Motion to adjourn by Steve M, Ingrid seconds, and motion carries Meeting adjourned at 9:13pm