

FPA BoD Minutes - 5/22/2019 @ 7:06pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 5/22/2019

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) -Ruth Bennett - <i>electronic participation</i> -Ingrid Parris-Hicklin -Mary Gillam -Reggie Marston - <i>electronic participation</i>
Staff in Attendance	-Chuck Pena -Steve Ruddell -Rocio Lopez -Jerry Ferguson -Jay Erasquin -Maryam Shah
Members in Attendance	-None-

Meeting Open		
Call to order at 7:06pm	Jim Housel (President)	-Reminder of Code of Conduct -Acknowledgement of the Conflict of Interest policy -Accolades and acknowledgements: <ul style="list-style-type: none">• Ingrid: Thanks to Jay for putting together the display for the senior fair. Thank you to Jerry for doing such a good job of filming the business women's conference. It is airing now thanks to Maryam. Kevin McFarland was a guest on my show discussing items of financial importance. Thanks to Mary for letting me appear on her show, wherein they discussed branding.• Ruth: Thanks to the Equipment Room staff. They have displayed excellent customer service.

		<ul style="list-style-type: none"> • Mary: Thank you to Chuck and staff for their input towards the strategic plan. I am pleased with the progress that has been made. • Chuck: Jay just had a son. • Jim: Thanks to Ruth for organizing the two upcoming meet-and-greets. • Isaac: Thanks to Maryam and staff for professionalism on recording member interview.
Meeting Agenda	Jim Housel (President)	-A motion to approve the meeting agenda is made by Ingrid and seconded by Steve. The motion carries.
Approval of the Minutes from 4/24/2019	Isaac Asare (Secretary)	-A motion to approve the April 24 minutes is made by Kevin and seconded by Mary. The motion carries.

Staff Reports		
Executive Director	Chuck Pena	<p>-We are approaching the renewal of our insurance policies. The renewal for Kaiser will increase fees less than 1%. There are no changes to the Hartford short term and long term disability insurance. There are fee increases to the Humana coverage. Our broker has reached out to Humana to ask for a hold on the fee increases, and has yet to hear a response.</p> <p>-I am working with Kaiser to obtain alternatives for FPA staff. We have had a basic HMO. Our broker can give us the rates that employees would pay if they were in the traditional HMO, but they could also go into a point-of-service plan. The rates would not be too different; however, there may be some trade-offs.</p> <p>-We will have two meet-and-greets next week, and we will focus on how producers can distribute their programs outside of FPA. There will be three presenters. We will film one of the meet-and-greet presentations for producers who are unable to</p>

		<p>attend.</p> <p>-Last month, I mentioned that Kevin McNulty at Cox would do some research regarding Cox's agreement that covers our use of music on Radio Fairfax. Mr. McNulty confirmed that we are covered. I reached out to Verizon to confirm that we have the same deal with coverage under Verizon, and, after researching this matter, Louise Anderson, the Verizon FiOS TV Video Service Manager for the Commonwealth of Virginia, confirmed such coverage under the applicable with the music licensing organizations.</p> <p>-One of our part-timers, Wayne Hill, will be leaving on June 2nd.</p> <p>-I previously mentioned FCC's proposal to offset the amount of money paid to local governments by their non-cash obligations, including the fair market value of the bandwidth provided to public access channels. The national cable television association has stated that they are in favor of the FCC's plan. Their solution is that every locality would have a maximum of three PEG channels.</p> <p>In a related move, the FCC is examining whether changes should be made to rules for leased access channels. Under federal law, any cable system with more than 100 channels has to designate up to 15% of those channels for leased access purposes. The deadline for submitting comments to the FCC is in a few months. I spoke to the general counsel of the National Association of Telecommunications Officers and Advisors, and she assured me that she will be filing comments.</p>
Operations	Steve Ruddell	-The board meeting next month will be during the week of hiatus.
Outreach	Jerry Ferguson	-I have been doing a lot of shooting.
Training	Jay Erasquin	<p>-I have been out of the office a lot. Cindy has been very helpful.</p> <p>-I have been working on the summer camps. I have been trying to reach our contact whom I used to work with in Mosaic District about filming there for the summer camps.</p>

		<p>-Next semester catalogs are underway. The Fairfax County ACE has been given the dates for the classes but have not posted them yet.</p> <p>-Please review the changes to the operations manual.</p> <ul style="list-style-type: none"> • Steve M: On vi/A/2/i, the second sentence mentions "Section vix." vix is not a proper Roman numeral. • Jim: On A/1/d, it says "FPA resources are available for approved programs only," but we allow students to use the resources. • Steve M: On viii about waivers, A/1 at the end says "(move a/1 to VIII description)." Where is that? Maryam comments, "I think they wanted that as the description for 'use waivers.'" • Steve M: In A/3, "waivers may be granted only to members" is crossed out, but there is no replacement. Maryam comments, "I think it's supposed to say producers instead of members." <p>-A motion to approve the operations manual revisions as provided by Lisa in Sections 6, 7, and 8 with the changes as discussed by Steve and Jim is made by Steve and seconded by Mary. The motion carries.</p>
Programming	Maryam Shah	<p>-Trevor Green began in our department on Monday. He starts his weekend shifts this weekend.</p> <p>-We did a shoot today with Isaac. We did our fourth member spotlight shoot. The videos receive good reactions.</p> <p>-We have been accepting files from producers of their shows. At first, I noted that producers should keep their master files because we cannot guarantee that we can archive the files they submit. Some producers have asked for files they have submitted. We would like to start charging producers \$50 if we provide their files to them. The copyright belongs to the producers, but FPA owns the distribution rights for a year.</p> <ul style="list-style-type: none"> • Jim: We could develop provisions

		regarding rights to the programs.
Office Manager	Rocio Lopez	<p>-For this month, we do have the budget.</p> <p>-The cable support grant Cox total income is down \$61k from last year. The first month projected income for the fourth quarter is included as an accrual in our financial statement under the income statements.</p> <p>-We received the checks from Cox and Verizon. The amount for Cox was \$199,810.35, and that check was deposited on May 2nd. We received a check from Verizon for \$428k.</p> <p>-For the third quarter, we are down \$19k. The decrease is less than last quarter.</p> <p>-For the other income and expense accounts, we have not seen too many big expenses from the departments.</p> <p>-In the statement of financial position, the marketable securities are up by \$1.4 million due to transfers made in August, November, and December 2017, in May and August 2018, and in January and February 2019. We transferred from Bank of America to the Edward Jones cash management accounts.</p> <p>-In July, we will present the comparison budget, and see where we are at the end of the fiscal year.</p> <p>-Chuck: In the previous two quarters, we have seen a substantial drop in deceleration in loss of revenue. The combined total from Cox and Verizon, this past quarter were down \$19k. This quarter last year, we dropped \$58k.</p>

Director Reports		
Director of Finance Operation Development	Steve Mullen	<p>-Thanks to staff for their input, it is helpful when working through the numbers.</p> <p>-The toughest part of the budget is the Cox and Verizon revenue income projections, and trying to gauge where that number will be for the next fiscal year.</p> <p>-Because we are losing revenues at a decreasing</p>

		<p>rate, we believe when next fiscal year ends, we will have a little bit more money than we had in the current FY budget for the projected income amount.</p> <ul style="list-style-type: none">-We are confident that we can add another \$50k on the Verizon side and still be conservative. Most of the other areas on the income side are pretty consistent with what we have done this year.-On interest and dividend income, we are trying to be conservative due to market conditions.-On the full-time salaries, the largest single expense that we have, our projected expense reflects an estimate based on the salary adjustments requested by FCAC management. The plan is salary bumps every other year. We have also incorporated a 1.5% COLA in the full-time and part-time salary numbers, which is close to what Fairfax County is using. We have maintained the bonus pool. We are maintaining the employee benefits as we have in the past. We have an allowance for professional development. We have maintained a travel allowance for staff attending NAB. The retirement plan numbers reflect our matching up to 5% of annual salary for eligible staff.-No building loan.-The total facilities expense is up slightly. We are maintaining the maintenance reserve within the facility expense in case we have an HVAC issue.-Total utilities are the same.-As far as the general operations expense, the largest portion is the amount that Engineering uses to make purchases related to equipment upgrades for items that are expensed, not capitalized.-Photocopying and printing expenses are the same.-Office supplies are the same.-Training expenses are the same.-Rate increases for telephone and security membership are up.-Total insurance is up.
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Director of Financial Management	Kevin McFarland	<i>-Nothing to report-</i>
Director of Promotional Development	Ingrid Parris-Hicklin	<p>-I sent out job announcements.</p> <p>-I did the senior fair. The display we had was wonderful, and I talked to a lot of people about joining FPA.</p>
Director of Strategic Development	Mary Gillam	-Based off staff's input towards the strategic plan, I put together the first report to provide status to everybody.
Director of Technology Development	Isaac Asare	-There is an ops committee meeting coming up.
Director of Operations and Radio Development	Reggie Marston	<i>-Nothing to report-</i>

Meeting Close	
Unfinished Business	-None-
Add new items to next month's agenda	-None-
Confirm future meeting dates	<p>-Future meetings will take place on:</p> <ul style="list-style-type: none">• June 26• July 31• August 28• September 22 (Annual Member Meeting) <p>-A motion to adjourn is made by Kevin and seconded by Isaac. The motion carries.</p> <p>-The meeting is adjourned at 8:40pm.</p> <p>-Executive session will follow.</p>