

FPA BoD Minutes - 5/27/2020 @ 7:10pm

Minutes taken by Hurria Shah on behalf of the Board Secretary on 5/27/2020

Minutes approved by the board on 7/29/2020

Attendance	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Steve Mullen -Gayle Yiotis -Hurriyet Ok -Ruth Bennett -Reggie Marston -Ben Zuhl
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Alexander Pierson -Jerry Ferguson -Jay Erasquin -Maryam Shah -Rocio Lopez -Lisa Clarke
Members in Attendance	n/a

Meeting Open		
Call to order at 7:10pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements: Chuck: Staff coming in to FPA to keep working throughout shutdown. Steve: Managers for input on new fiscal year budget. Isaac: Steve for getting budget completed. Ruth: Welcomes Arcelious to his first Board of Directors meeting.
Meeting Agenda	Issac Asare (President)	Change has been made to agenda reflecting the cancelled board meeting on 6/24.
Approval of 4/29/20 Meeting Minutes	Gayle Yiotis (Secretary)	Ben: motion to approve minutes from April meeting, Ruth seconds. Motion carries.

Staff Reports

Executive Director

Chuck Peña

Welcomes Arcelious Joyner who has immediately begun taking over duties in the Engineering Department.

Governor Northam announced Fairfax County will go in Phase 1 this Friday, 5/29. FPA has been making preparations for reopening, but still lacking essential supplies.

Isaac & Steve: FPA is mirroring Fairfax County Libraries and Rec Centers, are they included in Phase 1?

Chuck: Parks will be opened, no word on libraries and Rec Centers opening.

Sent revised copy of Whistleblower Policy to board for review. Changes advised by previous legal counsel was to broaden the policy. Current legal counsel advises removal of "person's supervisor" from document, so that whistleblower reports are made to the office manager, the executive director, the director of internal affairs (when one exists) or the board president, in order to ensure the party, to whom such a report is made, will recognize it as a whistleblower report.. Chuck asks for approval of policy.

Steve: motion to accept Whistleblower Policy as revised. Gayle seconds. Motion carries with no objections.

In April, Chuck contacted Fairfax County Chairman Jeff McKay regarding what precautionary measures were being taken to protect county staff, as pertinent to FPA. Chairman McKay recommended contacting Fairfax County Cable Channel 16. Received feedback from Donna Monacci of Channel 16 to help incorporate similar measures for FPA's potential reopening.

		<p>Three-year federal window for Cox franchise renewal opens on 6/9. Consulting firm the county selects for community needs assessment will likely contact Chuck for follow-up input approximately one year from present time.</p> <p>Sent email on 4/20 to County Director of Cable Policy & Regulation, Rick Ellrod, regarding this year's upcoming Comcast franchise renewal, and requested that the County work to achieve, in its franchise agreement negotiations, the requirement that Comcast provide carriage of all FOUR of the FPA cable channels -- 10, 30, 36 and 37 (currently Comcast carries only two of our channels) and that our channels be carried on the same channel numbers as those shown above, which mirror the channel numbers on which Verizon and Cox carry the FPA channels. The County has agreed to the above.</p> <p>County staff will be approaching the Board of Supervisors during 6/9 meeting to request the extension of the Comcast cable franchise (originally scheduled to terminate May 2020) until the end of 2020 due to COVID-19 pandemic. Extension may delay receiving additional revenue from Comcast Reston if successful agreement is reached.</p>
Engineering	Alexander Pierson	<p>Welcomes Arcelious to FPA, who will take over future board reports. Thanks everyone for support during the past seven months while he has been Acting Chief Engineer.</p> <p>Chuck and board thank him for work as Acting Chief Engineer.</p>
Outreach	Jerry Ferguson	Nothing to report.
Production	Lisa Clarke	Renewals have been received for the new season.
Training	Jay Erausquin	Preparing for potential courses beginning in August and exploring safety procedures for students and instructors. Also exploring virtual course options.

<p>Programming</p>	<p>Maryam Shah</p>	<p>Sent all renewals to television and radio producers at end of April and forwarded studio booking requests to Sam Rogers. Asked for this Friday's deadline to be extended due to limitation in receiving postal mail.</p> <p>Programming numbers in April reflected first full month of FPA closure while March only reflected 2 weeks of closure, however numbers are up in April as compared to March. Numbers are not as low as expected since producers are mailing-in shows and sending in radio content. Once File Transfer Protocol options are made available to television producers, this may help to receive more content.</p> <p>Programming staff coming in each week and notified producers regarding weekly mail pickup from USPS.</p> <p>Isaac: Is a remote file sharing system for television producers being explored? Arcelious: Discussed this possibility recently, some system issues need to be remedied first, such as current transcoding system.</p>
<p>Office Manager</p>	<p>Rocio Lopez</p>	<p>Reporting on month of April as bank statements for May have not yet been received.</p> <p>Cox total income down \$32K from last year. Third quarter payment received this month for \$189,086.39. Expecting fourth quarter payment in late July/early August. Verizon payment received for \$411,650.10. Both checks deposited in May, won't be reflected in April financial statements. Total combined third quarter payment approximately \$601K.</p> <p>Decrease in income side due to closure as result of class and staff production cancellations. Salaries and benefits down \$20K, office operation expenses down \$13K, training instructor expense down \$5K. Marketable securities up \$339K, prepaid expenses up \$55K. Fixed assets, production equipment, and</p>

		office furniture are all up.
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Committee Reports		
Finance Committee	Steve Mullen	<p>Proposed budget for FY 2021 presented for board approval.</p> <p>Chuck and Steve had discussion regarding Cox and Verizon revenue, which makes up 91% of FPA's total income and would be at risk due to COVID-19 pandemic. As unemployment rate is high there is an expectation cable cutting could be imminent and based on that assumption we expect a drop of at least 10% in revenues. Expect budget updates quarterly for the next fiscal year after actual cable revenue checks are received.</p> <p>Staff productions, fee-for-service productions, rental income, and training will be impacted due to pandemic and is reflected in new fiscal year budget. Objective for new fiscal year should be to maintain FPA's membership.</p> <p>Interest and dividend income will be impacted by market conditions. Staff salaries will be frozen for new fiscal year due to loss of revenue. Bonus budget has been maintained but may change if revenues drop further. Employee benefits are trying to be maintained at current coverage along with professional development budget.</p> <p>Total facilities expense and maintenance reserve budget are reduced. General operations expense maintained at previous budget allotment. Training expenses reduced. Copier, printing, postage, telephone, insurance premiums, programming, bank credit card fees, and total media purchase remain the same.</p> <p>Professional accounting services budget remains the same. Legal expenses budgeted slightly</p>

		<p>higher. Edward Jones Administrative fee remains the same. Outreach budget, training instructors decreased. Internet expense same.</p> <p>We use an IRS-approved formula to compute the depreciation and amortization expense amount, which is a non-cash expense. This expense number forms the basis for the Engineering Department to complete equipment upgrades during the fiscal year.</p> <p>Projected total income and total expense amounts should approximate a break-even position during the fiscal year. These totals will be closely monitored during the fiscal year, and may be revised as revenue losses could exceed the projected loss of 10% for FY2021.</p> <p>Steve: moves to approve the FY 2021 budget as presented. Ruth seconds. Motion carries.</p>
Performance Management	Gayle Yiotis	Nothing to report at this time.
Operations	Hurriyet Ok	Nothing to report at this time.
Membership Development	Ruth Bennett	Working on half-holiday policy review and will contact Arcelious for feedback.
Outreach	Isaac Asare	Held meeting with Outreach Committee. Committee will put together an outreach plan that aligns with the FPA Strategic Plan.

Meeting Close	
Unfinished Business	None
New Business	<p>Hurriyet: proposes Mozilla Hubs for potential virtual learning and can provide a demo if there is interest based on previous experience with the software.</p> <p>Isaac: suggests following up with the Member Committee regarding this demo.</p>

Confirm future meeting dates	Next meetings are 7/29/20.
Adjournment	Ben makes motions to adjourn the meeting, Gayle seconds. Motion passes. -Meeting is adjourned at 8:31pm.