

Meeting of the FPA BOD – November/December 2015, 12/2/15 @ 7pm
 Minutes taken by the Board Secretary on 12/2/15
[Minutes approved by the Board on 2/3/16](#)

Attendance		
Members of the Board	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) 	<ul style="list-style-type: none"> ▪ Ruth Bennett ▪ John Henkel ▪ Kevin McFarland ▪ Jim Southworth ▪ Rich Massabny
Members in Attendance	<ul style="list-style-type: none"> ▪ Jim Housel (President) ▪ Georgia Graves (Vice President) ▪ Steve Mullen (Treasurer) ▪ Suyong Min (Secretary) 	<ul style="list-style-type: none"> ▪ Ruth Bennett ▪ John Henkel ▪ Kevin McFarland ▪ Jim Southworth
Staff	<ul style="list-style-type: none"> ▪ Chuck Pena ▪ Steve Ruddell ▪ Daniel Olewine ▪ Jerry Ferguson 	<ul style="list-style-type: none"> ▪ Jay Eerausquin ▪ Maryam Shah ▪ Rocio Lopez
Guests/ Members	<ul style="list-style-type: none"> ▪ Patrick Coffey ▪ Heather Maxwell 	<ul style="list-style-type: none"> ▪ Keri Rafter ▪ Ben Zuhl

Pre-Board		
Pre-Board Meeting Vendor Presentation	Jonathan Ayers, ADP Resource	<ul style="list-style-type: none"> ▪ Presenter: Jonathan Ayers, PHR, ADP, 401 N. Washington St., Rockville, MD 20850, Cell (202) 230-0157, Joathan.Ayers@adp.com ▪ Board member John Henkel introduced Jonathan Ayers from ADP. Ayers discussed his background, range of ADP's HR Value Chain of services, including regulatory compliance services, and emphasized the importance of preemptive handling of a variety of issues along the Value Chain. First action item would be to do an FPA Needs Assessment. ▪ John Henkel volunteered to be POC.
Board Meeting		
Call meeting to Order	BOD President Jim H.	<ul style="list-style-type: none"> ▪ Welcome Comments ▪ Acknowledged Conflict of Interest & Board Code of Conduct <p>Accolades and Acknowledgements:</p> <ul style="list-style-type: none"> ▪ Jim H.: Accolades for Rich Massabny for being mentioned in a Shen Yu performance brochure. ▪ Ruth B.: Accolades for a well-done Adobe class taught by Lisa Clarke ▪ Jim S.: Sad news re passing of George Burke, Rusty Gibson, and Don Rothacker. Accolades for Sidney Johnson who was awarded recognition by the Fairfax County Board of Supervisors.
Meeting Agenda	Jim H.	Approval / Amend: Motion to accept Agenda by Suyong M., seconded by John H. Motion carried by voice vote.
Approval of Minutes	Ruth B.	<ul style="list-style-type: none"> ▪ Steve M. recommended that Doug Goffus' last name be added in the October 2015 BOD Meeting Minutes where referenced. ▪ Motion to approve the October BOD Meeting Minutes as amended by Steve M., seconded by John H. Motion carried by voice vote.

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Member Request	Patrick Coffey, Member	<ul style="list-style-type: none"> ▪ Pat Coffey: Volunteer 20+ yrs. Requested more recognitions for the work of long-time members and long-running programs. ▪ Ruth B. (Membership) will look into this issue.
Monthly Reports		
Executive Director Report	Chuck Pena, Executive Director	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Updated the Board re DOJ probe into Comcast Spotlight's role in the spot cable TV ad sales market for potential antitrust violations. To address concerns re reduction of fees to FPA, Chuck P. contacted the County Division of Communications Policy & Regulation to request an audit to ensure that any Comcast/Cox deal does not result in artificially lowering the cable ad sale revenues from which a portion gets paid to FPA as fees. ▪ Informed by Cox staff that the tower on the Cox Master Telecom. Ctr. has been sold to Insite. Chuck P. contacted the County Government and confirmed that sale did not create any additional revenues for FPA under the Cox Franchise Agreement. ▪ Informed the Board that Property Manager Maria Skillen has left Commercial Condo. Mgmt. Co. used by the office condo. Assoc. A new team in place: JR Motz, Ellen Showalter, and Kerry Walton. ▪ Chuck P. was a guest speaker at the Rotary Club of Bailey's Crossroads, and received a nice thank you letter from the newsletter editor, Kimberliey Wasko. ▪ Updated the Board re YouTube offers to cover legal costs for fair use copyright claims. ▪ Updated the Board re Support Us through AmazonSmile opportunity.
Operations	Steve Ruddell, Director of Operations	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Informed the Board re New Hires: Ryan Watson (Sr. Tech. Advisor), Sam Rogers (Sr. Tech. Advisor), and Hannah Weiers (Sr. Tech. Advisor) promoted as of Dec. 2015/Jan. 2016. Bangaly Cisse resigned as Sr. Tech. Advisor; will remain as Tech. Advisor. ▪ Updated the Board re Hiatus Project: Bids received for repairs of props that will take place 12/21-23. \$2,000 - \$3,000 budget for props discussed in preparation for High Def. Will take into consideration safety of stairs.
Engineering	Danny Olewine, Chief Engineer	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Informed the Board re Channel 10 HD Upgrade, Miranda iTX Playout System Install, and High-speed Xsan shared storage system ▪ HD Studio issues resolved
Finance	Steve Mullen, on behalf of Rocio Lopez	<p><i>Please reference written report for details</i></p> <ul style="list-style-type: none"> ▪ Informed the Board of healthy funding levels from Verizon with some fluctuations. Funds from COX decreased as anticipated. ▪ Balance sheet now reflects the amounts from employees retirement plans.
Director Reports		Reporting Areas of Responsibilities

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Director of Finance Operation Development	Steve M.	FPA's Financial Health <ul style="list-style-type: none"> ▪ Informed the Board re FPA's healthy financial health. ▪ Motion by Steve M. to increase the FY16 Budget for Salaries, Benefits and Taxes to \$1.5 million (currently \$1.468976 million), specifically for the purpose of increasing year-end staff bonuses by \$31,024. Current FY16 Budget for bonus is \$120k, and Motion would increase this to \$151k. ▪ Motion seconded by Jim S. ▪ Motion carried by voice vote, with 1 abstention.
Director of Community Development	Georgia G.	<ul style="list-style-type: none"> ▪ Invitation to 12/3/15 German Armed Forces Command's Bavarian Village, 4 pm – 9 pm. 11150 Sunrise Valley Drive. Funds help the homeless. ▪ Reminded the Board re FPA Holiday Party on Wednesday 12/9/15, and to bring a gift (limit \$10).
Director of Strategic Development	Suyong M.	<ul style="list-style-type: none"> ▪ Informed the Board re reviewing past Strategic Plan 2009-2014. Will update the Board with proposed new draft for review and adoption.
Director of Technology Development	Jim S	<ul style="list-style-type: none"> ▪ Updated the Board re movement to HD technology. ▪ Raised concerns put forward by Sidney Sachs on equipment issues and notification process – Jim S. will address the issues w/ Danny O., Chief Engineer.
Director of Performance Development	John H.	Advancing organization, employee training & performance <ul style="list-style-type: none"> ▪ Referenced to the ADP presentation on HR Value Chain prior to the Board meeting. John H. will set up first meeting for needs assessment.
Director of Member Development	Ruth B.	Increasing & improving member experience <ul style="list-style-type: none"> ▪ Working on putting together membership committee. Waiting to hear back from members. ▪ Expressed the need to prominently display Mission of the FPA. Ruth B. will work with Chuck Pena for appropriate recommendations. ▪ Requested the Board members to begin thinking about a tagline for branding of FPA.
Unfinished Business		
Unfinished Business	President	Discussion on policy regarding members on sexual offenders public registries <ul style="list-style-type: none"> ▪ Referenced issue brought forward by a member at the October 2015 Board meeting re issues involving youth protection. ▪ Not enacting policy differing from Fx. Cty. Parks & Recreations (no restrictions) at this time b/c of concerns re feasibility and liability of screening members, but will require further studies. Jim H. & Chuck Pena will get together w/ outside law firm to address this issue.
New Business		
Call for new business	President	<ul style="list-style-type: none"> ▪ No new business. ▪ Motion to adjourn by Kevin M., seconded by John H. second. Public Meeting Adjourned.
Executive Session		
	President	Updates on 3 items