

FPA BoD Minutes – 11/29/2017 @ 7:15 PM

Minutes taken by Sam Rogers on behalf of the Board Secretary on 11/29/2017

Minutes approved by the board on _____

Attendance:

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| Members of the Board | Jim Housel (President) Kevin McFarland (Vice President) Steve Mullen (Treasurer) Mary Gillam (Secretary) Ingrid Parris-Hicklin Georgia Graves Reggie Marston Ruth Bennett |
| Members of the Board Present | Jim Housel (President) Kevin McFarland (Vice President) Steve Mullen (Treasurer) Mary Gillam (Secretary) Ingrid Parris-Hicklin Georgia Graves Reggie Marston Ruth Bennett (Via Phone) |
| Staff in Attendance | Chuck Pena Steve Ruddell Jay Erasquin Jerry Ferguson |
| Members in Attendance | None |

Meeting Open:

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| Call to Order: 7:15 PM | Jim Housel | -Thank you to everyone for your attendance tonight. -Conflict of interests: None -Acknowledgments and Accolades: -- Ruth expressed thanks to Jay for his efforts involving the Members Appreciation Day. --She also thanked Steve for ordering food for the meeting -- She thanked Ryan Wilson for work in Studio C. -- Ingrid also thanked Jay for his work in developing FPA information packages that she has used during community |
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| Approval of Minutes | Mary Gillam | <ul style="list-style-type: none"> - Mary Gillam stated that the August meeting minutes were still outstanding. Both Steve and Ruth mentioned that the minutes required revision. - To ensure that all inputs are included, Mary asked that everyone submit their inputs for the August 2017 and October 2017 meeting minutes by December 10, 2017 so that we can close out these meeting minutes by the end of the year. - Mary also asked that the Board set a time limit for submitting inputs for meeting minutes. This will ensure that minutes do not remain outstanding. - Based on discussion, the proposed schedule is: <ul style="list-style-type: none"> --Recorder submits draft minutes within one week to the Secretary. --Board members will provide their input to the Secretary NLT two weeks of receipt of the draft minutes from the Secretary. |
| Suggestion: Established better email communications. | Reggie Marston | <p>Reggie mentioned it would be easier to have all the Board Members when communicating with each other use their FPA email address.</p> <ul style="list-style-type: none"> - Georgia suggested that every time a message was sent to the FPA email address, it could be forwarded to the Member's preferred email address. - Jim recommended that Danny set up the email forwarding capability for all Board Members. -- Action item: Danny Olewine will set up the forwarding email service. |

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| <p>Approval: Fill vacant Director of Technology Development position with Mr. Issac Asare</p> | <p>Motion by Steve Mullen Seconded by Mary Gillam</p> <p>Motion Carries 1 Abstention by Kevin McFarland</p> | <ul style="list-style-type: none"> - Georgia Graves expressed concern over the conflict of interest between Mr. Asare’s personal business with his representation of FPA in the public. - A suggestion was made that a letter (for the record) be written documenting the potential conflict of interest concern. - Jim noted the concern. He also stated that it would be incumbent upon Mr. Asare’s to ensure that he separates his personal business from FPA work. |
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Staff Reports:

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| <p>Executive Reports</p> | <p>Chuck Pena</p> | <ul style="list-style-type: none"> -Action Item for a Proposed Revision for Section 2 within the Operations Manual. The revision would include Associate Member as a new category. Prime difference being an associate member does not live in Fairfax County. Citing misinterpretation being the primary factor behind this revision. Creation of the special category would forego a changing of the bylaws, while still maintaining “Membership” for those who live outside the designated boundaries. New amendments to the proposed revision will be approached in January. -Alexander Pierson has been promoted to Senior Broadcast Engineer. -Interviews for the position of Broadcast Engineer continues. -New part time Technical Advisors have been hired in the equipment room: Trevor Green |
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| | | <p>and Katrina Weichmann.</p> <ul style="list-style-type: none"> -Thanks for the efforts of Staff and Board Member's Ruth Bennett, Mary Gillam and Ingrid Parris-Hicklin for the FPA Member Appreciation Day Party. Special thanks to Jay Erasquin also. -Concerns over Layer3 taking away customers from Cox and Verizon, the company does not have a cable franchise, thus does not have any responsibility to support FPA financially. -Concern's over the December 14th vote to repeal Net Neutrality. An exception should be made to allow ISPs to make an acceptance to not grant full Net Neutrality to those companies that compete directly against them. |
| Operations Report | Steve Ruddell | <ul style="list-style-type: none"> -Hiring of Steven Barbaro filling the last open spot in the equipment room under Technical Adviser. |
| Training Report | Jay Erasquin | <ul style="list-style-type: none"> -Transitioning towards January semester for courses. -December 8th, date of the FPA holiday party. --Board Members need to email Rocio if they are attending. |

Director Reports:

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| Director of Finance Operation Development | Steve Mullen | <ul style="list-style-type: none"> -1st quarter of FY18 checks provided by Cox and Verizon are down by a combined total of nearly \$28,000. Down nearly \$24,000 on the Cox side. Something to monitor. -Would not recommend adding another fulltime employee. Due to a possible reduction in the revenue totals if trend continues. |
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| | | <p>-Success of a test moving funds from the cash management plan to Bank of America on Monday 11/19. For emergency purposes.</p> <p>-Concerns over lack of approval for funds for outreach and promotional events.</p> <p>-A committee was recommended by Kevin McFarland to look at and approve the budget amount allotted for promotional events attended by Board Members representing FPA.</p> |
| Promotional Development Report | Ingrid Parris-Hicklin | <p>Events Attended:</p> <p>11/03/17 BL Ultimate NOVA Business EXPO - Event generated 30 individuals interested in the work of FPA. Jay Erausquin sent out to each individual a membership recruit email.</p> <p>11/9/17 Leadership Fairfax 21st Annual Northern Virginia Leadership Awards. Event was attended by at least 200 individuals.</p> <p>11/15/17 Rotary Club of Mount Vernon Guest Speaker Presentation on FPA. Event was attended by 15 individuals interested in the work of FPA.</p> <p>Upcoming Events:</p> <p>12/2/17 Sigma Pi Phi Fraternity Beta Nu Boulé Annual Christmas Party</p> <p>12/7/17 Community Business Partnership Holiday Mixer</p> |
| Director of Strategic Development | Mary Gillam | <p>Board of Directors Manual</p> <p>- Mary discussed the draft Board of Directors' Manual that she distributed via email earlier. She is seeking input on the</p> |

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| | | <p>manual NLT 10 December 2017.</p> <p>--Descriptions of duties and responsibilities for each member of the board.</p> <p>-- Jim recommended that Board Members also include any committees that they represent.</p> <p>FPA Strategic Plan</p> <p>-Mary distributed a Strategic Planning Information PowerPoint Briefing for the board to review. The goal was to briefly introduce the board to the process with specific planning dates to follow in January 2018. The Board will set aside a specific date to host a strategic planning session.</p> <p>- Mary stated that as a reference, she was using the book, <i>Creating and Implementing Your Strategic Plan</i> by Bryson & Alston.</p> <p>--Strategic Planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does, and why it does it.</p> <p>- Mary also asked for a softcopy of the previous draft strategic plan.</p> |
| <p>Director of Community Development</p> | <p>Georgia Graves</p> | <p>-Action Item: Complete the Emergenetics Session on Monday the 11th.</p> |
| <p>Director of Member Development</p> | <p>Ruth Bennett</p> | <p>-All the staff was very helpful for the Member Appreciation Day including Danny for his RSVP through Event Brite.</p> <p>-Joe Marerro had a great idea by including the main prize of the SSD cards in the raffle, something he purchased with his own budget.</p> <p>-Members Anita Washington and Robert Parillo were also</p> |

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| | | <p>very helpful.</p> <p>-Reconstituting the member committee. Lack of new members included in the member committee, new members on the committee often come with lots of energy and new ideas.</p> |
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| Unfinished Business | <p>Company Holiday Party set for December 8th at Cyclone Anaya's Mexican Kitchen 2911 District Ave #170, Fairfax, VA 22031 FPA set to close three hours early that day. No December Board Meeting. Next Board Meeting set for Wednesday January 31st.</p> |
| New Business | None |
| Meeting Adjourned at 9:15 PM | End of Meeting |