

FPA BoD Minutes - 10/28/2020 @ 7:08pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 10/28/2020

Minutes approved by the board on 12/9/2020 at 7:20pm

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

Meeting Open		
Call to order at 7:08pm	Isaac Asare (President)	-Reminder of Code of Conduct -Acknowledgement of Conflict of Interest policy -Accolades & Acknowledgements Ruth: thanks Arcelious for work he is doing with Election Buddy and Member Meet and Greet. Steve: thanks Rocio for financial support received and Cindy for assisting during beginning of pandemic. Ben: thanks Jay for keeping training classes available for members during the pandemic. Isaac: gives kudos to the entire staff for their work during the pandemic.

Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 9/30/20 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from September 30, 2020 as amended; Ben seconds. Motion passes.

Staff Reports		
Executive Director	Chuck Peña	<p>Verizon franchise agreement was set to expire on October 1, 2020 but has been extended to March 31, 2021 with possible further extension until the end of 2021, along with the Comcast Reston franchise. Extensions are a result of disagreements between county government and cable companies regarding FCC offset rule. This delay will cause a slowdown of Verizon carrying FPA's channel in high definition and with Comcast carrying all 4 FPA channels.</p> <p>FCC has not yet made a decision on the fair market value of bandwidth provided to cable channels and if it can be used to reduce franchise fees.</p> <p>The notice of member meeting was mailed out to members on October 8, 2020 and published in The Washington Times on October 8 and 12, 2020. October 16, 2020 was the deadline for statement of candidacy. The date of record was on October 23, 2020. The League of Women Voters will help to conduct the election.</p> <p>Presented a webinar to members of the Virginia chapter of the National Association of Telecommunications Officers and Advisers (NATOA) which dealt with FPA's response to the COVID-19 pandemic.</p> <p>Arcelious and Lisa conducted a trial run with staff on October 22, 2020 for the upcoming virtual member meeting.</p>

Engineering	Arcelious Joyner	<p>Rehearsal for member meeting was on October 22, 2020 and second rehearsal will be on November 5, 2020.</p> <p>Trouble tickets are at an all-time low. Engineering is now going through backlogs and are currently ahead of the curve with trouble tickets.</p> <p>Audio adjustments have been put in place for both wireless and wired microphone systems. Audio snake is also now operational.</p> <p>Upgraded Zoom account to include the webinar feature which will serve FPA well for upcoming member election.</p> <p>Operations Committee meeting is scheduled for November 6, 2020 and will be discussing upcoming replacement projects.</p> <p>Facil 6 deployment is TBD due to additional steps needing to be taken.</p> <p>Working with Ruth on Election Buddy and member meeting ballots.</p>
Outreach	Jerry Ferguson	<p>New capture cards installed by Arcelious are working great and will be able to use (for an upcoming fee) for service shoot.</p>
Training	Jay Erasquin	<p>January through June class schedules have been created. Some instructors are still not comfortable teaching classes so instructor openings have been posted to Indeed.</p> <p>Testing Zoom for classes for possible live online classes in the upcoming semester.</p> <p>In-person orientations are still being held with limited capacity and an online version of orientation is available.</p>
Production	Lisa Clarke	n/a

<p>Programming</p>	<p>Maryam Shah</p>	<p>Television and radio renewals have been completed and all studio requests made by producers have been forwarded to Sam.</p> <p>Working with Arcelious on pending projects, including new transcode system.</p> <p>Programming numbers still lower than usual due to member concerns regarding COVID, but are picking up since reopening and are steadying.</p> <p>Chuck: after speaking with the county, decline of programming numbers are currently not of large concern due to the pandemic.</p>
<p>Office Manager</p>	<p>Rocio Lopez</p>	<p>Received last quarter payment for FY 2020 and are expecting first quarter payment for FY 2021 from Cox and Verizon soon. Cox income down \$10K compared to last year (LY). Verizon income down \$34K compared to LY.</p> <p>Staff production income down \$2K and training income down \$14K due to COVID⁻¹⁹ closure. Other interest and dividend income up \$3K due to market changes. Maintenance reserve expense down \$4K due to reduced AC work; salaries and benefits down \$9K and office operations expenses down \$5K. Training instructor expense down \$7K due to class cancellations.</p> <p>Marketable securities up \$390K due to transfers to Edward Jones' cash management plan. Accounts receivable cable grant down \$44K. Prepaid expenses up \$20K due to various multiyear agreements. Fixed assets up due to ongoing projects and upgrades.</p> <p>Verizon and Cox service fee income at 25% and 26% respectively, aligned with conservative budget estimates.</p>

Committee Reports

Finance Committee	Steve Mullen	<p>Comparison budget is a summary of actual income and expenses in comparison to what was budgeted.</p> <p>Cox numbers are an accrual number based on past history versus Verizon numbers, where we have some insight prior to receiving the quarterly payment.</p> <p>Actual expenses for fiscal year less than what was budgeted and expected. Net income is reasonably good due to expenses being down.</p> <p>Bank of America is asking for Client Due Diligence records, which are now a new federal regulation. Had to identify a controlling manager for FPA for Bank of America and decided to name Executive Director Chuck Pena as controlling manager.</p> <p>Still finalizing Open the Books Day and working with Dan Burnett, our independent auditor, to select a date.</p>
Performance Management	Gayle Yiotis	Things seem to be going well at FPA with new COVID restrictions and work from home for staff.
Operations	Reggie Marsten Hurriyet Ok	Operations Committee meeting scheduled for November 6, 2020.
Membership Development	Ruth Bennett	Met with Arcelious to discuss Meet and Greet and e-ballot.
Outreach	Ben Zuhl	<p>Working with commercial artist to create a flyer to distribute in the new development next to FPA.</p> <p>Non-profits reluctant to do anything new due to cutbacks at their respective organizations.</p>
Executive Committee	Isaac Asare	There will be an executive session after this meeting concludes.

Meeting Close	
Unfinished Business	n/a
New Business	Isaac will serve as election chair/officer at the Annual Member Meeting on 11/15/20.
Confirm future meeting dates	Next meetings are 11/15/20 and 12/9/20.
Adjournment	Gayle: moves to adjourn meeting, Ben seconds. Meeting adjourned at 8:32pm.