

FPA BoD Minutes – 9/29/2021 @ 7:04pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 9/29/2021

Minutes approved by the board on 12/08/2021 @ 7:10pm

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Happy Garcia -Hurriyet Ok -Peggy Fox -Shu Bartholomew
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Maryam Shah -Jerry Ferguson -Jay Erasquin -Rocio Lopez -Sam Rogers -Gabby Silva
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:04pm	Isaac Asare (President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Isaac: Thanks the board and staff for their work.  Shu: Thanks to Arcelious for fixing audio issues in the studio.  Ruth: Thanks all the staff for their work.  Steve: Thanks Sam for assistance with Zoom-recorded production segments due to some technical problems with software.

Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 8/25/21 Meeting Minutes	Gayle Yiotis (Secretary)	Peggy: Makes motion to approve minutes from August 25, 2021 as amended; Shu seconds. Motion passes.

<b>Staff Reports</b>		
Executive Director	Chuck Peña	<p>October 17, 2021 annual meeting process has commenced. The Washington Times confirmed ad was published along with notices being sent to the members. Legal counsel and League of Women Voters have agreed to take part in the meeting and election.</p> <p>Legal counsel examined two cases brought forward by Shu regarding fines and has advised that these statutes do not apply to FPA as a non-profit organization, thus allowing FPA to fine members if desired.</p> <p>Shu: Requests copies of check-out forms and FPA's bylaws and articles of incorporation.</p> <p>Isaac: Shu can work with Chuck separately on this and circle back to the board.</p>
Engineering	Arcelious Joyner	n/a
Outreach	Jerry Ferguson	October is picking up again with field shoots.
Training	Jay Erasquin	<p>Working on next semester's schedule with current COVID restrictions in mind. Almost complete with first batch of sneak peek videos.</p> <p>Gayle: When will the new brochure be out?</p> <p>Jay: Aiming to release it the first or second week of November depending on teaching assignments.</p>
Production	Lisa Clarke (Sam Rogers presenting)	Verbiage sent out after consultation with Membership Committee regarding disciplinary actions for members found to be in violation of

		<p>using equipment they are not certified on. This may include fines, suspension, or other disciplinary action.</p> <p>Gayle: How will fines be assessed?</p> <p>Sam: The fine would be \$25 per instance of violation for using equipment while not certified and determined after the violation.</p> <p>Steve: Who makes the determination?</p> <p>Sam: The deliberation happens between Lisa and myself.</p> <p>Isaac: Suggests a change to verbiage to only include the words 'disciplinary actions.'</p> <p>Shu: The Constitution requires a separation of powers, which should also reflect in this proposed policy.</p> <p>Sam: These measures can prevent members from using uncertified individuals during productions.</p> <p>Hurriyet: Would suggest a laid out disciplinary process with less harsh language.</p> <p>After much back and forth discussion, this issue has been sent back to the Membership Committee for further discussion.</p> <p>Gayle: Motion to approve new changes to policy; Steve seconds. Motion does not pass. This was the original motion that was under larger discussion, but needed to be voted on due to Roberts' rules.</p> <p>Peggy: Motion to approve new line as 'may face disciplinary action;' Shu seconds. Motion passes.</p> <p>Sam: Changed the schedules during weekends for next season to have Studios A, B &amp; C blocks match in order to accommodate more producers due to</p>
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		<p>COVID rules. Since producers cannot book Studios A and B at the same time, having matching time blocks can help more producers book.</p> <p>After much discussion, the board decided this subject was not in need of a vote.</p>
Programming	Maryam Shah	<p>Renewals are to be sent with the temporary changes Sam mentioned, with an accompanying letter that will be approved by Chuck and sent out within a week.</p> <p>Due to earlier discussion regarding station documentation, language in the renewals does ask producers to agree to terms and conditions and indicates that violations can include financial penalties. The program proposal that every producer signs does include a clause regarding liquidated damages that producers have to pay for violating rules.</p> <p>Hurriyet asked for a change to be made to the operations manuals being provided. Line in question uses the term 'sanctions,' which is deemed unfriendly. The new line removes the word 'sanctions' and replaces it with 'limitations.'</p> <p>Ruth moves to approve the change to the operations manual; Steve seconds. Motion passes.</p>
Office Manager	Rocio Lopez	<p>Cable Support Grant is down \$15K from last year. Cox total income down \$10K from last year.</p> <p>Last quarter Cox total income was \$196K and Verizon total income was \$372K.</p> <p>Compared to last year, office rental income is up \$5K, training income is up \$8K, salaries and benefits down \$6K, facility expense is up \$6K, and instructor expense is up \$5K.</p> <p>Marketable securities up \$1.2M due to market changes, accounts receivable down \$15K, and fixed assets are up due to ongoing projects.</p>

<b>Committee Reports</b>		
Finance Committee	Steve Mullen	Attempts to reach Edward Jones have been difficult, will keep reaching out. The annual open-the-books day has been set for Friday, October 8, 2021.
Performance Management	Gayle Yiotis	Nothing to report at this time.
Membership Development	Ruth Bennett & Colin Davies	Planning another Meet and Greet with a focus on acting. Colin can contact actors, since he works in the acting field in order to find a speaker.
Outreach	Shu Bartholomew	Nothing to report at this time.
Operations	Hurriyet Ok	Nothing to report at this time.
Promotional Development	Peggy Fox	Promotions Committee could help promote the next Meet and Greet with some new ideas.
COVID Transition	Happy Garcia	COVID infection rate still high. Door by the Equipment Room is not working and needs to be fixed.  Sam: The part is expected to arrive and the maintenance man will be looking at it soon.
Executive Committee	Isaac Asare	Annual member meeting is coming up, will need an idea of how many board members will come in person or be present via Zoom.  Sam: Meeting will be held virtually, and people will only be allowed to come in to vote in person.

<b>Meeting Close</b>	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 10/17/21 and 12/8/21.

Adjournment

Steve: Moves to adjourn the meeting, Gayle seconds. Meeting is adjourned at 8:28pm.