



**Board of Directors
Thursday, September 24, 2020
Regular Board Meeting
5:30 p.m.**

This Meeting is being conducted as a Virtual Meeting On-Line
To View the Meeting Live – e-mail: info@AccessSacramento.org

Access Sacramento
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www.AccessSacramento.org

COMMUNITY PROGRAMMING ODOMETER
61501 (+133 in 28 days)
AVERAGE OF 4.8 NEW PROGRAMS PER DAY

Details of the agenda and minutes are available to the public during office hours.
Board meetings are open meetings and time is permitted for public comment at
the end of each board meeting.

**“Giving voice to the thoughts, dreams, opinions and community, cultural and arts
events that make Sacramento County such a wonderful place to live”**

**ACCESS SACRAMENTO BOARD OF DIRECTORS
REGULAR BOARD MEETING
THURSDAY, September 24, 2020 - 5:30 PM
Remote Meeting via Zoom.com**

Time		Item of Business	Presenter	Action	Info
5:30	I	CALL TO ORDER REGULAR BOARD MEETING	Smith		
	II	CLOSED SESSION The board will move to a closed session regarding personnel matters.	Smith		X
	III	DISCUSSION / ACTION ITEMS			
		A. September. 24, 2020 Agenda Approval (New Items?)	Smith	X	
		B. Minutes for Regular Monthly Meeting August 27, 2020	Smith	X	
		C. 2020-21 Budget (September Revise) a. SMCTC PEG Fund - Capital Outlay Budget Approval b. Revenue – Conditional CARES Act & Insurance c. Expense – Contingency & Other Changes	Martin	X	
	IV	DISCUSSION			
		A. First Draft 2019-20 Annual Report	Martin		X
		B. COVID-19 Reopening Plan a. City of Sacramento Mandates b. Cal OSHA Safety & Injury and Illness Prevention Plan	Martin		X
		C. Educational Ad Hoc Committee	Henderson		X

		D. 21 st Annual “A Place Called Sacramento” Film Festival a. Flight of the Heron Festival Success	Martin		X
		E. Access Sacramento General Business Goals & Action Plans	Smith	X	
		F. Community Media Movement	Mims		X
V		STANDING COMMITTEE REPORTS (Discussion Items)			
		A. THE Membership & Outreach Committee (Membership Charts) a. Membership b. Outreach i. Legislature TV ii. Civic Meeting Announcements of KUBU c. Revenue	Smith		X
		B. Operations & Finance a. August, 2020 Profit and Loss Report b. Online Auction Fundraiser	Henderson		X
		C. Programming – a. Community Video Partnership b. Radio Update c. Television Update d. Hometown TV	Mims		X
VI		EXECUTIVE DIRECTOR REPORT (Handout)			
		A. National Public Policy from ACM B. Cal OSHA Safety and Injury and Illness Prevention Plan C. Retirement Plan DOL Form 5500 & 5558 Filed D. Registered as a Provider at new Film Commissioner’s Website E. StreamYard Streaming On-line Class F. Capital Outlay Purchasing G. HTTV - Bouchercon Awards Show H. 2021 WAVE Award Entries I. City of Roseville Contract Renewal J. Social Security Withholding K. Power of Voice Repeat Broadcasts – State Farm Sponsorship L. Other	Martin		X

	VII	Public Comment (2 min. per person): Fill out request form	Smith		X
	VIII	New Business Possible Agenda Items for October 22, 2020 Grant Goals Rental Fees and Process for Check Out for Equipment Brown Act Refresher Training	Smith		X
	IX	ADJOURNMENT Schedule Programming Committee – Thurs. October 8, 5pm Executive Committee – Thurs. October 8, 6pm Orientation – Tuesday, October 13, 6pm THE Membership & Outreach Committee – Wed. October 14, 5:30pm Radio Producers Meeting Teleconference – Wed. October 14, 7pm Regular Board Meeting – Thurs. October 22, 5:30 pm Orientation – Wed. October 28, 6pm			

Note: Items in BOLD face are action items (ACTION). Details of agenda and Board minutes are available to public during office hours. Board meetings are open to public.

August Monthly Business Meeting Minutes

Thursday, August 27, 2020

5:30 p.m.

Via Zoom Meeting

Board Present: Bob Smith, Kim Mims, Samantha K. Henderson, Van Gordon, Nahid Kabbani, Robert Morin, Kimberly Y. Spears, Alexander Vasquez.

Staff: Gary Martin, Executive Director

Guest: Monica Stark

I. Call to Order Regular Board Meeting 5:32 pm. Quorum present.

II. Discussion/Action Items

- A. August 27, 2020 Agenda Approval – Motion for approval by Henderson with change of presenter on Item 2D to Martin instead of Henderson, seconded by Gordon. Approved.**
- B. Minutes the Regular Board Meeting July 23, 2020 – Moved by Gordon, seconded by Morin for approval after a typo correction. Approved.**
- C. Meet and Greet: Gary Malkasian, Malkasian Accountancy –** At the July, 2020 Board of Director’s meeting, Chair Smith asked several questions related to the different ways Access Sacramento reports its monthly profit & loss and ledger documents and how these are different from the tax documents and annual report. In response to those questions, an invitation to Access Sacramento Certified Public Accountant Gary Malkasian from Malkasian Accountancy was extended. Discussion with Malkasian noted Smith’s preference to always work on a cash basis for the monthly reports. Malkasian indicated that the monthly reports are generated on a cash basis. Smith asked why the financial review makes note of using an accrual basis. Malkasian said carry over money from one year to the next provides the appropriate way of generating the tax return and that more specifics would be available from Tom Balarsky and Associates, the CPA that reviews the month reports, bank statements and other financial data when generating the Form 990 tax return.
- D. 2020-21 Capital Outlay Budget and SMCTC Board Meeting Report –** Executive Director Martin presented a copy of the capital outlay budget submission and cover letter submitted to the Sacramento Metropolitan Cable Television Commission for its meeting Sept. 3. The budget requests \$568,824 dollars in projects including a variety of equipment supporting members during the COVID-19 shutdown of the studios, plus returning items like the Office copiers, LiveU remote broadcast system, audio production gear for cablecast audio and KUBU, and server support for our intranet and AccessLocal.TV projects. Two new items include a high quality box lens for the HD Truck and a conversion project for the existing RV that had been used as the remote

vehicle before the HD truck's implementation. The RV would be outfitted as a support vehicle carrying the second generator, grip equipment and support staff. Martin said a series of e-mail exchanges with cable commission staff during the week clarified the use of some of the gear including for the audio production equipment intended for use by radio members.

Board discussion centered around security and a return-policy for new equipment indented for member checkout, including several portable high-end computer systems for streaming virtual content and editing video. A check out system that includes a signed rental agreement with a required charge card was suggested.

- E. Motion from Nominations Committee – Appointment of Monica Stark to Board of Directors** – Following its normal process, the nominations committee forwarded a motion to appoint Monica Stark to the Board of Directors. Stark is the editor for Valley Community Newspapers and previously had a show on KUBU with the newspapers' publisher. Stark said she felt our technical training programs were very important, and that public access in her view is a form of community journalism. Stark promised to bring her dedication and passion for the community to the Board of Directors.

In response to questions from the Board of Directors, Stark said she could support Access Sacramento's outreach work since some stories that are offered to her are really more suited to television coverage. She said she is not a grant writer but that it is an interest. Stark said she felt some of her own newspaper articles could be well suited to cross promotion with KUBU, for example, since the newspaper could point to radio content where readers could get more information or hear interviews in the full length form as podcasts or video on demand. Smith noted three Access Sacramento Board of Directors standing committees and said he would be interested in the months ahead in seeing which committee would be of interest to her.

Motion from Committee repeated by Gordon to appoint Monica Stark to the Board of Directors. Approved.

III. Discussion Items

- A. Community Video Partnership** – Mims expressed her desire for Sacramento County's Do-It-Yourself community producers who are independent filmmakers and YouTubers to also put their content on Access Sacramento. She said it would increase membership and likely bring better content that would also support underserved voices. She said additional grant funding, like the city's CARES Funding, but allow for more partnership to promote digital equity. Smith asked for an action plan to be created in the Programming committee. Mims noted that Gordon and Vasquez are the other two board members on the committee.

- B. On-Line Auction Fundraiser** – Henderson shared the idea of doing and televised fundraiser, much like a telethon, especially since the “A Place Called Sacramento” (PCS) Film festival has been pushed back. She felt this would need to have input from all three standing committees. Henderson suggested the base of the telethon could be former PCS films and be linked to Facebook with a donation button. Smith referred the idea to the Operations and Finance Committee.
- C. COVID-19 Reopening Plan** -- Martin noted that staff input is contributing to discussions and timeline for bringing staff to the office and members back to the radio and TV studio. A pilot of Radio production with board member Vasquez is coming up.
- D. Educational Ad Hoc Committee**– Henderson reported plans to launch a StreamYard streaming basics class.
- E. 21st Annual “A Place Called Sacramento” Film Festival** – Martin said a news release announcing the delay to June would be out next week.

IV. Standing Committee Reports

- A. THE Membership and Outreach Committee** – 1) Smith indicated support for the Ambassadors program and its mentoring aspect is primary right now. Smith said membership retention will be key by showing Access Sacramento values members participation and that we want their programs and continued support. A Membership event is being considered in the next quarter. He like the idea of revenue generation like the on-line auction event previously proposed.
 - B. Operations and Finance** – Henderson said a review of the fiscal year 2019-20 showed a net loss and that the CARES Act Payroll Protection Program loan would help in the current fiscal year once that loan is forgiven. The one-month profit and loss, as expected, shows revenue below the planned level of support in areas of membership and training.
 - C. Programming Committee** – Martin reported on upcoming programming including the Power of Voice Awards show and a newly approved radio remote “From Lament to Hope” live from Sacramento City College.
- V. Executive Director Report** – Handout provided.
- VI. Public comment** – None.
- VII. New Business** – None added.
- VIII. Closed Session** – The Board of Directors moved to Closed Session for a report from the Executive Director on a personnel matter.
- IX. Adjournment** – Meeting adjourned at 7:50 pm.

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, August 27, 2020

V. Executive Director Report

- A. National Public Policy from ACM** – The FCC issued an order at its July meeting to restructure leased access channel rates. While the item didn't directly affect our members, the Commission agreed to consider the cable industry's analysis that channel set asides violated the First Amendment rights of cable. We had argued in partnership with NATOA that FCC rulemaking is not the appropriate forum for determining constitutionality – that power lies with the Courts. The FCC agreed with the argument after giving their opinions anyway. We should expect this argument to continue to be used by the cable industry in other cases and forums. Notably, the National Assn of Broadcasters is an ally with us in this work.
- B. Initial Annual Funding and Performance Agreement and 10th Amendment to License and Operate a Community Use Channel from the SMCTC** – The counter signed funding agreement and license to operate Channel 17 and 18 have arrived from SMCTC. The funding agreement is likely to be revised once more after the capital outlay requests move forward for review at the Sept. 3 cable commission meeting.
- C. Retirement Plan Form 5500 Compliance** – Each year, with the help of our Retirement Plan's main office, we are obligated to file a Form 5500 report about the Access Sacramento 403(b) Retirement plan with the IRS and Department of Labor. The initial preparation questionnaire and employee census data have been provided to Lincoln Financial Group so that the final documents can be prepared. This drives the governmental filing, but also the annual Summary Annual Report that must be mailed to all plan participants within seven months of the end of the June 30 fiscal year.
- D. Special Liability Insurance Policy** – The regular review of our liability insurance policies with a questionnaire and application is under way. The policy renews Sept. 29.
- E. New High School Radio Drama Project** – In conjunction with Franklin High School, Access Sacramento will call for short radio dramas in a small competition with the winners to air on our cablecast audio service and KUBU-LP. Final details are being worked out.
- F. Membership Extensions / Database updates** – The office staff have completed the work updating the extensions of current members, and offering expired members the chance to turn in programs now and renew again in October. 2021.
- G. Secretary of State – Statement of Information** – Our biennial Statement of Information filing with the CA Secretary of State naming our agent for process is completed until Aug. 2022.
- H. Sacramento State Community Engagement Center** – I am participating in a web session Sept. 1 with the new Director for State State's Volunteer Coordinator Center. Want to learn about getting On-the-job training for Sac State Students who might not get internship credit.
- I. KUBU Pre-Roll Stream Ads** SurferNet reports the pre-roll ads on the App and computer stream for KUBU have been turned off (again). A reset after a weather-related power outage is thought to be the reason the ads returned.

J. Miscellaneous --

- a. **KUBU app streaming performance** – See attached.
- b. **Allied Administrators for Delta Dental** – Unexpectedly, Allied Administrators has applied a COVID-19 Relief adjustment for the August Bill, leaving a zero balance. We'll see if it extends into September.
- c. **SBA Payroll Protection Program** – We have a template to help prepare us for the forgiveness application. The rules are changing, but we have 10-months after the covered period to officially file, with no payments due until the application is filed and the SBA has ruled. Unclear whether interest accrues during the waiting period if part of the PPP funding is not forgiven.
- d. **AT&T U-Verse Transmission Line** – Under prompting from the Sacramento Metropolitan Cable Television Commission, AT&T is considering installing a new encoder to take a direct feed from all of the PEG channels into its cable system. TD Trice is taking the lead on this option for us. Our concern is that AT&T wants to install a Standard Definition 4:3 encoder, which is significantly lower quality than anything we're sending now to Comcast (which passes through several hubs including a closet at KVIE before getting to AT&T.) A site visit to Master Control and to the AT&T connection point with the Coloma Community Center is desired by AT&T the second week of September.
- e. **Sound Exchange Music Copyright Report** – Shane Carpenter has submitted our two-week music census report to SoundExchange, the copyright monitoring service for ASCAP, BMI and SESAC. This quarterly report requires a variety of software to listen to our audio cablecast for two weeks, sniffs out the song titles and copyright holders, and generates the data. Shane converts it into the SoundExchange format and submits on-line.



Access Sacramento Board of Director's Open Management Principles

The Board of Directors values our relationships with our member volunteers and the general public. Therefore, we adhere to the following principles in our policy decisions, business dealings, and public reporting.

Purpose of Openness Principles - The Board of Directors of Access Sacramento, a 501(c)3 membership organization, strives to be open and transparent to our members and the general public. Access Sacramento believes in transparency and accountability to its constituents and the public by providing information on governance structure, governance policies and our financial condition as reflected in audited financial statements and regular reports documenting our major programs and initiatives.

Policy Decision Making Process – The fifteen member Board of Directors serves as unpaid volunteers elected by a vote of our membership. The Board meets monthly at the Access Sacramento offices. The meeting date, time, and agenda are announced to the public at least 72 hours in advance on the web site - www.AccessSacramento.org. The public is invited to attend board meetings and time is identified on the agenda inviting public comments. The proceedings of these meetings are maintained and available in the business office during business hours. The published agenda identifies action items for board discussion and decision as permitted in the by-laws of Access Sacramento as a non-profit corporation.

Budget Approval and Review Process - The Access Sacramento annual budget and programming plan is drafted, reviewed, and approved by the Board. The documents are then reviewed and approved by the Sacramento Metropolitan Cable Television Commission. The Cable Commission is a joint powers authority of local incorporated cities and the County of Sacramento. Annual fiscal reviews are conducted by a certified public account and regular financial and programming reports are submitted to the Cable Commission. Access Sacramento posts an annual report on its website.

The Board and the Executive Director - Access Sacramento Board of Directors delegates to the Executive Director the authority to manage the staff, maintain the website and supervise day-to-day activities in accordance with these principles. The Board also expects the Executive Director to inform our membership and the general public of Access Sacramento's major activities and programs.

Questions or comments may be directed to the Board Chair and/or Executive Director at: 4623 T. Street, Suite A, Sacramento, 95819-4700 (916) 456-8600 at extension 100 or postmaster@AccessSacramento.org