



**Board of Directors
Thursday, May 28, 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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COMMUNITY PROGRAMMING ODOMETER
60749 (+185 in 35 days)
AVERAGE OF 5.3 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, MAY 28, 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	DISCUSSION / ACTION ITEMS			
		A. May 28, 2020 Agenda Approval (New Items?)	Smith	X	
		B. Minutes for Regular Monthly Meeting April 23, 2020	Smith	X	
		C. Board of Directors 2020-21 Officers Election Results – Receive and File	Smith	X	
		D. COVID-19 Reopen Plan	Martin		X
		E. Draft 2020-21 Budget & SMCTC Budget Hearing Update	Martin		X
	III	DISCUSSION			
		A. Annual Membership Meeting June 25, 6pm LIVE	Smith		X
		B. ARDT II – Ingest Portal Update	Martin		X
		C. Educational Ad Hoc Committee	Henderson		X
		D. “A Place Called Sacramento” a. Virtual Cast & Crew Call / pcs.greelit.app b. Hall of Fame / Youth Festival	Martin		X
		E. Power of Voice Selection Criteria	Smith		X

IV	STANDING COMMITTEE REPORTS (Discussion Items)			
	<ul style="list-style-type: none"> A. THE Membership & Outreach Committee (Membership Chart) <ul style="list-style-type: none"> a. Big Day of Giving b. Legislature on TV / Cal Matters c. Power of Voice B. Operations & Finance <ul style="list-style-type: none"> a. April, 2020 P&L and Ledger b. Income Tracking Bar Chart C. Programming – <ul style="list-style-type: none"> a. Grants for Programming b. Hometown TV 	Smith		X
		Henderson		X
		Fletcher		X
V	EXECUTIVE DIRECTOR REPORT (Handout)			
	<ul style="list-style-type: none"> A. Retirement Plan Restatement B. SBA Payroll Protection Act C. SurferNet Stream/App Contract D. KUBU app streaming performance E. Master Control Restoration F. High School PSA Awards G. Other 	Martin		X
VI	Public Comment (2 min. per person): Fill out request form	Smith		X
VII	<u>New Business</u> Possible Agenda Items for June 25, 2020 Finalize 2020-21 Budget Departing Board Member Awards Membership Database Future Planning – 2030 Vision Grant Goals	Smith		X
VIII	ADJOURNMENT Schedule SMCTC Regular Business Meeting – Thurs. June 4, 2020 2:30pm Virtual Sac Pops in the Park Virtual Concert – Sat. June 6, 5:30pm Orientation – Tuesday, June 9, 6pm THE Membership & Outreach Committee – Wed. June 10, 5:30pm Radio Producers Meeting Teleconference – Wed. June 10, 7pm Programming Committee – Thurs. June 11 5pm Executive Committee – Thurs. June 11 6pm Orientation – Wed. June 24, 6pm Regular Board Meeting – Thurs. June 25, 5:00 pm Annual Membership Meeting – Thurs June 25, 6pm LIVE			

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.

April Monthly Business Meeting Minutes

Thursday, April 23, 2020

5:30 p.m.

Via Zoom Meeting

Board Present: Bob Smith, Samantha K. Henderson, Kim Mims, Ed Fletcher, Van Gordon, Robert Morin, Simone Vianna, Kimberly Y. Spears

Excused: Alexander Vasquez

Staff: Gary Martin, Executive Director

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

II. Discussion/Action Items

- A. April 23, 2020 Agenda Approval – Moved by Mims, seconded by Vianna for approval. Approved.**

- B. Minutes the Regular Board Meeting February 27, 2020 – Moved for approval by Gordon, Seconded by Morin. Approved. (Note: the March 2020 regular board of directors meeting was cancelled.)**

- C. 2020 2021 Funding Proposal to SMCTC- Part one –** Executive Director Martin explained the Sacramento Metropolitan Cable Television Commission has revised its typical funding proposal timelines because of complications of dealing with the Coronavirus COVID-19 pandemic. For the regular June 4, 2020 SMCTC quarterly board meeting and budget hearing, the SMCTC staff requested Access Sacramento submit a General Fund Base Grant operating expense proposal that is typical for this time of year, amounting to a status quo proposal, with the stipulation that SMCTC would implement normal processes for adding a Cost-of-Living-Allowance as provided by SMCTC Rules to match the COLA provided to Sacramento County workers (if any) with an additional percentage-addition to account for the likely increased cost for funding the upcoming state imposed minimum wage increase. Should the COLA number for Sacramento County be undetermined at the time of the meeting, the amount would be determined at a later time, with the intention of implementing that adjustment when the SMCTC meets to review and adopt a final 2020-2021 fiscal year budget in September. SMCTC indicated the proposal should also request the base funding amounts for the PEG Fund for restricted capital outlay expenses, plus the additional amount normally provided to cover the balance of a rent increase that is funded as a separate line item. Additional funding requests for General Fund and one-time PEG Fund would need to be submitted in July, for a more complete budget consideration at its meeting September 3, 2020.

The proposal provided to the board of director's reflects those parameters. Martin noted that there is some risk associated with the new timeline, since Access Sacramento has on-going capital outlay costs from July through September, 2020 that would normally be approved in the previous June. While rent at the Coloma Community Center is covered

in the PEG Base, other costs for on-going lease contracts for items like the office copier and remote live broadcast LiveU transmitter and server-receiver still would need to be paid even without the decision for SMCTC to fund them.

Moved by Mims, seconded by Gordon to approve the Funding Application to the Sacramento Metropolitan Cable Television Commission as presented before the deadline.

- D. COVID-19 Reopening Plan** – Executive Director Martin indicated Access Sacramento remains closed to the public with fulltime employees working from home since March 17, 2020. The remained of classes through April have been postponed with enrolled members being moved to later classes. Mims noted that system e-mails to enrolled students are still being generated for classes that have been cancelled. Martin explained this appears to be a bug in the RueShare system and a help ticket has been requested. As of the meeting date, the City of Sacramento has the Coloma Community Center closed to the public (with the exception of day care for First Responders without child care because of the Coronavirus). Martin indicated he would be monitoring the state, county and city instructions on when the building and our offices might be able to resume a modified schedule. Martin indicated the staff and member health was the top concern and that any reopening would need to include appropriate health, sanitizing and equipment usage protocols. Martin had contacted several equipment manufacturers to being to assemble the necessary information for managing a reopening plan. Smith commented about potential employer liability for opening before work conditions demonstrate safety and the importance of following the government’s instructions. Health rules might include checking temperatures, wearing gloves and masks. Martin said any plan would be a phased in approach where staff might return first, with perhaps radio second since the one-person radio studios or digital media lab may have compliant social-distancing capacity first, and that the TV operation and HD truck might be last because of the more likelihood of having social distancing complications and equipment sanitizing concerns. Martin said he was in contact with the Coloma Center’s lease agent from the City of Sacramento and would keep the board informed.

E. COVID-19 Programming:

- a. New TV Shows** – New daily content from Governor Newsom is airing on Channel 18 daily at noon with a COVID-19 news briefing from the Office of Emergency Services. This is a temporary free service from LiveU since the Governor’s briefings are being broadcast via both satellite and Live U. A new weekly educational show “Creative Writing for Kids from 916 Ink” is airing on Friday’s at 9:30 a.m. on channel 17. New episode of SacTown Insider called Rogue Edition-Corona Chronicles are also airing.
- b. New Proposals** – Discussions are underway with the Sacramento County Public Library and the Sacramento Food Literacy Project. From the programming

committee, Fletcher reported on a proposal that would be helpful to the creative community by targeting a \$2,000 grant program to underwrite new video content out of the Hometown TV budget line item. Applicants would pitch show content with completed 30-60-minute shows with Coronavirus content from Sacramento County earning \$500, and 8-12 minute segments earning \$99. The programming committee would make the decision on which proposals to fund. Fletcher described how a yoga instructor could provide content in the same way an artist could deliver content about their craft. Mims was supportive of increasing the marketing budget to showcase filmmakers work in the community as a way to reach a different set of viewers. Henderson hoped the judging criteria would make a priority in the selection of projects for existing members of Access Sacramento. Morin suggested staff should be able to propose content as well. Discussion of possible concerns surrounded concern about payments to non-members, and whether a cost-benefit analysis could be done to demonstrate value. Martin wondered about payment like this following the implementation of AB5 in January limiting the nature of business relationships with independent contractors. Martin and Henderson would like to discuss the funding stream according to the budget. Martin to follow up with the accountant about payment process. **Motion by Fletcher, Seconded by Gordon to allocate \$2,000 for this purpose, with draft rules language to be worked out between Fletcher and Martin with implementation as soon as possible. Approved.**

- F. Employee Handbook Update** – On at least a biennial basis, Access Sacramento has its employee handbook reviewed by its human resources consultant HR to Go for both legal updates and best practices language. The original, redlined, and final versions of the Handbook were provided to the board after edits were written by HR to Go. Most changes fell into the best practices category. A few included a broader definition of protected classes (hair styles indicative of culture is one example.) **Moved by Gordon, Seconded by Henderson to approve the proposed changes and to have the Executive Director to inform staff of the changes. Approved.**

III. Discussion Items

- A. By Laws Implementation – Board Terms of Office** -- After modifying and updating the board of directors' by laws in February, 2020, research was conducted into the initial appointment dates for current board members to determine under the rules which term of office each director was currently held. Normally, any director is appointed to a two-year term of office, renewable for two additional terms for a total of six years of service. Under the Section 6.05g though, any officer who would be forced from office by implementation of the six year limit, could renew for one additional year. Based on these rules, three directors were about to have renewable dates. Robert Morin would complete his 2nd two-year term in April, 2020 and will now enter his third and final term, to be completed in April, 2022. Simone Vianna will complete her third and final two-year-term in June, 2020. Ed Fletcher, who has already exceeded the newly imposed term limit, was

offered the one-additional year option, but has decided to allow his term of office to expire in June, 2020.

Board Chair Smith indicated all board members who were interested in running for one of the officers positions should contact him with their interest. An anonymous board ballot with a slate of officers will be prepared prior to the May regular business meeting with new officers taking office per the by laws after the conclusion of the June, 2020 annual membership meeting.

- B. ARDT II Ingest Portal update** – Following the water damage failure of the master control system in January, 2020, Comcast provided a new transmission encoder with HD broadcast quality. As a result, a modification of the Access Remote Digital Transfer II (ARDT II) system is possible to support and encourage more members to maintain and provide high definition content. Executive Director Marin is contracting with Video Streaming Services Company to provide the new cloud coding and processing, with implementation to be complete by the end of the fiscal year.

- C. Educational Ad Hoc Committee** – Henderson has talked with Martin about how the coronavirus pandemic is limiting options for a college partnership course this summer. Martin has been in contact with a adjunct faculty member who is interested in getting new curriculum approved for a partnership class to be offered by the following summer.

- D. “A Place Called Sacramento” Future** –
 - a. The judging for this year’s competition is nearly complete and the top 10 will be notified and confirmed in advance of the virtual cast and crew call on May 20.
 - b. Access Sacramento is working with former PCS director and owner of Sacramento-based SacCasting.com Brian Jagger to create a web-based app to mimic the in-person activities of a traditional Coloma courtyard cast and crew call. The <https://pcs.greenlit.app/> is will along its way, and will provide filmmaker and volunteer live interaction following the live televised announcement of the winner on cable Tv, streaming from AccessSacramento.org, on the Access Sacramento Facebook page, and directly from within the app itself.
 - c. After discussion, it was determined the festival, scheduled for Saturday, Oct. 3, should only be one day given the health uncertainties about having large groups of people together at that time. Smith asked to make sure cancellation policies for the Crest Theatre protect and insulate Access Sacramento from financial risk based on possible cancellation or postponement. It was noted that the Sacramento Film and Music Festival decided to cancel its event this year (after 20 years), and the Sacramento International Film Festival is going to be an entirely digital distribution this year.
 - d. Discussion and research about a possible Youth Festival and how to address the Hall of Fame this year is on-going.

IV. Standing Committee Reports

- A. THE Membership and Outreach Committee** – Smith reported on the Big Day of Giving coming up May 7. The hope is that promotion for the event will bring out the value of Access Sacramento to the community. All Board members are obligated to a

minimum \$25 donation. Martin and staff will be doing a variety of social media outreach efforts. The Power of Voice event will be downscaled this year because of the coronavirus concerns. No Gala banquet will be planned. Martin has sent an email to the Executive Director of CalMatters to further the options on broadcasting Assembly TV.

B. Operations and Finance – Henderson reported a hope to track the decreased income vs. the decrease in payroll to minimize the overall impact against the bottom line.

C. Programming Committee – Fletcher commented his report was primarily about the new Coronavirus programming proposal from earlier in the meeting.

V. Executive Director Report – Handout provided.

VI. Public comment – None.

VII. New Business – Future Plans – 2030 Vision

VIII. Adjournment – Meeting adjourned at 7:39 pm.

Item V

Executive Director's Report to the Board of Directors

April 23, 2020

- A. Retirement Plan Restatement** – Periodically, the Access Sacramento 403(b) retirement plan with Lincoln Financial is required to go through a restatement and review of the program for the IRS. That review by Lincoln Financial was completed, and no operational changes were made to the program. A small number of small technical changes were made to the language of the plan, mostly to reduce redundancy. As required, a summary document has been mailed to all current and former employees involved in the plan.
- B. SBA Payroll Protection Program** – We are in discussion with our banker about whether this program applies to us.
- C. SurferNet Stream App Contract** – SurferNet has agreed to adjust our contract eliminate the start-up ads that sometimes play when someone is connecting to our station via the Internet or the app for a minimal one-time only fee. The internet stream should be free of ads within the week and the app should be without out start up ads within about two weeks.
- D. KUBU app Streaming performance** -- Surfer Network on-line usage reports attached.
- E. Master Control Restoration** – The work to rebuild master control is complete. Operationally, a few adjustments are still being made to insure quality in the cablecast radio audio levels. The radio and TV engineers are doing tests and a small volume adjustment device is being considered for purchase.
- F. High School PSA Awards** – The annual high school public service announcement competition sponsored by the Sacramento Area Sewer District and the Sacramento County Regional Sanitation District was completed earlier this month. Normally, the \$2,000 in cash awards provided by SASD and Regional San would be give on live TV during Live Wire, however with the current closure of the TV studio, the checks, certificates and thank you letters were mailed. Once the studio reopens, representatives of the sponsor will be invited onto Live Wire to show the PSAs and to thank the students more publicly.
- G. Miscellaneous Updates**
 - a. SMCTC Payment Received** – As reported by email, the 2nd annual payment from the cable commission was received and deposited.
 - b. AT&T U-verse Channel 14 Landing Page** – the Channel 14 landing page on AT&T U-verse was updated recently with the renewal of the PEG contract on that service, and our current Access Sacramento logo was updated.
 - c. ID Badges Policy for Members and Staff** – Access Sacramento members who check out equipment are required to present their current membership picture ID. A discussion among staff prior to the closedown raised the question of whether members using the TV studio or media lab should be required to wear their badges in order to validate their status. The extension of that discussion was whether staff should wear ID badges.
 - d. I Love Film Mixer** – Cancelled
 - e. Orientation** – The regular new member orientation was held via a Zoom Meeting last night for the first time ever. The presentation included a Power Point presentation, interactive questions from the participants and a Live walk-about tour of our facilities. The event was recorded, for evaluation, as a permanent on-line orientation, but with a required follow up survey to demonstrate knowledge of our

rules before granting membership. The tour will have b-roll added and will be made available publicly on our channels and in other distribution methods for promotional purposes.

- f. **Kaiser Permanente Renewal** – The renewal documents for our Kaiser Medical plan have been received. The current plan is no longer available, and the substitute plan has a moderate rate increase to the company of 4.92%, however it also diverts about \$650 of additional cost to the employee/or family from \$1000 annual to \$1650. I'm working with the agent to determine if there are other options and cost models.



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