



**Board of Directors
Thursday, June 22, 2017
Regular Board Meeting
6:00 - 6:50 p.m.
Annual Membership Meeting
7:00 p.m.**

Coloma Community Center – TV Studio
4623 T Street, Sacramento, CA
(916) 456-8600 (phone)

www.AccessSacramento.org

**COMMUNITY PROGRAMMING ODOMETER
53603 (+214 in 28 days)
AVERAGE OF 7.6 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, JUNE 22, 2017 6:00 PM
Coloma Community Center – TV STUDIO

Time	Item of Business	Presenter	Action	Info
6:00	I CALL TO ORDER REGULAR BOARD MEETING	Peters	X	
	II DISCUSSION / ACTION ITEMS			
	A. ACTION: Agenda Approval (New Items?)	Peters	X	
	B. ACTION: Minutes for May 25, 2017	Peters	X	
	C. ACTION: Chair & Officers 2017-18 Selection	Peters	X	
	D. ACTION: Adoption of 2017-18 Preliminary Budget	Crone	X	
	E. ACTION: Approval of 2017-18 Calendar	Peters	X	
	F. ACTION: Employee Handbook Update	Martin	X	
	G. DISCUSSION/ACTION: SMAC Grant	Martin	X	
	III EXECUTIVE DIRECTOR REPORT (Handout)			
	A. Office Manager/TV Show Producer Hiring Status	Martin		X
	B. Master Control Remodel			
	C. ARDT II			
	D. Coloma Lease Renewal			
	E. Business Agreements: Workers Comp, Kaiser, Retirement Plan			
	F. Miscellaneous Updates			
	IV STANDING COMMITTEE REPORTS (Discussion Items)			
	A. Membership & Outreach (June Membership Report)	Smith		X
	B. Operations & Finance	Crone		X
	a. May 2017 Ledger			
	b. 2017 Fiscal Year End			
	C. Programming	Fletcher		X
	a. HTTPV – Approvals / New Forms			
	V Public Comment (2 min. per person): Fill out request form	Davis		X
	VI New Business	Davis		X
	Agenda Items for July, 2017			
6:50	VII ADJOURNMENT	Davis	X	
	Next Regular Board Meeting: July 27, 2017 5:30 pm			

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.



2017 ANNUAL MEMBERSHIP MEETING

Thursday June 22, 2017 7:00 PM to 8:00 PM

Coloma Community Center TV Studio and "LIVE" on Channel 17

<u>Time</u>	<u>Item of Business</u>	<u>Presenter</u>
7:00	Welcome to Live TV Program 2017 Membership Meeting A. Board of Directors Overview of 2017 B. Brief Comments from each board member C. Overview of Past Year D. Highlights of Year Ahead a. Video on Demand b. Community Memory	Gary Martin Robin Scott Peters Gary Martin George Hall
	ANNUAL REPORT TO THE MEMBERSHIP	
7:15	Review of 2016-17 Operations -- Overview	Gary Martin
7:20	A. <u>Programming Committee</u> Annual Programming Report	Ed Fletcher
7:25	B. <u>Operations and Finance Committee</u> Annual Financial Report	Robin Scott Peters
7:30	C. <u>Membership and Outreach Committee</u> Underwriting & Ambassador Program	Bob Smith
7:35	POWER OF VOICE AWARD – Patrick Harbison	Robin Scott Peters
	HONORS FOR 2016-17 MEMBER VOLUNTEERS	
7:45	Honoring Our Members <ul style="list-style-type: none"> • Channel 18 Series Provider – Linda Bacchi, "Linda Bacchi Preseents" • Channel 18 Series Producer – George Smith, "Jesus TV" • Channel 17 Series Producer – Kim McElroy, "SHOUT TV" • Channel 18 Best New Series – Moinishet Cheru, "Mahibere Kidusan TV" • Radio Producer of the Year – Tara Johnson, "TL Show" • Radio "Rookie" of the Year – Felicia King, "One ST Lady POV" • TV "Rookies" of the Year – Katelyn & Vee Ellis, "Sactown Underground" • TV "Volunteer Helper" of the Year – Barbara "Bobby" Waldo • Radio & TV Interns of the Year – Jack Ratliff, AJ Mersereau , Aijah Supuni • Stellar Achievement – Ivan Caballero, NNB Correspondent, AccessLocal.Tv 	Peters & Martin
7:55	Concluding Comments from Members & the Executive Director	Martin
8:00	End of Membership Meeting	
8:00-8:30	Refreshments & Distribution of Series Certificate (Gold Run Room)	

May Monthly Business Meeting Minutes
Thursday, May 25, 2017
5:30 p.m.
Coloma Community Center- Gold Run Room

Board Present: Robin Scott Peters, Ed Fletcher, Robert Morin, Tim Crone, Bob Smith, Don Henkle, Charlena Henderson

Absent: Van Gordan, Simone Vianna

Staff: Gary Martin, Executive Director, Rebecca Rielly, Office Manager,

Guests: Peter Brixie, Attorney

- I. Call business meeting to order- 5:35 p.m. –Quorum present.
- II. Discussion/ Action Items
 - A. Agenda Approval- Moved by Crone, seconded by Henkle to approve the agenda. Approved
 - B. Minutes for Special Meeting April. 20, 2017- Moved by Crone, seconded by Morin to approve the minutes for April 20, 2017. Approved
 - C. Minutes for Regular Meeting April. 27, 2017- Moved by Henkle, seconded by Henderson to approve minutes for April 27, 2017. Approved
 - D. By-Laws Election Certification. Executive Director Martin reported on the process of accepting, processing and counting the ballots for the proposed 2017 Update to the by-laws. With 396 ballots mailed, the returned ballots were: 21 Yes, 4 No and 4 Blank. Motion to receive and file the results by Henkle, Seconded by Morin. Approved. The new by-laws become effective immediately.
 - E. Board of Directors Standing Committee Appointments – Peters suggested holding this topic until after the June business meeting. Crone, who chairs the Operations and Finance Committee, proposed his group meet by phone once appointments are made. Morin appointed to the finance committee. Although not a standing committee, Fletcher recommended forming a 20th anniversary for “A Place Called Sacramento” Film Festival for October 2019.
- III. Discussion Items
 - A. Draft Budget- Report given by Executive Director Martin. He has met with most of the commission members to provide an update on Access Sacramento. He has explained the special request to fund the minimum wage increase and alerted them to the likelihood of a possible special request to boost the Mariposa room remodel funding.
 - a. So far, no feedback from the SMCTC Staff about our response to questions about certain PEG Fund (Capitol Outlay) proposals.
 - b. The best guess from e-mails from the SMCTC Executive Director is that a 2% COLA will be offered. But with postponement of the June 2, 2017 budget hearing, reset for July 19, 2017, Access Sacramento would be off contract and unfunded after the fiscal year end June 30, 2017 until until a budget vote. Martin explained he was not concerned about this delay since Access Sacramento must fund itself from July 1 to Aug. 30 annually as the duration of the “grey period” after the SMCTC approves its funding levels, but before the delivery of funds two months into each of the six month funding cycle.
 - B. Fundraising as a Strategy- Report by Fletcher.

- C. 2017- 18 Executive Board Calendar – Martin explained the basic calendar, and opened discussion of when a board retreat might be appropriate, typically in August with the cancellation of the August business meeting. Crone offered to provide retreat meeting space, likely on Aug. 5. from 9 a.m. to 4 p.m with Peters’ business location in Galt to serve as a back up location. Smith recommended move December board meeting to 12/21 with discussion to move November and December board meeting dates to 3rd Thursday. Martin to provide an updated document for the June board meeting.
- D. Storm the Board – report by Crone and Peters who attended the event with strong likelihood of two candidates applying. Thanks to MetroEdge for sponsoring the event.
- E. ACM West Conference 2018- Martin reported inquiry continues on finding both site and pricing that is viable.
- IV. Executive Director Report- Martin provided a written report (attached as an appendix here and provided a basic verbal rundown of the contents.
- V. Standing Committee Reports
 - A. Membership & Outreach- Smith gave committee report to board. Membership remains stable. Each of the Membership & Outreach committee members have separate tasks , with progress being made by Smith on an underwriting package, by Henkle on an Ambassador’s program, and by Henderson on a signature-style Gala event.
 - B. Operation and Finance – Crone reported on a draft of a revised profit and loss report that examines month to month and annual differentials on both income and expense. The draft report will get further revisions. The income tracking report shows continued unrealized income in the contracted productions and KUBU areas.
 - C. Programming- Report by Fletcher Hometown fulfillment agreement complete with 50 programs. Fletcher was please by progress being made on the Access Remote Digital Transport II system and the Community Memory. He noted that “A Place Called Sacramento” pre-production and production is underway.
- VI. Public Comment-
None
- VII. Future Business
 - A. Strategic Plan – SWOT Analysis
 - B. Follow up with board member Vianna.
- VIII. Meeting Adjourned at 7:25pm



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