



**Board of Directors
Thursday, February 25, 2021
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
4623 T Street, Suite A, Sacramento, CA
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www.AccessSacramento.org

COMMUNITY PROGRAMMING ODOMETER
62286 (+149 in 28 days)
AVERAGE OF 5.3 NEW PROGRAMS PER DAY

Details of the agenda and minutes are available to the public during office hours.
Regular monthly Board Business meetings are open meetings and time is permitted for public comment during 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, FEBRUARY 25, 2021 - 5:30 PM
Remote Meeting via Zoom.com**

Time	Item of Business	Presenter	Action	Info	
5:30pm	I	CALL TO ORDER REGULAR BOARD MEETING		Smith	
	II	DISCUSSION / ACTION ITEMS			
		A. February 25, 2021 Agenda Approval (New Items?)	Smith	X	
		B. Minutes for Special Board Meeting February 4, 2021 and Regular Monthly Board Business Meeting January 28, 2021	Smith	X	
		C. New Executive Director a. Selection Decision b. One-Month Postponement of Gary Martin Retirement	Smith	X	
		D. Banking Transition Authorization and Certification	Smith	X	
	III	DISCUSSION & ACTION ITEMS			
		A. Winter Fundraiser Update	Martin		X
		B. Paycheck Protection Program (CARES ACT) a. PPP 2nd Draw b. PPP 1st Draw Loan Forgiveness c. Employee Retention Tax Credit	Martin		X
		C. COVID-19 Prevention and Response Plan	Martin		X
		D. Budget Timeline a. Capital Outlay Equipment (PEG Fund) b. Operations (Franchise Fee / General Fund) c. Submission Timeline to SMCTC	Martin		X
	IV	STANDING COMMITTEE REPORTS (Discussion Items)			
		A. THE Membership & Outreach Committee (Membership Charts) a. Membership Retention b. Legislature TV c. Civic Meeting Announcements on KUBU d. Board Application: Ericka Bradley	Smith Gordon		X

		<p>B. Operations & Finance (Handout)</p> <p>a. January, 2021 Profit and Loss Report</p> <p>C. Programming – (No Feb. Meeting)</p> <p>a. Radio Update</p> <p>b. Television Update</p> <p>c. Hometown TV</p>	Henderson		X
			Mims		X
V		EXECUTIVE DIRECTOR REPORT (Handout)			
		<p>A. National Public Policy from ACM</p> <p>B. Facebook Donation Button</p> <p>C. Big Day of Giving</p> <p>D. Legislative TV Initiative</p> <p>E. AT&T Direct Feed</p> <p>F. CA Arts Council Grant</p> <p>G. Capital Outlay Grant</p> <p>H. Online Training Program</p> <p>I. Miscellaneous</p>	Martin		X
VI		Public Comment (2 min. per person): Fill out request form	Smith		X
VII		CLOSED SESSION			X
		The board will meet with the Executive Director regarding personnel matters.			
VIII		<p>New Business</p> <p>Possible Agenda Items for March 25, 2021</p> <p>Grant Goals</p> <p>Rental Fees and Process for Check Out for Equipment</p>	Smith		X
IX		<p>ADJOURNMENT</p> <p>Schedule</p> <p>Orientation – Tues. March 9, 6 pm</p> <p>THE Membership & Outreach Committee – Wed. March 10, 5:30pm</p> <p>Radio Producers Meeting Teleconference – Wed. March 10, 7pm</p> <p>Programming Committee – Thurs. March 11, 5pm</p> <p>Executive Committee – Thurs. March 11, 6pm</p> <p>Orientation – Wed., March 24, 6pm</p> <p>Regular Board Meeting – Thurs. March 25, 5:30 pm</p> <p>CLOSED – Cesar Chavez Day – March 31</p> <p>Gary Martin Retirement – April 2, 2021</p>			

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.

January Monthly Business Meeting Minutes

Thursday, January 28, 2021

5:30 p.m.

Via Zoom Meeting

Board Present: Bob Smith, Kim Mims, Van Gordon, Nahid Kabbani, Monica Stark, Alexander Vasquez.

Excused: Samantha K. Henderson, Robert Morin.

Staff: Gary Martin, Executive Director, Operations Director Laureen Fallahay.

Guest: Randy Van Dalsen, The Buske Group, Search Committee Hiring Consultant.

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

II. Discussion/ Action Items

- A. January 28, 2021 Agenda Approval – Motion for approval by Gordon seconded by Stark. Approved.**

- B. Minutes of the Regular Monthly Board Business Meeting December 17, 2020 – Moved by Gordon, seconded by Stark for approval. Approved.**

- C. Receive and File Kimberly Y. Spears Board Resignation – Spears sent a letter of resignation by e-mail to board chair Bob Smith effective Dec.31 2020 citing increased obligations in other areas. Moved by Gordon, seconded by Mims to receive and file Spears’ resignation with regret, wishing her the very best for the future. Approved.**

- D. Special Board of Directors Meeting Announcement – Thurs. Feb. 4 Closed Session – Hiring – Smith announced the need for a special meeting of the full board to move the Executive Director Search forward by interviewing finalists for the job. Moved by Mims, Seconded by Gordon, to hold a closed session of the Board of Directors on Thurs. Feb. 4 at 2:45pm via zoom for the purpose of dealing with a personnel/hiring process. Approved.**

III. Discussion Items

- A. Executive Director Search Committee Report – Board chair Smith reported that 18 applications for the Executive Director’s job had been received and processed by the search committee consultant Randy Van Dalsen of The Buske Group. The search committee narrowed the field to seven semi-finalists who had**

been interviewed by the committee to determine three finalists. Those finalists would be interviewed by the full board of directors on Thurs. Feb. 4. The board will received all of the written materials provided by the candidates, including their job application, cover letter, resume, and written supplemental questionnaire response. Each candidate will participate in recorded zoom-call Meet-and-Greet sessions on the morning of Wed. Feb. 3 with the Access Sacramento Fulltime and Part-time staff. Those sessions will be available for review by the board, and staff are invited to provide written impressions by 5pm following the meet-and-greet sessions.

CLOSED SESSION: The board moved to executive session with the current Executive Director and the Hiring Consultant at 5:42 p.m. to discussion the internal process of managing the job interview session on Feb. 4 and to name the three finalists. The closed session concluded at 5:53 pm. There was no report out.

- B. Winter Fund Raiser** – Original ideas for a full-fledged telethon with live remotes from donors’ businesses, interviews in the studio and a showcase of the last year’s “A Place Called Sacramento” films was deemed by the Operations and Finance Committee to be beyond our current capacity. A scaled down version of a pre-recorded “Filmmaker Celebration” show was determined to be possible with Executive Director Gary Martin hosting, board members doing donation pitches and soliciting additional sponsors. Chair Smith hoped for social media and channel outreach promoting the Feb. 19 broadcast.

Smith also noted the annual financial commitment of board members of \$250 (150 for PCS tickets and \$100 for Gala Dinner) and said since both of those events have been either scaled down or rescheduled entirely, he hoped the board members could fulfill this obligation with either donations or pledges toward the Winter Fundraiser. He said he personally would match dollar for dollar every pledge from a board member up to the \$250, and that State Farm would match his donations making every dollar raised a three-for-one. He thanked all for their efforts in helping Access Sacramento financially.

- C. COVID-19 Reopening Plan** – Martin reported the Coloma Community Center remains completely closed, with all City of Sacramento workers now working remotely. There is no known date for any type of reopening. Martin said there is work being done by staff to expand the KUBU studio use beyond the basic pilot that has been underway since just before the Christmas Holiday. Martin said a written COVID Policy manual is in draft form and will be provided to staff once done in compliance with state law.
- D. Board Management in Transition** – With Executive Director Martin retiring on March 2, 2021, the board had several procedural processes to discuss.
- a. Board Minutes on February 25 – Bob Smith asked Secretary Van Gordon to handle the Minutes preparation following the Feb. 25 meeting, noting that there will be several financial elements in the minutes in February

that will need for immediate processing by banks and other business partners before Martin's final day March 2, 2021.

- b. ACM Public Policy Donation** – Access Sacramento has made a donation to the Alliance for Community Media's Public Policy Fund to support ACM's informational work with Congressional leaders in Washington D.C. and with the FCC. Smith noted this work is necessary and with new leadership coming following the election, that education about PEG work is needed even more. **Motion by Mims, Seconded by Gordon to authorize a \$1,000 donation to the ACM Public Policy Fund. Approved.**

IV. Standing Committee Reports

- A. THE Membership and Outreach Committee** – Smith shared the concern about the membership numbers as the COVID 19 pandemic stretches on. He said our strength in building membership is in the instructional program. He thanked operations director Lauren Fallahay for her personal direct outreach to members who were expiring and not renewing. Fallahay commented that she was seeing more members using the membership portal to pay renewal fees on line and paying ahead of their actual expiration date. For those who allowed their membership to expire, she said many were experiences financial hardships related to the COVID-19 pandemic and the Stay-at-home order, but that they wanted to come back and many would resume using our services once we are able to reopen. Smith suggested a "Welcome Back" event.
- B. Operations and Finance** – No report.
- C. Programming Committee** – Chair Mims reported that she asked that programming agendas and minutes be provided to her before the committee meets. This are prepared by TV Programming Director TD Trice. She also asked that the website analytics for viewership be included in TD's monthly report outs. She noted that Assembly TV is underway and hoped this service may eventually begin to generate revenue in the way of sponsorships.
- D. Executive Committee** – Smith noted standing committee reports have already been noted. He added that he was pleased that Documentary Producer and Sac-Region Vice President for the San Francisco-Sacramento-Reno Chapter of the National Academy of Television Arts and Sciences, Joyce Mitchell, has agreed to be an advisor to the Membership and Outreach Committee. She recently premiered a new music video on our Live Wire program.

- V. **Executive Director Report** – Handout provided.
- VI. **Public comment** – None
- VII. **New Business** – Banking Signer Certifications
- VIII. **Adjournment** – Meeting adjourned at 7:00 pm.

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, January 28, 2021

V. Executive Director Report

- A. National Public Policy from ACM** –President Mike Wassenaar reports 1) that in the FCC v Prometheus Radio Project case, the Supreme Court heard oral arguments Jan. 19. The case argues that the Commission should be able to get rid of its media ownership rules despite their lack of analysis on impacts on minority and female ownership of stations; 2) Energy and Commerce Chair Frank Pallone has announced the Democrats that will serve on the House Communications and Technology Subcommittee. This includes the reappointment of Doris Matsui. I have meet with her and her staff twice in the last three years about support of PEG legislation.
- B. CA Small Business COVID-19 Relief Grant** – Application submitted for \$25,000. Two rounds of \$250-million each. I was notified Wed. Jan. 27 we were not selected for funding in the first round. Our application with Lendistry.com (the CA handler for the Governor’s relief program) will automatically roll over to the 2nd round of funding with no need to reapply.
- C. Legislative TV in January** – First Session broadcast on January 11 was a budget committee meeting. Floor Sessions have followed. Assembly Speaker pro Tem Kevin Mullin is delighted.
- D. AT&T Direct Feed** – Technicians installed the fiber line that will eventually feed directly from our Master Control to the AT&T U-verse head in on Thurs. Jan 21. A new standard-definition (SD) encoder will follow and will mean our channel 17 & 18 feeds to them will no longer pass through Comcast.
- E. PCS 2021 Filmmaker Withdrawal** – Screenwriters Randy Nundlall, Jr. and Samantha Laurenti from “It’s You,” a winning film from 2020’s postponed festival, notified me that they must withdraw from the festival. With eight months to go to the Oct., 2021 date, they recognize that the financial drain to keep their crew safe with the number of locations involved will now be beyond their means even with the delay. The COVID-19 pandemic has harmed them financially and they wanted to give us plenty of notice of their need to step back.
- F. CARES Act PPP Loan Forgiveness Application** – Applications for the PPP loan forgiveness are now available from Bank of America. The loan on May 7, 2020 needed to be expended in 24 weeks by Oct. 29, 2020. Then we have 10 months until Aug. 29, 2021 to apply for forgiveness. Payments would never be due until after a decision by the Small Business Administration on a 1% interest rate.
- G. Labor Law Changes for 2021** – Most of the changes that affect us are related to how business must respond to the COVID pandemic. One law says we have to publish a printed COVID-19 Prevention and Response Plan, have done a training for all staff on our policies and procedures related to COVID including related benefits (sick leave, SDI, FMLA, CFRA), prevention methods and symptoms. Another law identifies deadlines for notification to staff if someone is found to have been exposed, with rules for mandatory testing and re-testing, with an expanded definition of an “Outbreak” in the workplace, Including a mandatory additional 80 hours of paid sick leave, and an additional 12-weeks of unpaid leave with job security. We need to have an extensive system in place for tracking, monitoring and reporting on exposures and any positive tests connected to our workplace. We could have Worker’s Comp Insurance exposure for anyone who can demonstrate a workplace exposure. Any of our employees who supervise youth are now

mandated reporters. The IRS reimbursement mileage rate is now .56 per mile, down from .575.

- H. Capital Outlay Purchasing** – Both the LiveU system and large box lens for the HD truck have been received and installed. Other UPS systems and a set of replacement drives have been installed by Liz in our IT closet to support the shared staff storage and PIT storage devices that had concluded their safe usable lives. Two laptops supporting staff work have been received.
- I. Lighting Tutorial** – As support for members, the next lighting workshop with Carlos Hernandez will be provided free (via zoom) to all members who want to participate. This connectivity to members who get less contact from us because of the closedown.
- J. Miscellaneous –**
 - a. KUBU app streaming performance** – See attached.
 - b. On-Line Forms** – Electronic fillable forms are available now from the Access Sacramento Website so people can apply for the board, for a general membership (subject to proof of residency, orientation attendance, and payment), and to apply for employment.
 - c. CA Arts Council Grant** – Steven Bourasa will be the program producer and project lead on the create of these videos. Carlos Hernandez, Matthew Gilliam and Jeffrey Lapid and Steven will be producing the segments for Live Wire. Others may become involved as needed. Projects will begin to air as early as the last week of Feb and March at the rate of about one a week. A showing (premiere) and reception as part of the grant would happen in June.
 - d. Board of Directors Webpage** – A short introductory paragraph is needed to go with the pictures for Nahid Kabbani and Alexander Vasquez.

Special Board of Directors Meeting Minutes
Thursday, February 4, 2021
2:45 p.m.
Via Zoom Meeting

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

Staff: Gary Martin, Executive Director.

Guest: Randy Van Dalsen, The Buske Group, Search Committee Hiring Consultant, Executive Director Finalists.

I. Call to Order Special Board Meeting 2:45 pm. Quorum present.

II. Closed Session

The Board of Directors went into immediate closed session for the purpose of interviewing finalists for the Access Sacramento Executive Director Position.

There was no report out.

III. Adjournment at 5:41



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 members of the Board of Directors serve as unpaid volunteers. 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 the Executive Director at: 4623 T. Street, Suite A, Sacramento, 95819-4700 (916) 456-8600 at extension 100 or postmaster@AccessSacramento.org