



**Board of Directors  
Thursday, July 23, 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](mailto:info@AccessSacramento.org)**

Access Sacramento  
4623 T Street, Suite A, Sacramento, CA  
(916) 456-8600

**[www.AccessSacramento.org](http://www.AccessSacramento.org)**

**COMMUNITY PROGRAMMING ODOMETER**  
61211 (+136 in 28 days)  
AVERAGE OF 4.9 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, July 23, 2020 - 5:30 PM  
Remote Meeting via Zoom.com**

<b>Time</b>		<b>Item of Business</b>	<b>Presenter</b>	<b>Action</b>	<b>Info</b>
5:30	I	<b>CALL TO ORDER REGULAR BOARD MEETING</b>	Smith		
	II	<b>DISCUSSION / ACTION ITEMS</b>			
		A. <b>July 23, 2020 Agenda Approval (New Items?)</b>	Smith	X	
		B. <b>Minutes for Regular Monthly Meeting June 25 2020</b>	Smith	X	
		C. <b>2020-21 Budget Capital Outlay Purchases</b>	Martin	X	
		D. <b>Motion from Nominations Committee – Appointment of Monica Stark to Board of Directors</b>	Smith	X	
		E. <b>COVID-19 Related - Membership Extensions</b>	Martin	X	
	III	<b>DISCUSSION</b>			
		A. COVID-19 Reopening Plan	Martin		X
		B. Educational Ad Hoc Committee	Henderson		X
		C. 21 <sup>st</sup> Annual “A Place Called Sacramento” Film Festival a. Delay to June, 2020 b. Diversity/Youth Prelim c. Location & Distribution Options	Martin		X
	IV	<b>STANDING COMMITTEE REPORTS (Discussion Items)</b>			
		A. THE Membership & Outreach Committee (Membership Chart) a. Power of Voice b. Legislature on TV c.	Smith		X

		B. Operations & Finance a. June, 2020 P&L (1 <sup>st</sup> end of Year)	Henderson		X
		C. Programming – a. Current Events Programming b. Hometown TV	Mims		X
V		<b>EXECUTIVE DIRECTOR REPORT (Handout)</b>			
		A. KUBU 2 <sup>nd</sup> Quarter Sound Exchange Report B. KUBU app streaming performance C. ARDT II – Ingest Portal Update D. SBA Payroll Protection Program E. Master Control Insurance F. Film Commission / Permitting G. Other	Martin		X
VI		<b>Public Comment</b> (2 min. per person): Fill out request form	Smith		X
VII		<b><u>New Business</u></b> Possible Agenda Items for Aug. 27, 2020 Membership Database Future Planning – 2030 Vision Grant Goals	Smith		X
VIII		<b>ADJOURNMENT</b>  <b>Schedule</b> Orientation – Tuesday, Aug. 11, 6pm THE Membership & Outreach Committee – Wed. Aug. 12, 5:30pm Radio Producers Meeting Teleconference – Wed. Aug. 12, 7pm Programming Committee – Thurs. Aug. 13 5pm Executive Committee – Thurs. Aug. 13 6pm Orientation – Wed. Aug. 26, 6pm Regular Board Meeting – Thurs. Aug. 27, 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.**

**June Monthly Business Meeting Minutes**

**Thursday, June 25, 2020**

**5:30 p.m.**

**Via Zoom Meeting**

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

**Staff:** Gary Martin, Executive Director

**I. Call to Order Regular Board Meeting 5:30 pm. Quorum present.**

**II. Discussion/Action Items**

- A. June 25, 2020 Agenda Approval – Moved by Gordon, seconded by Morin for approval. Approved.**
  
- B. Minutes the Regular Board Meeting May 28, 2020 – Moved by Gordon, seconded by Morin for approval. Approved.**
  
- C. 2020-21 Budget** – Executive Director Martin presented a draft Initial budget for board consideration. Martin reported the Sacramento Metropolitan Cable Television Commission (SMCTC) had approved a status quo funding, plus a 2% Cost of Living Adjustment (COLA) for the 2020-2021 fiscal year based on its rules and mimicking the COLA that was provided to Sacramento County employees. An additional amount was provided to cover the cost of the minimum wage improvement that will be required under state law on Jan. 1, 2021.

Martin explained that the base PEG Grant funding was also approved with the COLA increase, but noted that any one-time only purchase requests were delayed to the September SMCTC board meeting and that the requests would be due in July. Staff are building their request list and quotes. Martin indicated Access Sacramento is at some risk on PEG related expenditures as the fiscal year begins, since on-going monthly payments for contracts like the office copier, LiveU service and Cloud Services including the Ingest Portal will be paid, even before a funding approval from SMCTC. Should funding not be provided, those contracts would need to be terminated since those payments would likely be converted to unrestricted capital.

**Moved by Henderson, Seconded by Gordon for approval of the Initial 2020-21 budget.**

- D. Power of Voice Selection** – Following its normal process, board member recommendations for who should be named as the 2020 “Power of Voice” winner for Access Sacramento were submitted to the board’s Executive Committee following the criteria that is used on an annual basis. Chair Smith announced the intention of the Executive Committee to name an organization as the winner this year: Black Lives

Matter – Sacramento. The selection is in line with the intention to recognize those who represent voices that are not typically heard in the community, whose work has expanded the voice of those who are underrepresented, and who have a previous relationship with Access Sacramento. Board member Fletcher will make the offer to the organization. Discussion of how to make the presentation and to recognize Black Lives Matter – Sacramento for its unifying messages and call for peaceful demonstrations. The board would prefer a TV Show presentation with video content from the Black Lives Matter – Sacramento work in the community. The hope is to prepare the show and to have it broadcast in August. **Motion by Gordon, Seconded by Morin to adopt the nomination of Black Lives Matter – Sacramento as the 2020 Access Sacramento “Power of Voice” winner. Approved.**

- E. COVID-19 Related – Membership Extension** – Given the closure of Access Sacramento on March 17, Executive Director Martin proposed a membership extension program where newly expired members (since February) would have their memberships extended by three months, and that members who were still current, would have their memberships’ extended by three months. Although many members are still submitting television and radio programs, others have been unable to create their programs without the use of Access Sacramento’s studios in the Coloma Community Center. Martin had discussed the plan with staff, who are in support of the idea. **Moved by Gordon, Seconded by Spears to support the proposal and to have Martin move forward with its implementation. Approved.**

### **III. Discussion Items**

- A. COVID-19 Reopening Plan** -- Executive Director Martin indicated that the main office has been made available to the public for four-hours a day Monday through Thursday. The number of people who have been making membership payments and dropping off their programs has increased. A pilot for checking out camera gear has occurred. Staff are working to make sure safety rules are maintained, and those who are entered the Coloma Community Center space are learning the rules for wearing a mask and maintaining social distancing. The main office is being sanitized, and check out equipment is being allowed to sit idle for 72-hours as a safety precaution.
- B. Educational Ad Hoc Committee**– Henderson reported a conversation with Spears about how best to move some of our classes online and was pleased by staff work to help move in that direction. Additional work will a done in the months ahead with work being done now to find a common time to meet.
- C. 21<sup>st</sup> Annual “A Place Called Sacramento” Film Festival** –
- a. Diversity/Youth Prelim -- Executive Director Martin described the thought that a youth film festival component for this year’s “A Place Called Sacramento” Film Festival is being considered. By combining the youth festival’s process from last year with this year’s diversity and civil rights theme, Access Sacramento should be able to recognize some great beginning film makers with a new “Diversity Challenge.” How are the diversity issues affecting youth in

your community. The challenge will be for filmmakers 18-years-old and under.

- b. **Location & Distribution Options** – Concerns about the process of filmmaking during the coronavirus pandemic is creating a variety of production processes and concerns among this year’s filmmakers. The approaching September submission and the lack of a large audience theater showing are at the forefront of discussion. Martin indicated he was surveying the filmmakers about moving the festival back later in the year, at least to November, but possibly further. The inability to connect with the Crest Theatre, Bradshaw Drive in and other options is slowing the final process as well. More information is being gathered and new dates are likely to be announced before the next board meeting.

#### **IV. Standing Committee Reports**

- A. THE Membership and Outreach Committee** – Smith reported that the Power of Voice event information had already been covered. He also indicated that Kim Spears was named Chief Ambassador replacing Mims to help with membership development and retention. He asked for a line chart tracking month to month comparison of membership with a process to
- B. Operations and Finance** – Henderson reported that net revenue is down, and that new initiatives to help with overall income, asset grown and self-sustainability will be the focus in the year ahead.
- C. Programming Committee** – Fletcher commented on the SMTCE funded initiative to support local artists with video documentation with content to air on the PEG channels and elsewhere. The initiative by Councilman Eric Guerra’s designee Sarah Pollo at the cable commission was funded for the 2020-21 fiscal year. Ed asked what content might be the focus for Game of the Week and Hometown TV if high school sports in the fall is cancelled or delayed?

**V. Executive Director Report** – Handout provided.

**VI. Public comment** – None.

**VII. New Business** – Nothing additional to the items already on the agenda.

**VIII. Adjournment** – Meeting adjourned at 7:38 pm.

Item V

Item V

Executive Director's Report to the Board of Directors  
June 25, 2020

- A. KUBU 2<sup>nd</sup> Quarter Sound Exchange Report** – This is confirmation the 2<sup>nd</sup> quarter music reports that inform ASCAP, BMI and SESAC of our music usage on Ch. 17 & 18 cablecast audio, Secondary Audio Program, internet streaming and over the air was submitted back in April. The next two week reporting period will be assigned by Shane in early July and is handled in part by the automation support installed for this purpose.
- B. KUBU app streaming performance** – See attached.
- C. ARDT II Ingest Portal Update** – This portal is now set up to handle all HD Video (16:9), and to convert it to a compliant format if it is not. Likewise, any SD video will pass through in that aspect ratio (4:3) and will be converted to a compliant format if it is not. Formerly, all 16:9 video was down converted to SD, but with the channel's encoder to the cable headend now being HD 16:9, we needed to modify the portal to maintain the best screen aspect ratio.
- D. SBA Payroll Protection Program** – We are talking with our accountant about this program. Money received will be shown on the balance sheet as a loan and a liability that will carry into the next fiscal year. Once the paperwork is finished for the reporting period and the loan amount to be forgiven is determined, then the loan will be reflected as income against the payroll accounts.
- E. Master Control Insurance** – Following the water damage in Master Control and its full replacement, the claims adjuster from McLarens (the handling company for Alliant Insurance) has been provided with a request for \$109,000 to cover the equipment replacement, installation, other financial actual losses for training and contracted productions and extra expenses related to managing the damage and providing member services in other locations after the TV studio was shut down.
- F. Film Commission / Permitting** – We are following up with our PCS filmmakers and the Film Commissioner about how TV shoots in the field (non-news) might be impacted by a notation in the city ordinance that all filming in public or private intended for broadcast is supposed to be permitted. As written, this might affect churches, public events, Game of the Week, Hometown TV etc.
- G. Miscellaneous** –
  - a. **Harassment Training** – By the end of the next week, all staff should have completed the state mandated training, due by the end of the calendar year. A separate training for supervisors who can (a) hire, transfer, promote, assign, reward, discipline, or discharge other employees, or effectively recommend any of these actions; (b) act on the grievances of other employees or to effectively recommend action on grievances; or (c) direct the claimant's daily work activities
  - b. **State Legislature Broadcasts** – the ACM West Region board meets tomorrow and this is on the agenda. Peninsula TV (San Mateo County PEG) is doing some type of legislature broadcasts now, but I don't know the full schedule and haven't connected yet with the Exec. Dir. there.



## **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](http://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](mailto:postmaster@AccessSacramento.org)