



**Board of Directors  
Thursday, July 27, 2017  
Regular Board Meeting  
5:30 p.m.**

Coloma Community Center – Gold Run Room  
4623 T Street, Sacramento, CA  
(916) 456-8600 (phone)

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

**COMMUNITY PROGRAMMING ODOMETER  
53837 (+234 in 35 days)  
AVERAGE OF 6.7 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 27, 2017 5:30 PM**  
**Coloma Community Center – Gold Run Room**

Time		Item of Business	Presenter	Action	Info
5:30	I	<b>CALL TO ORDER REGULAR BOARD MEETING</b>	Henkle	X	
	II	<b>DISCUSSION / ACTION ITEMS</b>			
		<b>A. ACTION: Agenda Approval (New Items?)</b>	Henkle	X	
		<b>B. ACTION: Minutes for June 22, 2017</b>	Henkle	X	
		<b>C. ACTION: Chief Financial Officer &amp; Secretary 2017-18 Selection</b>	Henkle	X	
		<b>D. ACTION: 2017-18 Final Budget</b>	Martin	X	
	III	<b>DISCUSSION ITEMS</b>			
		A. Board of Director's Nomination Guidelines & Process	Morin		X
		B. ACM West Conference	Martin/Henkle		X
		a. Participation March 15-17, 2018			
		b. Theme Options (Bridging Communities, Bringing Change)			
		C. Website (Board of Directors) Info Sheet & Photos	Henkle		X
	IV	<b>STANDING COMMITTEE REPORTS (Discussion Items)</b>			
		D. Membership & Outreach (July Membership Chart)	Smith		X
		a. Power of Voice Fundraiser			
		b. KUBU Underwriting Package			
		c. Ambassador Program			
		d. Video Pitch			
		E. Operations & Finance	Henkle for Crone		X
		a. June 2017 Ledger / 2017 Fiscal Year End			
		b. 2017 Fiscal Year End			
		c. Profit & Loss Report Modification / Cash Flow			
		F. Programming	Fletcher		X
		a. HTTPV – Approvals / New Forms			

V	<b>EXECUTIVE DIRECTOR REPORT (Handout)</b>			
	<ul style="list-style-type: none"> <li>A. Grant Applications Update (TOT, SMAC, Creative Economy)</li> <li>B. Council of Giving – 100 Men</li> <li>C. GOTW &amp; PCS Underwriting</li> <li>D. ACM 2017 National Conference</li> <li>E. HS PSA Competition</li> <li>F. Van Gas/Window Break</li> <li>G. Miscellaneous Updates</li> </ul>	Martin		X
VI	<b>Public Comment</b> (2 min. per person): Fill out request form	Henkle		X
VII	<b>New Business</b> Agenda Items for August, 2017	Henkle		X
VIII	<b>ADJOURNMENT</b>  <b>Meeting Schedule</b> Orientation – Tues, August 8, 6pm Radio Meeting – Wed. August 9, 7pm Programming Committee – Thurs. August 10 5pm Executive Committee – Thurs. August 10 6pm Orientation – Wed. August 23, 6pm Regular Board Meeting – Thurs. August 24, 2017 5:30 pm Sacramento VIPs – Wed. August 30, 7pm	Henkle	X	

**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 22, 2017**

**6:00 p.m.**

**Coloma Community Center- TV Studio**

**Board Present:** Robin Scott Peters, Robert Morin, Van Gordon, Ed Fletcher, Bob Smith, Charlena Henderson, Don Henkle, Simone Vianna

**Absent:** Tim Crone

**Staff:** Gary Martin, Executive Director, Laureen Fallahay, Office Manager

**Guests:** Peter Brixie, Attorney and general members

**I. Call to Order Regular Board Meeting - 6:03 PM**

**II. Discussion/Action Items**

- A. ACTION: Agenda Approval (New Items?) – Moved by Smith and seconded by Henkle for approval. Approved.**
- B. ACTION: Minutes for May 25<sup>th</sup>, 2017 – Moved by Henkle, seconded by Gordon for approval. Approved.**
- C. ACTION: Chair & Officers 2017-18 Selection –**
  - a. Nomination for Chair for next year: Morin nominated Henkle as chair, Fletcher seconds. Charlene nominated Peters as chair– Bob Smith seconds. Vianna nominates Smith as chair, Gordon seconds. A paper ballot was prepared, and Executive Director Martin with attorney Brixie witnessing reported the votes. Henkle 6, Peters 1, Smith 1. **Don Henkle selected as 2017-18 Board Chair.**
  - b. Nomination for Vice Chair for next year: Fletcher nominates Morin, seconded by Gordon. Vianna nominates Smith, seconded by Henderson. A paper ballot was prepared and Executive Director Martin with attorney Brixie witnessing reported the votes. Smith 5, Morin 3. **Smith selected at 2017-18 Board Vice-Chair.**
  - c. New Chair and Vice Chair assume roles at the conclusion of the annual membership meeting later today.
- D. ACTION: Adoption of 2017-18 Preliminary Budget –** Executive Director Martin explained that the budget is dependent on Cable Commission action but is not scheduled until July 19. A preliminary budget approval is need to authorize July 15 payroll and for general operations after July 1. Martin explained that approximately 90% of the operations budget is provided by the cable commission and that a 2% Cost of Living allowance is expected. The proposed capital outlay budget of \$660,000 appears to have staff recommendation for approval although a question remains on one item and e-mails with the commission staff continue. The preliminary budget includes a 1% payroll improvement for permanent staff. The Executive Director is reducing salary by \$4,000

pending cable commission decisions. Board members asked about other minor modifications including with training and consultants. **Motion: Smith moved funding authorization based on the proposed Preliminary Operation budget for use in the start of fiscal year 2017-18 beginning July 1, 2017. Seconded by Gordon. APPROVED. Moved by Fletcher, seconded by Morin that the Executive Director continue to work with the SMCTC Staff and commission members in advance of the July 19, 2017 SMCTC Budget hearing to facilitate the budget process; and, for the Executive Director to prepared a finalized budget for the July 27, 2017 regular business meeting. APPROVED.**

- E. **ACTION: Approval of 2017-18 Calendar** – A variety of meeting schedule options were discussed, including when the board might cancel a meeting to hold a summer retreat. There was no consensus on a viable scheduling option. **Morin moved and Smith seconded to retain the proposed calendar of regular business meetings on every 4<sup>th</sup> Thursday with the option on adjustments later. APPROVED**
- F. **ACTION: Employee Handbook Update** – Executive Director Martin explained several mostly technical changes were needed to section describing pay dates, updating a decision in June 2016 about the health plan coverage as 90% to the company and 10% to the employee. Access Sacramento’s human resources consultant HR to Go also recommended several minor changes related to new state law regarding Kin Care. **Moved by Smith, seconded by Morin to approve Employee Handbook changes. APPROVED.**
- G. **DISSCUSSION/ACTION - SMAC Grant** – Executive Director Martin, on request of the board, indicated he was in the process of drafting the language of a grant proposal for the Sacramento Metropolitan Arts Council. The proposal requests funding for the hall rental, printing and other direct costs of the “A Place Called Sacramento” Film Festival. Martin’s recommendation was that this strategy reflects awareness that SMAC judges have approved of Film Festival budget requests from other non-profits. A general Access Sacramento funding request three years ago for operational support as a Community Media Center was not funded. **Moved by Fletcher, Seconded by Morin to authorize Martin to complete the grant application and submit by the deadline, and to allow e-mail board comments as possible before submission. APPROVED.**

### **III. Executive Director Report (Handout)**

- A. Office Manager/TV Show Producer Hiring Status – Laureen Fallahay introduced

- B. Master Control Room Remodel - Upgraded to HD
- C. ARDT II – still in beta
- D. Coloma Lease Renewal – The city of Sacramento has a new management person assigned to the contract.
- E. Business Agreements: Workers Comp, Kaiser, Retirement Plan have been submitted by the Executive Director.
- F. Miscellaneous Updates - Scholarship program application needs to be devised. PCS filmmaker meetings are underway.

IV. Standing Committee Reports (Discussion Items)

- A. Membership & Outreach (June Membership Report) – This committee met June 12. Membership is up 12 over the last year. The committee is working on underwriting outreach with a digital calling card style video, starting an ambassador’s program for event outreach, and considering an annual gala event to showcase Access Sacramento.
- B. Operations & Finance – The current ledger shows 11 months. A question about a budgeted insurance payment actually will not be billed until the next fiscal year. Martin said several billed event payments are owing and will likely be accrued into the June ledger even after the July 1 start to the fiscal year.
- C. Programming – The committee continues to monitor the community memory and Access Remote Digital Transfer II project. The first HTTV event, an InterDependence Day celebration at Southside Park was recommended for approval.

V. Public Comments - NONE

VI. New Business – Agenda Items for July 2017 - Creative Economy Event – Steinberg Initiative

VII. Adjournment - 6:48 PM

- A. Next Regular Board Meeting: July 27<sup>th</sup> 5:30 PM



## **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)