



**Board of Directors
Thursday, June 28, 2018
Regular Board Meeting
6:00 p.m.**

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

www.AccessSacramento.org

**COMMUNITY PROGRAMMING ODOMETER
56291 (+246 in 35 days)
AVERAGE OF 7.0 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 28, 2018 5:30 PM
Coloma Community Center – TV Studio

Time	Item of Business	Presenter	Action	Info
5:30	I CALL TO ORDER REGULAR BOARD MEETING	Henkle		
	II DISCUSSION / ACTION ITEMS			
	A. ACTION: June 28, 2018 Agenda Approval (New Items?)	Henkle	X	
	B. ACTION: Minutes for May 24, 2018	Henkle	X	
	C. ACTION: Chair & Officers 2018-19 Selection	Henkle	X	
	D. ACTION: Adoption of 2018-19 Preliminary Budget a. SMCTC Budget Hearing b. COLA / Minimum Wage	Martin	X	
	E. ACTION: Approval of 2018-19 Calendar	Henkle	X	
	III DISCUSSION ITEMS			
	A. Power of Voice Gala Dinner a. Promotion b. Volunteer Help	Smith/Mims		X
	B. Membership Data Review	Morin		
	IV STANDING COMMITTEE REPORTS (Discussion Items)			
	A. Membership & Outreach a. Power of Voice Planning b. Membership Campaign c. Membership Chart	Smith		X
	B. Operations & Finance a. May, 2018 Ledger b. Profit & Loss Report / Cash Flow c. Income Tracking Bar Chart	Morin		X
	C. Programming a. Radio/TV Additional Time b. Show Lab	Fletcher		X
	V EXECUTIVE DIRECTOR REPORT (Handout)			
	A. A Place Called Sacramento Update B. Hiring Update	Martin		X

		C. 2016 RV Break-In Insurance Payment D. ARDT II March Upload Numbers E. KUBU App/Streaming performance F. State Farm Grant and others G. 2017-18 Purchasing H. Upcoming Remotes I. Miscellaneous Updates			
	VI	Public Comment (2 min. per person): Fill out request form	Henkle		X
	VII	New Business Possible Agenda Items for July 26, 2018 Conflict of Interest Policy (Exec. Committee) 2018-21 Strategic Plan Handbook Revisions / Sick Leave Accrual	Henkle		X
6:50 pm	IX	ADJOURNMENT Schedule Independence Day Holiday – Wed. July 4 – Closed Power of Voice Planning Group – Thurs. July 5 Noon Orientation – Tues. July 10, 6 pm THE Membership & Outreach Committee – Wed. July 11 4:30pm Radio Producers Meeting – Wed. July 11, 7pm Programming Committee – Thurs. July 12, 5pm Executive Committee – Thurs. July 12, 6pm Orientation – Wed. July 25, 6pm Regular Board Meeting – Thurs. July 28, 5:30 pm	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.

May Monthly Business Meeting Minutes

Thursday, May 24, 2018

5:30 p.m.

Coloma Community Center- Gold Run Room

Board Present: Don Henkle, Bob Smith, Tim Crone, Van Gordon, Ed Fletcher, Kim Mims, Robert Morin, Alex Vasquez, Simone Vianna

Excused: Alex Vasquez

Staff: Gary Martin, Executive Director, Lauren Fallahay, Office Manager, Shane Carpenter, Radio Programming Director

Guests: Connie Fishbaugh, Mark Freeman, Frank Harrison, Peter Brixie

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

II. Discussion/Action Items

A. ACTION: May 24, 2018 Agenda Approval – Moved by Smith, Seconded by Gordon for Approval. Approved

B. ACTION: Minutes for April, 2018 – Moved by Gordon, Seconded by Morin for approval with spelling correction at IV.A.b to:

Planning POV – A planning meeting on March 10 will include the PR promoter from Wordsmith Communications Rachel Smith and last year's POV winner Patrick Harbison.

Approved.

C. Board of Directors Application: Mark Freeman – Van Gordon opened the discussion by introducing Mark Freeman. Freeman gave his background as an early Access Sacramento member in the 80s, who now has his own production company, doing on-line training and integrated multi-media. He said he has always been an advocate for the community voice and does a variety of pro-bono work for non-profits. He believes in the Access Sacramento mission and offerings. Freeman responded to questions about where Access Sacramento might be strengthened, his experience with youth groups and with Arts Initiatives. **Motion from Committee for Appointment. Approved.**

D. Receive and File: Board of Directors Resignation: Tim Crone -- Crone submitted a letter of resignation as board member and Chief Financial Officer to Board Chair Don Henkle effective June 15. Crone announced a plan move out of state related to a job reassignment. Henkle thanked Crone for his help and wished him the best on his road to the future.

E. Selection of Chief Financial Officer – Henkle announced his temporary appointment of board member Robert Morin as Interim Chief Financial Officer.

IV. Public Comment – As a convenience to the members of the public, Henkle moved public comment forward in the agenda.

- A. Connie (Bryan) Fishbaugh provided a handout to the board detailing her concern that, while a program playback problem in early 2018 was eventually corrected, that she was treated with disrespect by a member of staff. She explained she had met with the Executive Director, with the Executive Director and the staff member, and had corresponded repeatedly with the Executive Director and the Board Chair regarding this matter over several months and she wanted the full board to have her written statement.
- B. Frank Harrison introduced himself to the board. He explained he has a media degree and background with video for the State of California. He had been invited by the Executive Director to attend a board of directors meeting and to consider putting in an application to the board. Having served on several boards of directors in San Francisco previously, he was eager to find a suitable non-profit board that was closer to home and the Access mission has always been important to him.

III. Discussion Items

- A. **2017-18 Draft Access Sacramento Budget** – Executive Director Martin provided budget information about the preparation and planning of the 2018-19 budget draft. The Sacramento Metropolitan Cable Television Commission’s Cost of Living Allowance (COLA) Policy is tied to the amount of COLA that is offered to bargaining units for Sacramento County employees. No firm information is available from the Board of Supervisors at this time. A place-holder of 2.5% as a COLA is being used, with approximately an additional 1.5% for support of the minimum wage. Pricing for medical, property, liability and workers compensation insurance are being gathered for use in the budget. An initial Capital Outlay budget of just over a million dollars has been proposed and so far there has been no request for modification from the cable commission staff. Martin explained it has been past practice for him to visit with cable commissioners before the upcoming budget hearing on June 28 and when those meetings are set, he will offer board members the opportunity to attend should they want to participate in that way.
- B. **Radio Meeting Report Out** -- Bob Smith reviewed an opportunity to rent billboard space for our low-power FM Radio station in the downtown area. Along with board member Vasquez, he has offered to pay for the billboard rental for a month to help make this proposal a reality. He would like to move forward with board approval, and that he would work with Executive Director Martin on developing artwork. Freeman reported he had a contact with the Clear Channel Billboard representative and that he might be able to improve on the quoted rate. Smith and Freeman to work on this together.

Additional discussion about putting KUBU onto the sides of buses, and using advertising on the iPhone and Android phone app were also discussed

C. ACM West Conference Content Impressions – Chair Henkle offered to send emails to members of the board of directors to restart this discussion.

D. Conflict of Interest Policy – The draft document was provided in January during the annual Conflict of Interest training. Henkle assigned the document to the Executive Director for review and return to the board after the start of the new fiscal year.

IV. Standing Committee Reports (Discussion Items)

A. Membership & Outreach –

a. Smith reports that 166 of the respondents to this quarter's membership survey indicated a willingness to be contacted again. Smith and other committee members will be reaching out about a proposed "Ambassador" program to help "Tell our Story" in the community. For respondents who have lapsed their membership, they will be encouraged to renew.

b. Planning POV – Smith thanked volunteers Patrick Harbison and Rachel Smith for their assistance with this project. The next planning meeting is May 30, for a planned event Thur. July 19. The Committee is lining up sponsors, venues and caterers.

c. Membership Report – the number of members is climbing. Morin asked for access to the source data and will work with the executive director to provide the information.

B. Operations & Finance – The April 2018 ledger was presented to the finance committee previously. CFO Crone a separate report providing input on specific line items was presented.

C. Programming – The programming committee did not meet this month. Fletcher commented on the overall goal of improving the overall quality of members programs. He felt it is difficult to start your own show, whether as a studio or a single-camera shooter/editor and reiterated his hope the Show Lab project in discussion for grant funding would be underwritten. A further discussion centered around the possibility of adding a For-Profit arm of Access Sacramento. It was suggested the executive director send an email to the cable commission surfacing this as an idea and getting a sense of whether this would be acceptable and appropriate to them.

V. Executive Director Report – A written report was provided.

VII. Executive Session – The board of directors went into executive session at 7:25 for a meeting with the Executive Director on a personnel matter. There was no report out. Meeting resumed at 7:44pm.

VIII. New Business – None added.

IX. Adjournment – 8:55 p.m.



2018 ANNUAL MEMBERSHIP MEETING

Thursday June 28, 2018 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 2018 Membership Meeting A. Board of Directors Overview of 2018 B. Brief Comments from each board member C. Overview of Past Year D. Plans of Year Ahead	Gary Martin Don Henkle Gary Martin
ANNUAL REPORT TO THE MEMBERSHIP		
7:15	Review of 2017-18 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	Robert Morin
7:30	C. <u>Membership and Outreach Committee</u> Power of Voice / Ambassador Program	Bob Smith
HONORS FOR 2017-18 MEMBER VOLUNTEERS		
7:35	Honoring Our Members	Henkle & Martin
	<ul style="list-style-type: none"> • Channel 18 Series Producer – Pastor Jessie Hopkins, “Victorious Living,” and Jim Spears, “Antelope Christian SDA Church” • Channel 17 Series Producer – Randy Van Dalsen, “Media Edge” • Channel 17 Program Producer – Katelyn Ellis, “Sactown Underground,” and Vee Ellis for “Sactown Insider” • Channel 18 Best New Series – Sue Ellen Williams, “God’s Way” • Radio Producer of the Year – Bill Fuller, “The League of Musical Detectorists” • Radio "Rookie" of the Year – Michael Gorman, “New Tribal Mind” • TV "Rookie" of the Year – Elitas Chirwa, “The Mazzy TV Show” • TV "Volunteer Helper" of the Year – Van Gordon • Radio & TV Interns of the Year – Shavena Lewis, John Painter • Stellar Achievement – Tu Tamapua, “O Lau Afioga O Le Upu Moni” 	
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)	



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