



**Board of Directors
Thursday, Jan. 28, 2021
Regular Board Meeting
5:30 p.m.**

And

**Board of Directors
Wednesday, Feb. 4, 2021
Special Board Meeting
3:00 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
(916) 456-8600

www.AccessSacramento.org

COMMUNITY PROGRAMMING ODOMETER
62137 (+539 in 42 days)
AVERAGE OF 12.8 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, JANUARY 28, 2020 - 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. January 28, 2020 Agenda Approval (New Items?)	Smith	X	
		B. Minutes for Regular Monthly Board Business Meeting December 17, 2020	Smith	X	
		C. Receive and File: Kimberly Y. Spears Board Resignation	Smith	X	
		D. Special Board of Directors Meeting Announcement - Thurs. Feb. 4 Closed Session – Hiring	Smith	X	
	III	DISCUSSION & ACTION ITEMS			
		A. Executive Director Search Committee Report	Smith		X
		B. Winter Fundraiser	Martin		X
		C. COVID-19 Prevention and Response Plan	Martin		X
		D. Board Management in Transition a. Board Minutes in February 25 b. ACM Public Policy Donation	Smith		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	Smith		X
		B. Operations & Finance a. December, 2020 Profit and Loss Report	Henderson		X

		<p>C. Programming –</p> <ul style="list-style-type: none"> a. Request of Agenda and Proceedings b. Radio Update c. Television Update d. Hometown TV – Women’s March 	Mims		X
	V	EXECUTIVE DIRECTOR REPORT (Handout)			
		<ul style="list-style-type: none"> A. National Public Policy from ACM B. CA Small Business COVID-19 Relief Grant C. Legislative TV in January D. PPP Loan Forgiveness Application Deadlines E. PCS 2021 Filmmaker Withdrawl F. Labor Law Changes for 2021 G. Capital Outlay Purchasing H. Lighting Tutorial I. Miscellaneous 	Martin		X
	VI	Public Comment (2 min. per person): Fill out request form	Smith		X
	VII	<p>New Business</p> <p>Possible Agenda Items for February 25, 2021</p> <p>Grant Goals</p> <p>Rental Fees and Process for Check Out for Equipment</p>	Smith		X
	VII	<p>ADJOURNMENT</p> <p>Schedule</p> <p>Special Board of Directors Meeting – Thurs. February 4, 3pm</p> <p>THE Membership & Outreach Committee – Wed. February 10, 5:30pm</p> <p>Radio Producers Meeting Teleconference – Wed. February 10, 7pm</p> <p>Programming Committee – Thurs. February 11, 5pm</p> <p>Executive Committee – Thurs. February 11, 6pm</p> <p>CLOSED – President’s Day– February 15</p> <p>Fund Raising Telethon – Fri. February 19, 6pm</p> <p>Orientation – Wednesday, February 24, 6pm</p> <p>Regular Board Meeting – Thurs. February 25, 5:30 pm</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.

December Monthly Business Meeting Minutes

Thursday, December 17, 2020

5:30 p.m.

Via Zoom Meeting

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

Excused: Samantha K. Henderson, Robert Morin

Staff: Gary Martin, Executive Director, Operations Director Laureen Fallahay, Production Assistant Marcus Jackson

Guest: Roger Beebout, Balarsky & Beebout, CPA's

I. Call to Order Regular Board Meeting 5:33 pm. Quorum present.

II. Discussion/ Action Items

A. December 17 Agenda Approval – Motion for approval by Gordon seconded by Stark. Approved.

B. Minutes of the Regular Board Meeting November 19, 2020 – Moved by Gordon, seconded by Stark for approval. Approved.

C. 2019-20 Fiscal Review

- a. Fiscal Review Presentation: Roger Beebout, Balarsky & Beebout, CPA's** – Executive Director Martin introduced the Fiscal Review by saying it is required by the Sacramento Metropolitan Cable Television Association and that the independent CPS firm of Balarsky and Beebout. CPAs has performed the fiscal review for more than 10 years. The Fiscal review looks at the fiscal year bookkeeping, bill pay and payroll that is done by the independent CPA firm of Malkasian Accountancy. Martin noted both the fiscal review and tax packet was provided by e-mail to the full board earlier in the week.

Beebout announced the fiscal review was clean, and that there were no findings or items of issue to report to the board. He reviewed the operational activity and noted the tracking of general operating expenses vs. the restricted fund expenses and that the overall drop in reserves is connected to the spend out on capital outlay items. In a note, he remarked on a drop in the depreciation schedule because of the water-damage loss of items that were not fully depreciated yet. Another note reflected the new

outstanding liability connected with the CARES Act Payroll Protection Program loan that's carried on the balance sheet, but noted that Access Sacramento should expect full forgiveness on the loan since all money was spent on payroll. He suggested that he and Martin talk about the loan as it might affect the fiscal review and taxes in the next fiscal year.

- b. Authorization to forward to SMCTC – Motion by Mims, Seconded by Gordon for acceptance and approval of the fiscal review, with instruction for Martin to forward the report per normal processes to the Sacramento Metropolitan Cable Television Commission by the deadline. Approved.**

- c. Form 990 Tax Filing** – Beebout continued his report by commenting on the IRS Form 990 non-profit tax filing prepared for the July 1, 2019-June 30, 2020 fiscal year. He noted the numbers match the fiscal review. As a non-profit, Beebout said this report out does not actually involve paying taxes, since revenue and any retained revenue is allowed to be reinvested in the nonprofit. He talked briefly about the normal process of allocating expenses based on formula between Program Services expenses (75%), General and Administrative Expenses (20%) , and Fundraising expenses (5%). Beebout also commented on the California non-profit tax filing Form 199 saying it aligns with the federal taxes. The additional form required by California is the Annual Registration Renewal Fee Report to Attorney General of California that validates our nonprofit status and reflects Access Sacramento's approach to charity and fundraising. He said that there's a \$150 fee that must be paid based on the size of our budget.

- d. Authorization to submit Federal, California Taxes and Attorney General's Filings – Moved by Gordon, Seconded by Kabbani to authorize Executive Director Martin to sign and submit the Federal and California tax documents and the California Attorney General's Report and pay any fees by the deadline. Approved**

Smith concluded by thanking Beebout for his work on our behalf and wishing all involved Happy Holidays.

D. 2019-20 Annual Report –

- a. Review** – Executive Director Martin presented the final draft of the Annual report noting it now reflects the draft financial documents from Balarsky and Beebout, CPAs and that now that the review has been

approved, the draft watermark can be removed. No other significant changes are in the report that has been in review for the previous two meetings. Martin did not that Appendix B which reports on Game of the Week and Hometown TV broadcasts has added columns to identify which County supervisorial districts or City Districts are represented by these events, by special request of the programming committee. **Moved by Gordon, Seconded by Kabbani to approve the annual report with distribution to the website, notification in the newsletter, and submission to the cable commission by the deadline. Approved.**

III. Discussion Items

- A. Executive Director Search Committee Report** – Consultant Randy Van Dalsen from The Buske Group is working to get the job announcement posted to the Access Sacramento website, with its application and job details. Promotion of the job will happen both locally and nationally using the ACM national job board and other media-related outreach sites. Local social media will be targeting in the hopes of attracting candidates who may already be familiar with local business and elected officials in the Sacramento region. Smith said the Executive Committee authorized Van Dalsen to place paid ads in the Sacramento Business Journal and the Capital Morning Report in hopes of reaching potential local candidates. Smith said Van Dalsen will be collecting resumes and processing the applications from the Access Sacramento website. The job application window was extended to Jan. 15, 2021 after a delay in getting the website job application form to work properly in the first days of the announcement. After the Search committee reviews materials and interviews selected semi-finalists, the fill board will interview the finalists to make a final hiring decision.
- B. COVID-19 Reopening Plan** – Martin reported the Coloma Community Center remains completely closed, with all City of Sacramento workers now working remotely.
- C. Community Media Movement** – Mims indicated her spreadsheet of potential Do-It-Yourself video makers has been expanded by adding the 2nd round of City of Sacramento CARES Act awardees. The CMM will be mentioned with Martin reaches out by e-mail to the list looking for possible partners on the CA Arts Council grant to showcase projects it funded in segments on Live Wire before the end of June.
- D. Membership Extension** – Previously, the board of directors provided a three-month extension on all members expiration dates in recognition of the reduction in services based on the pandemic. At the executive committee, the idea surfaced on whether an additional extension is appropriate. Discussion surrounded the

uncertainty on the number of members that are being lost, that services are reduced, and that even new members recruited through orientations have dampened enthusiasm because of the shutdown. In recent months, a 31% renewal rate has been seen. Smith said we must communicate with expired members and re-sell the value of Access Sacramento. He said the best move is to implement a retention strategy with personal e-mails and then calls for members to renew at either the \$30/six month or \$60/year rates.

PUBLIC COMMENT:

Marcus Jackson commented on sustainability and our distribution mission. In the big picture, people see us purchasing new equipment (TV Studio control room upgrade and new box lens for the truck) and they think, "Access doesn't need my \$30." They don't understand equipment money can't be spent on operations and salaries. He suggested that we should begin renting out the HD Truck and noted that some members find less incentive to come here.

Lauren Fallahay, Operations Director, said she's the one who's processing memberships these days and making the calls to those who are expiring. She says some don't want to renew when they can't come in. Others are using the new virtual classes. Others pay as they can. She did note four new series contracts on top of renewals. She suggested a Grand Re-opening when the time was right.

Based on discussion, the board determined no action was needed at this time.

IV. Standing Committee Reports

A. THE Membership and Outreach Committee – Smith reported on the ongoing initiative to get the CA legislative sessions onto our channels since the Oct. 2019 shutdown of the Cal Channel. He explained this is an opportunity for Access Sacramento to show its relevance by providing distribution of legislative sessions. Martin noted that equipment was being purchased to support this effort and that early tests by Programming Director TD Trice on connecting our equipment to the internet broadcasts originating at the State House had gone well.

B. Operations and Finance – No report.

C. Programming Committee – Kims noted previous information about the Community Media Movement. Martin added that KTXL Fox 40's news department asked for permission to rebroadcast a song from Access Sacramento's Hometown TV coverage a year ago for the Gay Mens' Chorus Christmas Concert. The Assistant News Director wanted something to end

their Holiday “Inspirational” special news show on Christmas Day from 7-8pm.

V. Executive Director Report – Handout provided.

VI. Public comment – None

VII. New Business – None

VIII. Adjournment – Meeting adjourned at 7:00 pm.

Access Sacramento
Board Of Directors Regular Business Meeting
Thursday, December 17, 2020

V. Executive Director Report

- A. National Public Policy from ACM** –President Mike Wassenaar reports to ACM: FCC Chair Ajit Pai announced Nov. 30 he will be stepping down on January 20, 2021, Inauguration Day. He'll be following the practice of past Chairs who stepped down with a changing Presidential administration. It's too early for a post-mortem on the Pai FCC – he'll be around for another 51 days. In the meantime, there's an open question about whether the Senate will move quickly to try to appoint President Trump's nominee Nathan Simington in the lame duck session to ensure there's at least a 2-2 tie between Republican and Democratic interests on the Commission. Why is that important? We're assuming there will be regular order in Congress in the opening days of the Biden Administration in 2021 – but if there are significant delays in confirmations in the US Senate, then the status quo will reign and any changes brought on by a Biden agenda will be delayed. We at ACM think it's important that a new Chair be nominated by the incoming President and confirmed by the Senate – Elections matter in a democracy. *The best way to ensure that happens is for the Senate to wait on the current nomination of Simington and confirm both a Democratic and Republican nominee in early 2021.* That way both Republicans and Democrats will have an incentive to act regardless of who wins a majority in the Senate next year.
- B. Four New AccessLocal.TV Correspondents Hired** – We have hired four new part-time correspondents for AccessLocal.Tv under our grant from The California Endowment. Training is underway and they will be posting new articles, videos and podcasts to the website for the next 4-5 months.
- C. Legislative TV in January** – Access Sacramento will begin a one-month pilot for broadcasting Assembly and other legislative sessions in January, 2021. This is made possible with the investment in some additional technology, but mostly because of the upgrade to our Cablecast by Tightrope playback automation. Programming Director TD Trice will manage this initially, but a more permanent monitoring system will be needed when underwriting can be achieved.
- D. 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.
- E. Labor Law Changes for 2021** – I will be participating in the HR To Go January 14 workshop teleconference about labor law changes for 2021. I suspect there will be notices affect process in reporting COVID cases in the workplace, rules requiring HR supervisors to be mandated reporters for minors, rules associated with the CA Family Rights Acts, and Unemployment rules in domestic violence cases, and redefinition as sick-and-safe time leave.
- F. Minimum Wage Goes up Jan 1, 2021** – The California minimum wage for companies with more than 26 employees will be \$14.00/hr. We will implement that wage for the Jan. 15 payroll.
- G. Fox 40 Airs Hometown TV clip to end 7pm news Christmas Day** – Nice to think a commercial station finds our content so compelling from a year ago to include it as a

show closer on Christmas day. They'll use the Sacramento Gay Men's Chorus performance of "Do you Hear What I Hear?" in our holiday broadcast from Dec. 2019.

- H. Capital Outlay Purchasing** – LiveU contract opened in Dec. Installation completed Dec. 16-18 to bring in the four sync'd cameras into the production control room and the new 3-Play video playback and instant replay machine with integration and installation by TV Pro Gear. We've also taken delivery of the next Box Lens for the TV truck.
- I. Coloma Center Holiday Tree Lighting** -- We will assist Councilman Eric Guerra's District 6 staff by providing lighting for the streamed event of the Coloma Center Tree Lighting on Dec. 3. Normally hundreds of people are on site for "Snow Much Fun" but this event is closed to the public this year and we will support it with lighting (as always) even though there will not be activities, performances and the arrival of Santa Claus by Fire Truck.
- J. Miscellaneous --**
 - a. **KUBU app streaming performance** – See attached.

**ACCESS SACRAMENTO BOARD OF DIRECTORS
SPECIAL BOARD MEETING
WEDNESDAY, FEBRUARY 4, 2021 - 3:00 PM
Remote Meeting via Zoom.com**

Latest updates to board agendas are available at www.AccessSacramento.org

Time	Item of Business	Presenter	Action	Info
3:00pm	I CALL TO ORDER SPECIAL BOARD MEETING	Smith		
	II CLOSED SESSION The board will move to a closed session for the purpose of interviewing finalist candidates for the Access Sacramento Executive Director position.	Smith		X
	III ADJOURNMENT Schedule THE Membership & Outreach Committee – Wed. February 10, 5:30pm Radio Producers Meeting Teleconference – Wed. February 10, 7pm Programming Committee – Thurs. February 11, 5pm Executive Committee – Thurs. February 11, 6pm CLOSED – President’s Day– February 15 Fund Raising Telethon – Fri. February 19, 6pm Orientation – Wednesday, February 24, 6pm Regular Board Meeting – Thurs. February 25, 5:30 pm			

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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 Executive Director at: 4623 T. Street, Suite A, Sacramento, 95819-4700 (916) 456-8600 at extension 100 or postmaster@AccessSacramento.org