



**Board of Directors
Thursday, March 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
62452 (+166 in 28 days)
AVERAGE OF 5.9 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, MARCH 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. March 25, 2021 Agenda Approval (New Items?)	Smith	X	
		B. Minutes for the Regular Monthly Board Business Meeting February 25, 2021	Smith	X	
		C. Motion from Nominations Committee to Appoint Ericka Bradley to the Board of Director	Gordon	X	
		D. Welcome Executive Director Donna Girot	Smith		X
		E. Farewell to Retiring Executive Director Gary Martin	Smith		X
	III	DISCUSSION & ACTION ITEMS			
		A. Staffing	Martin		X
		B. Standing Board Committees Appointments	Smith		X
		C. Big Day of Giving Planning	Martin		X
		D. Power of Voice Procedure & Timelines	Smith		X
		E. Paycheck Protection Program (CARES ACT)	Martin		X
		a. PPP 2 nd Draw			
		b. PPP 1 st Draw Loan Forgiveness			
		c. Employee Retention Tax Credit			
		F. COVID-19 Response & Reopening Planning	Martin		X
		G. Budget Timeline	Martin/Girot		X
		a. Capital Outlay Equipment (PEG Fund)			
		b. Operations (Franchise Fee / General Fund)			
		c. Submission Timeline to SMCTC			

	IV	STANDING COMMITTEE REPORTS (Discussion Items)			
		A. THE Membership & Outreach Committee (Membership Charts) a. Membership Retention b. Legislature TV	Smith		X
		B. Operations & Finance (Handout) a. February, 2021 Profit and Loss Report	Henderson		X
		C. Programming – a. Radio Update b. Television Update c. Hometown TV	Mims		X
	V	EXECUTIVE DIRECTOR REPORT (Handout)			
		A. National Public Policy from ACM B. Direct Feed to AT&T C. RV Remodel Update D. Master Control 40x40 Router	Martin		X
	VI	Public Comment (2 min. per person): Fill out request form	Smith		X
	VII	New Business Possible Agenda Items for April 22, 2021 Grant Goals Rental Fees and Process for Check Out for Equipment	Smith		X
	VIII	ADJOURNMENT Schedule Gary Martin Retirement – April 2, 2021 Programming Committee – Thurs. April 8, 5pm Executive Committee – Thurs. April 8, 6pm Orientation – Tues. April 13, 6 pm THE Membership & Outreach Committee – Wed. April 14, 5:30pm Radio Producers Meeting Teleconference – Wed. April 14, 7pm Regular Board Meeting – Thurs. April 22, 5:30 pm Orientation – Wed., April 28, 6pm			

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.

February Monthly Business Meeting Minutes

Thursday, February 25, 2021

5:30 p.m.

Via Zoom Meeting

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

Staff: Gary Martin, Executive Director, Operations Director Laureen Fallahay, TV Programming Director, TD Trice. Steven Bourasa, CA Arts Grant Project Manager.

Guest: Donna Girot, Incoming Executive Director

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

II. Discussion/ Action Items

A. February 25, 2021 Agenda Approval – Motion for approval by Henderson, seconded by Gordon. Approved.

B. Minutes of the Regular Monthly Board Business Meeting January 25, 2021 – Moved by Henderson, seconded by Gordon for approval. Approved.

C. New Executive Director

- a. Selection Decision** – The Board of Directors is pleased to announce the selection of Donna Girot as the new Executive Director for Access Sacramento effective March 22, 2021. Smith announced her selection from among 18 applicants, seven semi-finalists and three finalists. Girot is the current Executive Director at Community Access Television (CATV8) in White River Junction, Vermont. Girot attended the meeting via Zoom.
- b. One-Month Postponement of Gary Martin Retirement** – With Girot’s starting date of March 22, the Executive Committee asked current Executive Director Gary Martin to postpone his retirement until April 2, in order to facilitate a two-week training cross over. **Motion by Kabbani, seconded by Gordon to revise Gary Martin’s accepted retirement date from March 2, 2021 to April 2, 2021.** Smith also asked for Girot to work with Martin and coordinate a consulting hourly rate to assist with projects after April 2 in order to smooth the process of transition in on-going projects with upcoming deadlines like budget development, A Place Called Sacramento, AccessLocal.TV grant and others.

D. Banking Transition Authorization and Certification – Access Sacramento is the Doing-Business-As (DBA) for the Sacramento Community Cable Foundation. In those titles, Access Sacramento has business relationships with four banks. Bank of America for unrestricted operations, Umpqua Bank for PEG Fund restricted operations, and CitiBank for the unrestricted reserve, and Union Bank for a credit card beyond what the other banks provide. With the changeover of Executive Directors, those banking relationships need to be reset in order for fiscal responsibility to move from Gary Martin to Donna Girot. The banks require a motion of the board of directors to define the new signers who will replace the existing signers for accounts, credit cards, safe deposit box among others. The board discussed who the signers should be.

Motion by Gordon, Seconded by Morin: “As the Sacramento Community Cable Foundation dba Access Sacramento Board of Directors, we authorize, certify and direct Bank of America, Umpqua Bank, CitiBank and Union Bank to accept the following names and signatures as signers as needed for all banking relationships including but not limited to checking and savings accounts, money market accounts, credit and debit cards, safe deposit box access and merchant services: Gary Martin, Gary Martin’s payroll facsimile, Donna J. Girot, Donna Girot’s payroll facsimile, Bob Smith and Samantha Henderson.” Approved.

III. Discussion Items

A. Winer Fundraiser Update – The “Filmmaker Celebration” event aired on Access Sacramento on Friday, February 19. This donation event and fundraiser showed Sacramento filmmakers and highlighted last year’s 20th annual “a Place Called Sacramento” winning films. Donations from the public via cable broadcast, Facebook and channel live streaming are still being tallied. Stark noted that she had collected \$205 from a Facebook donation event, and had secured a placement of a sponsorship advertisement in the Valley Community Newspapers as a donation from the publisher. Smith noted that donations and pledges by board members and the Executive director will be matched by him personally, and that State Farm Insurance will then match his donation, so each board member’s donation would count \$3 for every \$1 spent. Smith asked Martin to coordinate the final board donation amount and matching challenge.

B. Paycheck Protection Program (CARES ACT) –

a. PPP 2nd Draw – An application for the 2nd draw PPP COVID support grant has been filed with Bank of America. The bank is asking for a significant number of additional documents, and Martin has noted updating a variety of documents but that it feels like he is working with a computer review and not a human banker. The issue is related to that nature of Bank of America’s application and how it is different from what the SBA asks and different from what the IRS

asks on basic quarterly payroll forms. Martin also said a special report was needed from Lincoln Financial who handles the retirement plan payments.

b. PPP 1st Draw Loan Forgiveness – Martin said he is building a spreadsheet on how the 1st Draw was spent and determining whether it is an eight-week or a 24-week covered period. Martin said a Bank of America contact has said it would take 10-days for the forgiveness to be approved, but that Giro in Vermont had a different story. Giro reported the Bank has 60-days to process a forgiveness app and that the SBA then has up to 90 days after that to respond. Both hoped for a quick response, certainly before the end of the fiscal year.

c. Employee Retention Tax Credit – Available to Access Sacramento since in Quarter 2 of 2020 compared to 2019, we saw more than a 50% reduction in revenue. The Credit could cover up to 50% of employees' salaries beyond the PPP payment up to a total of \$5,000 each during Quarter 2 and Quarter 3 when revenue was improved. While the math sounds daunting, we will work with the accountants to track this since any refund could be sizeable.

C. COVID-19 Prevention and Response Plan – Martin reported that Access Sacramento has a written plan for the board to review. The plan was prepared by HR To Go in conjunction with new 2021 state law. Draft letters notifying employees of a potential COVID issue were also provided.

D. Budget Timeline –

a. Capital Outlay Equipment (PEG Fund) – Access Sacramento staff have been asked to prepare purchasing requests for implementation in a budget request to the cable commission by deadlines that are still unannounced. In non-COVID times, a budget for the Sacramento Metropolitan Cable Television Commission (SMCTC) could need to be approved in next month's April Board meeting for processing in May by the Cable Commission staff, and a budget hearing in the first week of June. Last year, the equipment request deadlines were delayed by the cable commission by two months. We are monitoring the situation.

b. Operations (Franchise Fee / General Fund) – Whether the PEG Fund proposals are due to the cable commission in April, the unrestricted general operating Franchise Fee requests likely will be needed in April. By SMCTC policy, operations funds each year are set at Status Quo, with add on amounts to match the Cost-of-Living-Allowance granted to Sacramento County union workers, plus an allowance to cover State mandated increases in the minimum wage. The 2021 minimum wage for Access Sacramento workers is \$14/hour. It will become \$15/hour on Jan. 1, 2022. That is the last in a series of one-dollar-per-hour increases implemented on Jan. 1 of each year for the last five years and is the final increase approved under current law.

c. Submission Timeline to SMCTC – Martin said he is monitoring this and will meet any deadlines once they are announced.

IV. Standing Committee Reports

- A. THE Membership and Outreach Committee** – Smith said his committee is focusing on membership retention and said he was pleased that the rate of decrease in membership (non-renewals) was less than expected. Operations Director Fallahay said more people are responding to the on-line payments from RueShare and that she continues to call those who are letting memberships lapse. She said many would renew once services and classes resume after the COVID closure has ended. Smith was encouraged by the Assembly Television meetings on the air and was glad this public forum was now on Channel 18. He hoped for a weekly interview style show that might supplement the meetings as some time in the future. Smith asked for a “sizzle reel” that might be shown to potential sponsors and for a rate sheet that would allow underwriters to be attached to the broadcasts. Gordon noted he had an application to the Board of Directors from Ericka Bradley, a former Access Sacramento employee who now works on professional sports broadcasts for the Kings and others. He will interview her and report back to the committee next month.
- B. Operations and Finance** – Henderson noted the financial statements are behind the budget, but that the PPP loan and SMCTC grant month are likely going to payoff in the next month. She hoped for a big fundraising success with the Big Day of Giving but that reopening would make a big difference for the future. Henderson said she did a Facebook Birthday Fundraiser for Access Sacramento as well.
- C. Programming Committee** – No Meeting. Mims asked for artwork that could be used to do an on-air or social media campaign on the Community Media Movement. Kabbani noted she intends to restart her program “Lighthouse for Today’s Viewers” show.
- V. Executive Director Report** – Handout provided.
- VI. Public comment** – None
- VIII. Closed Session** – The Board of Directors went into Closed Session at 6:58 pm to discuss a personnel matter. Executive Director Martin and Incoming Executive Director Donna Girot attended the session. The Closed Session ended at 7:17pm. There was no report out.
- VII. New Business** – None added.
- VIII. Adjournment** – Meeting adjourned at 7:18 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 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