



**Board of Directors
Thursday, July 25, 2019
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

COMMUNITY PROGRAMMING ODOMETER
59119 (+169 in 35 days)
AVERAGE OF 6.0 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, JULY 25, 2019 - 5:30 PM
Coloma Community Center – Gold Run Room**

Time	Item of Business	Presenter	Action	Info
5:30	I CALL TO ORDER REGULAR BOARD MEETING	Smith		
	II DISCUSSION / ACTION ITEMS			
	A. ACTION: July 25, 2019 Agenda Approval (New Items?)	Smith	X	
	B. ACTION: Minutes for Regular Monthly Meeting, June 27, 2019 and Annual Membership Meeting, June 2, 2019	Smith	X	
	C. ACTION: Board of Director’s Membership Application by Samantha K. Henderson	Gordon		X
	D. Award Presentation: Recognizing Don Henkle for Board Service 2016-19	Smith		X
	E. ACTION: Adoption of Fiscal Year Meeting Calendar	Smith	X	
	III DISCUSSION ITEMS			
	A. Membership Database a. Billing and Payments b. Timeline on Stages of Roll out	Martin		X
	B. A Place Called Sacramento a. 20 th Anniversary Activities i. Thursday – Retrospective ii. Friday – Speaker/Coloma Reception iii. Saturday – World Premiere iv. Saturday – After Party v. Youth “My Neighborhood Film Festival” b. Recycled Technology Art Exhibit (Handout)	Martin/Fletcher Mims		X X
	C. Access Sacramento By-Laws Review a. Sub-Committee of the Board b. Timeline	Smith		X
	IV STANDING COMMITTEE REPORTS (Discussion Items)			
	A. THE Membership & Outreach Committee (Membership Chart) a. 2 nd Quarter 2019 Membership Initiatives b. Samantha K. Henderson Board Application c. Power of Voice Update d. Revenue Generation	Smith		X

		<p>B. Operations & Finance</p> <p>a. June. 2019 Ledger (End of Year 1st Report)</p> <p>b. Income Tracking Bar Chart</p> <p>C. Programming –</p> <p>a. HTTV – Stand Out Play</p> <p>b. HTTV - Water Forum</p> <p>c. Radio Update</p> <p>d. Game of the Week Schedule</p> <p>e. TV Update</p>	Fletcher		X
			Fletcher		X
V		EXECUTIVE DIRECTOR REPORT (Handout)			
		<p>A. Salary Improvements & Medical Withholding</p> <p>B. A Place Called Sacramento 2020 Hold Date at the Crest</p> <p>C. Intern Update</p> <p>D. KUBU App/Streaming Performance</p> <p>a. Surfer Network</p> <p>b. QR Code usage</p> <p>E. Additional Distribution: TV-RoKu and Apple TV, Radio-Alexa</p> <p>F. Miscellaneous Updates</p>	Martin		X
VI		EXECUTIVE SESSION			
		Report from the Executive Director on a Personnel Matter	Martin		X
VII		Public Comment (2 min. per person): Fill out request form	Smith		X
VIII		<p>New Business</p> <p>Possible Agenda Items for July 25, 2019</p> <p>Board Recruitment</p> <p>KUBU Promotional Liners</p> <p>Grant Goals</p>	Smith		X
IX		<p>ADJOURNMENT</p> <p>Schedule</p> <p>Programming Committee – Thurs. Aug. 8 5pm</p> <p>Executive Committee – Thurs. Aug. 8, 6pm</p> <p>Orientation – Tuesday, Aug. 13, 6pm</p> <p>THE Membership & Outreach Committee – Wed. Aug. 14, 5:30pm</p> <p>Radio Producers Meeting – Wed. Aug. 14, 7pm</p> <p>Regular Board Meeting – Thurs. Aug. 22, 2019, 6:00 pm</p> <p>Orientation – Wednesday, Aug. 28, 6pm</p>	Smith	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 27, 2019

5:30 p.m.

Coloma Community Center- TV Studio

Board Present: Don Henkle, Bob Smith, Robert Morin, Van Gordon, Ed Fletcher, Laura Chick, Kim Mims, Judi Price, Ted Tenedora, Alexander Vasquez, Simone Vianna.

Staff: Gary Martin, Executive Director

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

II. Discussion/Action Items

A. ACTION: June 27, 2019 Agenda Approval – Moved by Chick, seconded by Gordon for approval. Approved.

B. ACTION: Minutes the Regular Board Meeting May 23, 2019 – Moved for approval by Gordon, Seconded by Morin for Approval. Approved.

C. ACTION: Receive and File – Receive and File – Board Resignation from Don Henkle effected at the conclusion of the Annual Membership Meeting – Board Chair Don Henkle presented a letter during the May regular business meeting announcing his intention to step down from the board of directors. Board members expressed regret at his decision, and support for his continued membership, TV program creation on “Shelter Life,” and his radio program on KUBU.

D. ACTION: Selection of Officers for Fiscal Year July, 2019 through June, 2020 – After board discussion, nominations and acceptance of those nominations, the following officers were selected:

Chair: Bob Smith

Vice Chair: Alexander Vasquez

Secretary: Kim Mims

Acting Chief Financial Officer / Treasurer: Ed Fletcher

D. 2019-20 Budget Draft and Update – Executive Director Martin presented a draft budget for consideration. The budget reflects the approved and expected funding amounts from the Sacramento Metropolitan Cable Television Commission including a 2.4% Cost of Living Increase in revenue for both the general fund and PEG fund, and an allocation for the costs associated with the increase in the minimum wage to \$13.00/hr in January, 2020.

Martin noted the COLA and minimum wage increases will be passed through to staff. He noted additional fundraising will be necessary to cover the expense increased for medical insurance and liability insurance among others.

The overall budget is down about \$250, 000 because of a decrease in the amount of money provided for equipment. The income unrestricted budget is \$769, 904, with an additional \$478,829 in restricted equipment dollars. The largest amounts for three new TV Studio cameras, and for outfitting radio production studio 3.

**Moved by Morin, Seconded by Gordon for Adoption of the draft budget.
Approved, with Chick and Price abstaining.**

III. Discussion Items

A. Membership Database – This process continues to go well. Staff is moving toward a full roll out of the database and broader creation of member profiles. A schedule for the full roll out is being designed to include equipment, studio and computer scheduling and eventually crew-finding.

B. A Place Called Sacramento –

- a. 20th Anniversary Activities – Now a 3-day festival Oct. 3-5.
 1. Thursday – Planning a retrospective event at the Crest with previous PCS films.
 2. Friday – A speaker event with an after party with a roaring ‘20s theme for our 20th year, silent auction, and photo booth at the Coloma Community Center.
 3. Saturday – World Premiere at the Crest.
 4. Saturday After Party – An agreement with the Social Night Club across the street from the Crest appears promising both as an event and as a fund raiser.
 5. Music Video or Other Film Ideas – The PCS at 20 committee is working on designing a final Youth related mini-festival to be managed in the FilmFreeway.com system. Submitted films in the “My Neighborhood” concept would likely show on all three nights.

IV. Standing Committee Reports

A. THE Membership and Outreach Committee -- Smith reported.

- 1) The primary work of the group is with the 7th annual Power of Voice gala fundraiser event honoring WEAVE executive director and Chief Executive Officer Beth Hassett. As one of Access Sacramento’s premiere events, he’s looking for great support and profit.
- 2) Samantha K. Henderson has submitted

an application to join the board of directors. Nominations committee chair Gordon has talked with her by phone and introduced her to the board. Henderson reported she is a PCS winning writer this year, and has a background professional in Finance, Economics and Banking. She said she had no other non-profit board experience but has consulted with new emerging organizations.

B. Operations and Finance – Martin reported again that the general ledger was showing income at or above targets except in the area of KUBU support and for contract services since two of the programs in the studio had cut back by one production date during the year. Martin said the overall should be in the black.

C. Programming Committee – Fletcher reported the downtown Concerts in the park project had to be cancelled for technical reasons. A Pops in the Park for East Sacramento however was moving forward. He reported a need for additional committee members and that a better meeting time would be needed.

V. Executive Director Report – A written report was summarized. (Attached).

VI. Public comment -- No Comments.

VII. New Business – 1) Grant Goals and possible project design.

VII. Adjournment – Meeting adjourned at 6:40 pm with the announcement of the upcoming start of the Annual Membership Meeting at 7pm.

Item V

Executive Director's Report to the Board of Directors

June 27, 2019

- A. Kaiser and Delta Dental Summary of Health Benefits** – Annual notices have been provided to affected employees.
- B. Listen Up Sacramento Host** – We have offered temporary fill in host Eli Perry, former host Jerry Perry's son, the paid host position for this once-a month show taping. Eli's musical perspective and connection to the community carries over for previous hosts Jerry Perry and Ericka Kjelstrom.
- C. Summer at City Hall Intern** – We are pleased to welcome Bridget Kemp to the office for three afternoons a week for the next five weeks. She's already done quite a bit of filing... but will be able to also experience some of our Live TV shows. We welcome her.
- D. Futures Explored Interns** – We are coordinating with 3D Media for placement of three interns for the Summer and Fall from the Futures Explored program. The interns will be paid by the program to get on-the-job training. They will be on-boarded July 1 and for those who are studio certified, they are likely to be added to the Fall schedule for Live Wire and Game of the Week hours.
- E. State Farm Neighborhood Assist Grant** – This on-line application had closed before our summer training program idea was complete.
- F. KUBU App. Streaming Performance** –
 - a. Surfer Network** – See Attached.
 - b. QR Code Usage** – This coe will be allowed to go dormant and was not put onto the follow-up Cartvertizing ads.
- G. Additional Distribution** – TV-RoKu and Apple TV, Radio-Alexa. No progress this month.
- H. Miscellaneous Updates:**
 - a. Screen actors Guild / PCS Connection** – Interesting connection for our PCS Film "Flight of the Heron" in becoming a signatory fo SAG/AFTRA. One of the writers fathers will be in the film so it needed to step up its game in a variety of ways. An interesting and unique aspect of the 20th year.
 - b. Living in the West** – This program is planning to a salute to Sacramento Baseball in July.
 - c. Game of the Week Fall Schedule** – An early dtaft of the Fall Football and Volleyball schedule has been presented. It includes a national pre-league match-up between powerhouse De La Salle of Concord with Folsom.
 - d.** I will be traveling to the ACM National convention in Portland next month, July 9 is the national board of directors meeting, followed by three days of convention and trade show.



2019 ANNUAL MEMBERSHIP MEETING

Thursday June 27, 2019 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 2019 Membership Meeting A. Board of Directors Overview of 2018-19 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 2018-19 Operations -- Overview	Gary Martin
7:20	A. <u>Membership and Outreach Committee</u> Member Support / Power of Voice	Bob Smith
7:25	B. <u>Operations and Finance Committee</u> Annual Financial Report	Robert Morin
7:30	C. <u>Programming Committee</u> Annual Programming Report	Ed Fletcher
HONORS FOR 2018-19 MEMBER VOLUNTEERS		
7:35	Honoring Our Members	Henkle & Martin
	<ul style="list-style-type: none"> • Channel 18 Series Producer – Aleksandr Vivsik, “Word of Grace” • Channel 17 Series Producer – Dr. Lee Welter, “Libertarian Counterpoint” • Channel 17 Program Producer – Katelyn Ellis, “SacTown Underground” • Channel 17 Program Producer – Vee Ellis, “SacTown Insider” • Channel 17 Program Producer – Connie Fishbaugh, “The Connie Bryan Show” • Channel 18 Best New Series – Sonny Walebowa, “A Fathers Heart” • Radio Producer of the Year – Felicia King, “1st Lady POV” • Radio "Rookie" of the Year – Michael Edwards, “Serendipity” • TV "Rookie" of the Year – John Jackson, “Uplifting Communities” • TV "Volunteer Helpers" of the Year – Mark Treacy, Kimberly Spears • Radio & TV Interns of the Year – Sky Cole, Zak Werhle 	
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