

Access Sacramento Board of Directors Meeting Agenda (July 26, 2023)

Open Session/Roll Call- 5:00pm

Consent Calendar- 5:05pm

[All items on the Consent Calendar are considered and acted upon by a motion.]

1. Approval of Last Meeting minutes
2. Vote on issues presented last meeting (if any)

Discussion Calendar- 5:10pm

[Items on the Discussion Calendar include an oral presentation or document that will be “receive and file”.]

1. SMCTC Funding Update

Donna Girot

2. Board Training update

Matthew Gilliam

3. Board Orientation Update

Matthew Gilliam

4. Board Vacancies

Matthew Gilliam

5. Add item to Agenda for next meeting (Any Board Member)

Dee McCoy

Committee Reports- 5:40pm

1. Finance Committee

Matthew Gilliam

2. Membership Committee

Michael Andrews

3. Programming Committee
Dee McCoy

4. Exec Director's report
Donna Girot

5. Chairman's/Executive Committee Report
Matthew Gilliam

Community comments

Adjourn- 6:00pm

Access Sacramento Board of Director's Meeting

Date: Wednesday, July 26, 2023

Time: 5:00 pm

Location: 4623 T Street, Sacramento, CA 95819

I. Call To Order

Meeting called to order, Matthew @ 5:03 pm

II. Roll Call

Board Members: Matthew Gilliam, Michael Andrews, Hester Wagner, Denise McCoy

Matthew Gilliam, *Vice-President*

Denise McCoy, *Secretary*

Open, *Chief Financial Officer*

Donna Girot, *Director*

Staff: Christina Jeffers, Dev., Marketing & Sales and Laureen Fallahay, Operations Director

Guests: Peter Brixie, Board Advisor, Yasmine Gonzalez, Kierre Stowes, Elisabeth Stowes, Pablo Costillo,

III. Issues Needing Approval from Last Meeting: None.

IV. Approval of Minutes: None for June 2023 (no meetings were held), May 26, 2023 minutes pending Secretary review.

V. Discussion Calendar: Hester shared feedback regarding the Cable Commission's meeting (happening quarterly on Thursday @ 2:30 pm). Matthew, James Just, Christina and Michael were in attendance. She stressed that full board participation will be needed going forward as it is a fundamental step toward effective relationship building.

VI. Budget & Funding Sources: Executive Director, Donn Girot presented information regarding Access' primary funding sources. ED covered the budget and Access' real costs in terms of "the ask" versus what was ultimately approved. She discussed strategies for keeping our existing funding as well as steps she and staff have taken to find new funding sources. ED encouraged the board to work collaboratively with her, staff and volunteers in this endeavor.

VII. Board Training/Orientation Update: Matthew confirmed that incoming Board Members will be required to attend the Non Profit Board Essentials class and earn a certificate of completion prior to being approved to join the board. In addition to the essentials training, each board member will be required to attend a harassment training class. The source for a low or no cost harassment training facilitator is currently in the discovery phase. The orientation will include a slideshow covering Access's history, board roles and financial expectations in terms of fundraising. The new onboarding process is expected to be fully implemented in time for the next board meeting.

VIII. Board Vacancies: Michael shared the board is currently one member below the required minimum as stated in the bylaws, which is 5. He stated the board should have the authority to amend the current bylaws to cover any board decisions over the next 60 to 90 days. We are currently operating under the 2017 and 2020 bylaws. Peter advised that a review of the bylaws is needed to insure that we are in compliance. The board agreed to revisit this topic at a later time. If need be previous approvals may need to be brought forward and voted on again once the minimum number of 5 is met.

IX. Chairman's Report: The ED's evaluation will include a self evaluation, board evaluation and staff survey. Laureen and /or Hester will send the evaluation to staff. The ED has also asked if input from the two previous Executive Directors could be considered in her evaluation

Meeting adjourned at 6:03 pm

Proposed minutes respectfully submitted, 8/30/2023

Board Secretary /Recording Secretary: Denise McCoy

Executive Director Report

General Board Meeting - July 25, 2023

- 2023-24 funding commitments from the SMCTC for Operational and PEG one-time equipment grants were voted on at a 5% increase over prior year's base funding. Access Sacramento needed 8.7% from SMCTC in order to meet a realistic budget goal. The shortfall will be added to the burden of the staff to raise. Fundraising strategies will be readdressed. COLA raise to employees is 4% increase. 1% increase is for administrative costs.
- Researching if we can benefit from the federal employee retention credit for 2021.
- Received the donation check from this year's Big Day of Giving donation initiative.

- Received a 2023-24 TOT county grant, \$20,900, for our successful “A Place Called Sacramento” community film incubator project, 2023-24 fiscal year.
 - Access Sac board members and staff attended and represented Access Sac at the June 29th SMCTC funding board meeting.
 - Hosting a Film Festival Directors Summit on Monday, August 7th. City of Sac Film & Media Dept is sponsoring printing of annual festivals rack card from a list we have compiled & designed.
 - Meeting with a potential independent financial auditor. We have to change audit companies since we have moved our accountancy and bookkeeping to Balarsky and Beebout who was our auditor for 12+ years.
 - Hosting a studios open house and membership appreciation award ceremony on Wednesday, July 26th in the evening after the general board meeting.
 - Changed the curriculum for the HD Mobile Studio Truck Training. Executing our first “round robin” style class Saturday, July 29, 10 am – 3 pm.
 - Currently preparing graphics artwork, shoot schedule and truck readiness for Game of the Week football season filming.
 - Currently preparing graphics for on screen PCS film premiere.
 - Working to secure Certificates of Insurance for local PCS indie film shoots.
 - Finished a Workers Compensation Insurance audit, and currently working on a Retirement Plan audit.
 - Audited unpurchased restricted fund items not purchased and informed SMCTC ED.
- end--