

Access Sacramento Board of Directors Meeting Agenda (November 3, 2023)

Open Session/Roll Call- 5:30pm

Consent Calendar- 5:35pm

[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- 5:40pm

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

1. New Board Members

Michael Andrews

2. A Place Called Sacramento

Donna Girot

3. Extended general meeting duration

Pablo Castillo

4. Bylaws Update (add performance review)

Matthew Gilliam

5. Request for Statistics

Pablo Castillo, Dee McCoy

6. Add items to Agenda for next meeting(Any Board Member)

Dee McCoy

Committee Reports- 6:20pm

1. Finance Committee

Matthew Gilliam

Access Sacramento Board of Directors Meeting Minutes

Date: Friday, November 3, 2023

Time: 5:30 pm

Via Zoom.us

I. Call To Order: Meeting called to order, Mathew Gilliam @ 5:46pm

II. Roll Call: In attendance:

Matthew Gilliam, Interim Chairperson

Denise McCoy, Secretary

Pablo Castillo, Michael Andrews, Members-at-large

Not Present: Kierre Stowe, Hester Wagner, Member at large

Staff in Attendance: Donna Girot (Executive Director)

Guests: Felicia King (Member), Peter Brixie (attorney), Verbal Adam (member)

III. Approval of Meeting Minutes: September 2023 meeting minutes unanimously approved. August 2023 meeting minutes still outstanding for review by board.

IV. Vote on issues presented last meeting: None presented.

V. Discussion Calendar - 5:55pm

A. Board Bylaws Update:

Matthew Gilliam suggested to table the 2020 bylaw approval to a future meeting and suggests to edit the 2020 to include cyclical ED performance review details and other potential changes. Donna Girot suggests that the ED's signed contract versus the initial job description should be the point of reference for an ED review.

B. New Board Candidate:

Michael Andrews presented and endorsed Verbal Adam as a candidate for board membership. Verbal spoke to his appreciation for the Access Sac non-profit mission.

Breakout for closed session vote 6:20pm

Michael Andrews made the motion and Pablo Castillo seconded. Hester cast a vote as via phone. Board unanimously voted to bring Verbal Adam on as board member.

C. Board Meeting Length:

Pablo Castillo brought attention to meeting length. Matthew Gilliam stated that by-laws do not stipulate meeting length. Until breakout meetings are back on the schedule the general board meeting will be extended in time to 90 minutes.

D. Revenue Discussion:

Donna Girot reports waiting on total of tickets sold recorded by Crest Theater for PCS in order to calculate profit or loss. ED reported that although grants were strong this year, commercial sponsorships were weak. ED intends to do more sponsor recruitment for next year. Success of Premiere is measured by 1) the ten filmmakers' ability to complete their films under deadline and as good quality productions and 2) is Access Sac able to fill the Crest Theatre with sold tickets, 3) and other criteria such as production ease. ED's intention is that advertising Cast & Crew Call be more diverse in order to increase the number of actors and crew.

VI. Add Item to Agenda for next meeting (any board member): None added.

VII. Committee Reports:

Pablo Castillo and Denise McCoy requested TV and radio rating information. Manual tracking is required to calculate ratings via volunteers and they would need to be someone well trained in Cablecast software because of the high risk in creating problems in other areas of this important scheduling software. Regarding the Surfer Network software ED voiced station manager concern about time needed to gather stats and ED is concerned that these numbers being discouraging to members and would ultimately lose KUBU members.

A. Finance, Membership and Programming Committees: No reports provided.

B. Exec Director's Report: See Attachment A

C. Chairman's & Executive Committee Report: None.

VIII. Public Comment: None. Board discussed incident between a member and an employee. Investigation completed. Several action steps are pending at this time.

Adjourned - 8:30PM

Attachment A
Executive Director Report
General Board Meeting – November 3, 2023

- Finished the 2023 A Place Called Sacramento community film creation project with the completion of the film premiere event. The post premiere filmmaker interviews are still underway. Currently planning 2024 filmmaker workshops and scriptwriting competition.
- Game of the Week: Filming and transmitting to cable TV channel 17 only tonight's CIF Sac-Joaquin Section Football Playoffs opening round. Not transmitting through our internet and OTT distributions per our contract with the NFHS Network PlayOn! Sports organization. The next two games (quarter and semi- finals) will be determined once tonight's Vacaville High vs Elk Grove High winner is determined. There are two more games and the season will end for us. Per our NFHS contract we have no rights to film nor to air the final playoff game.
- We have agreed to film the 50th Annual Pig Bowl Guns & Hoses Charity football game firefighters versus police officers on Saturday, January 27th. This special 50th year is being celebrated at City College Stadium where it all started, which poses unique technical challenges for our film crew. We provided the organizers with archival footage as they make a documentary. We have made ourselves available to the documentary team with additional assistance as requested. As has been in past years our production costs exceed the monetary stipend paid so SMCTC cable grant is paying for part of this production. We are collaborating with community producers who will be the on-air talent. This event happens to be on the same day as our potential board retreat, which will need further discussion with the board.
- Still working on providing research information for the thorough financial review FY2022-23. Goal is to have the work done and for review by the board with the accountant presenting, in a special meeting in December (date TBD), and to get the financial review to SMCTC by end of the year.
- Working on gathering information for annual retirement accounts audit.
- Working on potential 2021 1st quarter Federal Employee Retention Payroll Tax Credit which would be squeezing out the last possible federal funds from the much-needed Covid relief.
- When these above financial obligations are complete, will work on finishing our one-time capital grant purchases by the end of December so manufacturer delays don't put us in the position where we have to return funds to SMCTC this summer.

- In January and February 2024, we restart the budget build research for fiscal 2024-2025.
- Launched the 4th Annual Teen Short Radio Drama Contest. Not as popular as was during the pandemic when high schools focused on remote audio courses. But there is real educational merit in the continuation of this program.
- Next week hosting a job shadow experience for 8 to 12 SAVA high school students. We will introduce them to Radio and TV production and working for a community center, possible unpaid internships and summer teen lottery TV studio workshop.
- Working on preparation for the December Member Mingle & Open House which is Wednesday, December 6th 5:30 – 8 pm. Board members are to confirm with Laureen Fallahay by the end of November if you will be able to attend. Our goal for the board is to chat with members and prospective members and to wear as Ugly of a holiday sweater as possible. We are having an Ugly Sweater contest and would like staff and board to participate to make it a success.
- Have three contracted TV studio gigs we are working on right now.
- Working on production prep to film the SGMC holiday concert at the Crest Theatre on Saturday, December 9th.
- Our November general board meeting is set for Monday, November 27th at 5:30 pm via Zoom.
- We are pushing a 6-touch Giving Tuesday campaign and would like the board to share awareness and support on their social media. Giving Tuesday is Tuesday, November 28th.
- The next KUBU members meet-up will be November 7th at 7 pm. Zoom links have been distributed to the radio producers.
- We will be closed Friday, November 10th for Veterans Day except for the Game of the Week crew who will work the day.

Written by Donna Girot

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