

## **Access Sacramento Board of Directors Meeting**

Agenda - November 27, 2023

Via Zoom.us

### **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. Big Day of Giving - Donna Girot
2. Board Training check in - Matthew Gilliam
2. Confidentiality - Matthew Gilliam
3. Financials and data - Pablo Castillo
4. Member Satisfaction - Matthew Gilliam
5. Add items to Agenda for next meeting (Any Board Member) - Dee McCoy

#### **Committee Reports - 6:50pm**

1. Finance Committee - Matthew Gilliam
2. Membership Committee - Michael Andrews
3. Programming Committee - Dee McCoy
4. Executive Director's report - Donna Girot
5. Chairman's/Executive Committee Report - Matthew Gilliam

Community comments

Adjourn- 7:00pm

## **Access Sacramento Board of Directors Meeting Minutes**

Date: Monday, November 27, 2023

Time: 5:30 pm

Via Zoom.us

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**I. Call To Order:** Meeting called to order by Mathew Gilliam @ 5:37pm

**II. Roll Call:** In attendance:

Matthew Gilliam, Interim Chairperson

Denise McCoy, Secretary

Pablo Castillo, Michael Andrews, Verbal Adam, Kierre Stowe, Hester Wagner, Members-at-large

Guests: Peter Brixie, attorney

Staff in attendance: Donna Girot, Executive Director

**III. Approval of Meeting Minutes:** October 2023 Meeting Minutes unanimously approved. November 2023 Meeting Minutes still outstanding for review by board.

**IV. Vote on Issues Presented at Last Meeting:**

None presented.

**V. Discussion Calendar - 5:51pm**

**1. Board Bylaws Update:**

Additions to bylaws will be brought up at the Board Retreat on January 27, 2024. Sub-Committee was recommended by ED ahead of retreat and have draft ready for viewing. Members present agreed.

**2. Giving Tuesday & Other Fundraising Opportunities:**

Board participation options for Giving Tuesday (tomorrow) this year are make a donation, encourage friends to make a donation, highlight the organization in a social media post or share an existing post from Access Sacramento's social media accounts.

Ugly Sweater Member Mingle and Open House is the evening of December 6<sup>th</sup>. ED encourages board members to invite a friend. Big Day of Giving is May 2, 2024. BDOG is a bigger fundraising opportunity than Giving Tuesday. Skating Fundraiser to be put on by Denise McCoy in April 2024.

**3. Board Training Check In:**

ED checking with HR consultant about training that should have been sent to Verbal Adams. Matthew Gilliam urges those on the board who have not completed this training should finish as soon as possible so that the next training can be chosen.

ED stated that Big Day of Giving has monthly trainings available for participants that can help interested board members become more well-rounded in engaging the community and where to focus energy most efficiently.

#### **4. Confidentiality:**

ED recommends writing up a confidentiality agreement as part of the onboarding process for Board Members. Draft will be produced by ED for Board review by end of February 2024. Executive sessions will be used more frequently when there is a sensitive agenda item that should not be on public record.

Confidentiality agreement for Staff was also proposed by Denise McCoy and will be discussed after the Board version is finalized.

#### **5. Financials and Data:**

Pablo Castillo and Verbal Adams are requesting specific financial documents be available for any board member to review. ED voiced concerned about sharing some of this info without signed board confidentiality agreements. Verbal Adam voiced that the ED is not allowed to refuse documentation requests from the board. Conversely Hester Wagner stated that the financial documents the board regularly receives is standard non-profit document sharing and feels that these should suffice for the board to do their job of organizational oversight. ED requested that the board agree upon and send an email listing the internal working documents desired so that she can compile and/or create and share on Google Drive by mid-February 2024.

Closed Breakout Session began 6:55pm to discuss staff salary and bonus details. Concluded at 7:12pm.

#### **6. Member Satisfaction:**

Discussion about member satisfaction which has been measured via surveys and renewal rates in the past. Also ED conducted a six month call campaign to current and past members to find out what kind of services Access Sac had been successful with and what was not. This helped direction to refresh the education program curriculae and open hours.

#### **7. Add items to Agenda for next meeting (Any Board Member):**

- Increase volunteerism on behalf of the board.
- Regrow enough board members before reactivating Committees. Fundraising Committee needed to support ED.
- ED noted that state grants require demographic information which can be attained through surveys of members.
- NorCal FBI Citizens Academy Alumni Association approached Verbal Adams about a series they are interested in filming. ED invited Verbal Adam to meet with her separately to get more information about this prospective opportunity.
- Board Meeting length concern brought up by Verbal Adams who believed the general meetings should be more actionable and more productive, and thus suggested they should be longer since subcommittees are not yet formed.

**8. ED requested that Board elect a Treasurer:**

Michael Andrews was nominated by Pablo Castillo as Temporary Treasurer for next 60 days. Majority agrees. ED reiterated that the chairperson, Matt Gilliam, will need to get in touch with the City of Roseville to reissue contract that requires both Board Chair and Treasurer's signatures to execute.

**9. Executive Director's Report:** See attached Addendum A

**10. Community Comments:**

No comments.

Adjourned - 7:52 pm

**Addendum A**

**Executive Director Report**

**General Board Meeting – November 27, 2023**

- Game of the Week: Finished the high school football season with all of the intended games played and aired except one which was a last-minute cancellation request from the home school. A marked improvement over the last two years when games were called for poor air quality, covid, extreme heat and not enough crew. We spent considerable time cross training and giving college interns opportunities to experience big TV crew jobs.
- Our staff hosted a job shadow experience for ten SAVA high school students. We introduced them to Radio and TV production and working for a community center, possible summer internship opportunities, radio drama competition, and our summer teen lottery TV studio workshop.
- Finished the annual retirement accounts audit questionnaire and employee accounts research.
- Finished and submitted a 2021 first quarter Federal Employee Retention Payroll Tax Credit for \$43,000. But approx. a week later the IRS announced that they suspended payments because of rampant fraud. No accounting professionals I have inquired to know if or how this issue will be reconciled. Very unfortunate turn of events.

- 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.
- We have contracted to film the 50<sup>th</sup> Annual Pig Bowl Guns & Hoses Charity football game firefighters versus police officers on Saturday, January 27<sup>th</sup>. This special 50<sup>th</sup> year is being celebrated at City College stadium where it all started, which poses unique technical challenges. We provided the organizers with archival footage as they make a documentary. **We have made ourselves available to the documentary producer if additional assistance is requested. We met with the LA documentarian for a meet and greet so he can better understand what services we can offer.**
- Have provided all information for the thorough financial review FY2022-23 (ending June 2023). Have a final discoveries and reconciliation meeting with the two accounting firms this week. 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.
- In January and February 2024, we restart the budget build research for fiscal 2024-2025.
- Working on preparation for the December Member Mingle & Open House which is Wednesday, December 6<sup>th</sup> 5:30 – 8 pm. Please 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're hosting an Ugly Sweater contest and would like staff and board to participate to make it a success.
- Working on production prep to film the SGMC holiday concert at the Crest Theatre on Saturday, December 9<sup>th</sup>. Last year's production won Best in Show and Best Community Event filming at the western regional Alliance for Community Media WAVE awards, the national trade organization. Because of the change of location, our team is aware of the production challenges the Crest poses because we host our PCS filmed event there as well.
- The next SMCTC Board Meeting is Thursday, December 7<sup>th</sup> at 2:30 pm.
- 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 28<sup>th</sup>.
- We will be closed ½ day Friday, December 22, Monday and Tuesday, December 25<sup>th</sup> and 26<sup>th</sup>.

Written by Donna Girot

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