



Petaluma
Community
Access

A 501.c3 Public Benefit Corporation

Board of Directors Minutes
Tuesday, August 19, 2014

Board of Directors Meeting
Location: Petaluma Community Access
205 Keller Street
Suite 102 – Studio
Petaluma, CA 94952

BOARD OF DIRECTORS

Cindy Thomas – Chair
Kathy Rivas – Vice-Chair
Neal Fishman – Treasurer
Marsha Trent – Secretary
Matt Pearson — **Absent**
Rachel Moran –
Tim Williamsen – City of Petaluma Designate
John Bertucci – Executive Director

1. ROLL CALL - 7:03 P.M.

2. PUBLIC COMMENT

Public comment on issues not on the agenda. Time for comment on agenda items will be made available during discussion of those items. No action can be taken by the Board on issues raised in any comments; however, the Board may refer questions to PCA Management for review.

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT

- None

4. AGENDA APPROVAL

Requests for modifications, deletions

- Rivas moved and Williamsen seconded approval. **Approved 6-0**

5. APPROVAL OF MINUTES

Minutes for July 15, 2014 PCA Board of Directors Meeting

- Correction regarding abstention made and noted for further meetings that record must identify abstentions by name. Fishman moved, Williamsen seconded approval. **Approved 6-0**

6. TREASURER'S REPORT

Report for July 24, 2014 Financial Statements (Bertucci)

- ED Bertucci reported AT&T check increased \$1,000. Transferred \$10,000 to unrestricted account for end of fiscal year with a \$20,000 surplus. Balance corrected to reflect changes to unrestricted account total \$45,420.00 and in city capital expenditures account \$59,619.00. Balance about \$63,000 in checking.

7. EXECUTIVE DIRECTOR'S REPORT

- ED Bertucci reported on new "black magic camera," training classes on its use to start;
- Saturday hours temporarily suspended and now by appointment;
- Discussion internal network and city hall upgrades;

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- On going discussion with Rohnert Park and Cotati about contracting PCA to install and operate systems for recording city meetings. Deadline Sept. 2 for proposal;

7. EXECUTIVE DIRECTOR'S REPORT cont.

- Art of Cinema series successful;
- Partnership established with Petaluma Arts Center for Art of Cinema series presentations.

8. CONSENT CALENDAR

No item.

9. REPORTS OF COMMITTEES

- A) Executive Committee (Thomas, Rivas, Fishman) **No Report**
- B) Finance Committee (Pearson, Fishman, Rivas) **No Report**
- C) Nominating Committee (Moran, Trent, Rivas, Thomas)
 - Rivas reported on meeting 8/12 to vet and recommend Mark Jarmillo and Neal Fishman for board election on Sept. 25. Rivas nominated by Thomas, seconded by Trent for board election.
 - Thomas motion, Trent seconded to accept nominating committee recommendations of Rivas, Fishman and Jarmillio as the board endorsed candidates for election.
 - **Approved 5 -1 Fishman abstained**
- D) Policies & Procedures (Pearson, Thomas, Williamsen, Fishman) **No Report**
- E) Outreach & Development (Moran, Trent) **No Report**

10. OLD BUSINESS

- A) Discussion operational transition to new staff structure. (Bertucci)
 - Still a work in progress, some new staff positions created and filled. Others need more work. Re-organization creates some additional hours and money for new needs.

11. NEW BUSINESS

- A) Discussion and possible action on 2014 Election candidates (Thomas)
 - Action on item 9A accepted by board.
- B) Discussion and possible action on Petaluma Business EXPO (Trent)
 - Board will participate on Oct. 2.
- C) Discussion and possible action on proposal to contract with Rohnert Park & Cotati City to provide meeting coverage (Bertucci)
 - Fishman moved and Moran seconded that ED make a proposal that PCA will propose to undertake coverage of city meetings and to enter into agreements for those jobs provided that expenses are covered and he is confident that there is adequate staff.
 - **Approved 6/0**

12. ADJOURN TO CLOSED SESSION

- A) Discussion only on personnel issues (Bertucci)

13. REPORT OUT OF CLOSED SESSION

No Action

ADJOURN – 8:38 p.m.

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