



Petaluma
Community
Access
A 501.c3 Public Benefit Corporation

Board of Directors Minutes
Tuesday, April 17, 2018

Board of Directors Meeting
Location: Petaluma Community Center
320 N. McDowell Blvd.
Petaluma, CA 94954

BOARD OF DIRECTORS

Cindy Thomas – Chair – **absent**
Dennis Murphy – Vice-Chair
Vacant – Secretary (temporary, Bertucci)
Domenica Giovannini, Treasurer
Richard Alpert
Véronique Pelletier – **absent**
Dana Porteous – **late**
Jason Lopez
Tim Williamsen – City of Petaluma Designate
John Bertucci –Executive Director

1. ROLL CALL – 6:07 P.M.

2. PUBLIC COMMENT

- None

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT

- None

4. AGENDA APPROVAL

- Williamsen moved to approve Agenda, Alpert seconded, Approved: 5/0

5. APPROVAL OF MINUTES

- Giovannini moved to approve, Lopez seconded, Approved: 4/0, 1 abstain

6. TREASURER'S REPORT

- Giovannini reported on bookkeeping error in past Financials, now corrected
- Bertucci reported on 9mos Budget review & Budget Performance financial report

7. EXECUTIVE DIRECTOR'S REPORT

- Topics: Office overhaul, ~~need a truck, construct CD racks~~ –City Hall emergency service 3/27, \$5K - Server crashed 4/6, ~~new one still not here yet~~, \$2.5K - Closed captioning - Community Outreach: SRJC event; Copperfield's event; Sheriff's forum; Future political coverage - Radio Project status. Technical: console calibrated, automation, electrical; Programming: new shows; Promotion: pop-up planning; Projects: Phoenix concert 10/6 or 13, City proclamation; NFCB conf. 9/20-22 - Board business cards ~~& website portraits~~.

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- **General discussion of ED topics, including need to establish procedures for requesting, approving & staffing radio pop-up productions, and that plans currently being developed by Members' Comtee for a Phoenix Benefit Concert & other co-sponsored music events need to be brought to the Outreach Comtee for maximizing of fundraising potential**
- **Bertucci will work with Williamsen to bring report to May Board mtg on Closed Captions**

8. CONSENT CALENDAR

9. REPORTS OF COMMITTEES

- E) Outreach & Development (Thomas, Giovannini, Alpert, Murphy, Pelletier, Porteous)
 - **Murphy reported on 3/27/18 B&E planning mtg: construction of float, tech issues, music requests, staging procedures, next mtg...**
 - **Bertucci reported that tattoos have been purchased & shipped**

10. OLD BUSINESS

- A) Discussion and possible action on Board officer appointments (Thomas)
 - **No action, carried to next mtg.**
- B) Discussion and possible action on Board committee assignments (Thomas)
 - **Murphy moved to appoint Lopez to the Financial & Nominating Committees , Alpert seconded, Approved 6/0**
- C) Discussion and possible action on Retreat notes (Giovannini, Porteous)
 - **No action, Porteous delivered hand-written notes taken during Retreat, and Giovannini's Implementation Plan was discussed**
 - **General discussion of Implementation Plan: next 3/5 year plan needs a robust Fundraising/Marketing section, should be developed in Executive Cmtee, won't be complete until new ED is hired.**
- D) Discussion and possible action on ED succession plan (Alpert)
 - **No action, carried to next mtg.**
- E) Discussion and possible action on Addendum to ED contract (Bertucci)
 - **Williamsen moved to approve proposed Addendum to ED Contract, Giovannini seconded, Approved 6/0**

11. NEW BUSINESS

- A) Discussion and possible action on 2nd credit card (Bertucci)
 - **Williamsen moved to approve a second PCA credit card for Auto Withdrawals in the name of Nellie Magee, Porteous seconded, Approved 6/0**
- B) Discussion and possible action on PCA Advisory Council (Bertucci)
 - **Williamsen moved to approve proposed Addendum to ED Contract, Giovannini seconded, Approved 6/0**
- C) Discussion and possible action on TEP Balance & future plans (Bertucci)
 - **No action, discussed TEP Balance and plans & options for next TEP, for Outreach Cmtee to develop, in conjunction with eventual Fundraising/Marketing plan**
- D) Discussion and possible action on City Hall server support agreement (Bertucci)

- **No action, discussed City Hall Tel-View problem & costs for annual support, ED directed to obtain costs for 3 years and 5 years of tech support, and staff opinion, for May mtg.**

12. ADJOURN TO CLOSED SESSION – 7:21 P.M.

- **Williamsen moved to adjourn to Closed Session, Alpert seconded, Approved 6/0**

13. REPORT OUT OF CLOSED SESSION

A) Discussion and possible action on personnel matter (Bertucci)

- **No objection to exceptional employee bonus**
- **Discussion of developing staff structure, and hiring of a KPCA programmer as Access Asst., hand-out of NFCB listserve dialogue on Board members being programmers.**

B) Discussion and possible action on member issue (Bertucci)

- **Report on member's reception of second warning.**

ADJOURN – 7:37 P.M.

- **Giovannini moved to adjourn, Porteous seconded, Approved 6/0**

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