



Petaluma  
Community  
Access

A 501.c3 Public Benefit Corporation

## **Board of Directors Minutes** **Tuesday, January 17, 2012**

PCA Board of Directors Meeting  
Location: Petaluma Community Center  
320 No.McDowell Blvd.  
Conference Room 2

### **ROLL CALL - 7:05**

### **BOARD OF DIRECTORS**

#### **Present:**

Cindy Thomas	Chair
Eric Adams	Vice-Chair
Marcelle Guy	Secretary
Ray Johnson	
Tim Williamsen	City of Petaluma Designate
John Bertucci	Executive Director

#### **Absent:**

Jason Davies,  
Matt Pearson,  
Neil Fishman

### **PUBLIC COMMENTS**

None

### **BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS**

Guy: iPad now available for PCA contest

Adams: Gave thanks for the donation of the iPad

### **AGENDA APPROVAL**

- Motion to approve Agenda for Board of Directors Meeting of January 17, 2012  
Motion: Williamsen Second: Johnson  
Agenda for January 17, 2012 approved unanimously

### **APPROVAL OF MINUTES**

- Motion to approve Minutes for Regular Board of Directors Meeting of November 15, 2011  
Motion: Adams Second: Williamsen  
Minutes for November 15, 2011 approved with correction of committee members and Johnson abstaining

### **TREASURER'S REPORT**

- Pearson absent - the Financial Report For December 2011 was available to the public and members of the Board and posted online at [www.pca.tv](http://www.pca.tv)

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**EXECUTIVE DIRECTOR'S REPORT**

- Bertucci Report of activities for January 2012
- Topics: Equipment upgrade, Holiday contest, revised PCA Procedures, Pixel partnership, City meeting, Regional conference

**CONSENT CALENDAR**

- No Item

**REPORTS OF COMMITTEES**

- **Executive Committee** (Thomas, Adams, Pearson, Guy)  
No report
- **Finance Committee** (Pearson, Davies, Fishman)  
No report
- **Nominating Committee** (Adams, Johnson)  
No report
- **Policies & Procedures Committee** (Pearson, Thomas, Williamsen, Fishman)  
No report
- **Outreach & Development Committee** (Adams, Guy, Johnson, Davies)  
No report
- **Members Advisory Committee** (Johnson, Thomas)  
No report

**OLD BUSINESS**

- 1) Discussion and possible action on Butter & Egg Parade Project (All)  
No action

**NEW BUSINESS**

Discussion and possible action on PTO and employee handbook modifications (Thomas/Bertucci )

Motion to approve employee handbook

Motion: Johnson          Second: Adams

Motion passed unanimously with changes suggested by Williamsen: #4. There will be an accrual cap of- #5. PTO accrued will be paid only when -

Motion to implement PTO retroactive to July 1, 2011

Motion: Johnson          Second: Thomas

Motion passed unanimously

Discussion and possible action on PCA Non-disclosure Agreement (Adams)

Motion to approve Form 990 and PCA Board Non-disclosure Agreement

Motion: Johnson          Second: Thomas

Motion passed unanimously

Discussion and possible action on modification of operational hours (Bertucci)

No action

Discussion and possible action on Staff Retreat (Bertucci)

No action

Discussion and possible action on 5 year plan (Davies)

No action          Davies absent

**ADJOURN TO CLOSED SESSION**

No item

**REPORT OUT OF CLOSED SESSION**

Motion to adjourn

Motion: Johnson          Second: Adams

ADJOURN - 8:15 P.M

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