



Petaluma  
Community  
Access

A 501.c3 Public Benefit Corporation

**Board of Directors Minutes**  
Tuesday, September 17, 2013

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

**BOARD OF DIRECTORS**

Cindy Thomas – Chair  
Eric Adams – Vice-Chair  
Matt Pearson -- Treasurer  
Jason Davies – Secretary - Absent  
Neal Fishman - Absent  
Rachel Moran - Absent  
George Utrilla - Absent  
Marsha Trent  
Tim Williamsen – City of Petaluma Designate, temporary Secretary.  
John Bertucci - Executive Director

**1. ROLL CALL - 7:06 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. The Board of Directors reserves the right to limit Public Comments to fifteen minutes. Speakers will be acknowledged by the Chair and may be asked questions for clarification. 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.

No Public Comment.

**3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS**

- Directors Comments, Announcements

Adams – announced this is his last meeting.

Pearson – Santa Rosa JC Petaluma Campus will be hosting talks and showing “2013 Fall Cinema Series.” Wednesdays, started Sept. 4. Lectures start at 6pm, Carole Ellis Auditorium, a state-of-the-art facility with full surround sound.

**4. AGENDA APPROVAL**

- Requests for modifications, deletions

Agenda – removed Item 11.B, to be considered with more Board members present. Motion – Pearson. Second - Trent. Approved as modified.

**5. APPROVAL OF MINUTES**

- Minutes for July 18th, 2013 PCA Board of Directors Meeting

Motion - Adams. Second - Trent.

*Petaluma Community Access*  
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## **6. TREASURER'S REPORT**

Report for July and August 2013 Financial Statement (Pearson)  
Unrestricted capital account \$132k balance, end of August.

## **7. EXECUTIVE DIRECTOR'S REPORT**

Topics: Election not to be held this year, no elected Board positions eligible; Healthcare notices to be sent to staff, not offered at PCA under Federal regulations; Studio build out almost complete; LPFM license to be submitted on schedule, by October; Sept/Oct classes offered; Sept/Oct screenings; Aqus Palooza event Saturday, Sept 21.

## **8. CONSENT CALENDAR**

- No Items

## **9. REPORTS OF COMMITTEES**

- A) Executive Committee (Thomas, Adams, Pearson, Davies)
- B) Finance Committee (Pearson, Davies, Fishman, Trent)
- C) Nominating Committee (Adams, Utrilla, Moran)
- D) Policies & Procedures (Pearson, Thomas, Williamsen, Fishman)
- E) Outreach & Development (Adams, Davies, Moran, Utrilla, Trent)

No Committees met.

## **10. OLD BUSINESS**

- A) Discussion and possible action on plans for 2013 Board retreat (Thomas).

Bertucci also suggested ACM Western Regional Conference.

Bertucci to seek topics (fundraising), speaker, venue, report to Board in October.

- B) Discussion and possible action on Annual Members' Meeting (Bertucci).

To be held at PCA office, 205 Keller St., Oct. 10. Staff to provide announcements. Staff seeking volunteers to help with refreshments, donations. Theme is "We Celebrate You."

## **11. NEW BUSINESS**

- A) Discussion and possible action on 2012/2013 Financial Review and Annual Report (Bertucci).

No action. Director to email Financial Review to Board prior October meeting. Annual Report to be submitted to City with approved Financial Review.

- B) Discussion and possible action on Appointment of Board Directors (Thomas).

Tabled to October

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C) Discussion and possible action on PCA Business Sponsorship (Bertucci).

No action.

**12. ADJOURN TO CLOSED SESSION 744pm.**

A) Discussion only personnel item (Bertucci).

**13. REPORT OUT OF CLOSED SESSION**

A) None to report.

**ADJOURN –**

Adjourned at 820pm.

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