



Petaluma
Community
Access

A 501.c3 Public Benefit Corporation

Board of Directors Minutes

Tuesday, November 19, 2013

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

BOARD OF DIRECTORS

Cindy Thomas – Chair –
vacant – Vice-Chair
Matt Pearson – Treasurer
Jason Davies – Secretary
Neal Fishman
Rachel Moran – **absent**
George Utrilla – **absent**
Marsha Trent
Tim Williamsen – City of Petaluma Designate
John Bertucci - Executive Director

1. ROLL CALL - 7:10 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.

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENTS

- Directors Comments, Announcements

Pearson mentions classes at JC

Davies thanks Williamsen for filling in as board secretary for previous meetings, and PCA for filming veterans day parade.

4. AGENDA APPROVAL

- Requests for modifications, deletions

Fishman motions, Williamsen seconds – Agenda approved unanimously.

5. APPROVAL OF MINUTES

- Minutes for October 15, 2013 PCA Board of Directors Meeting

John adds amendment – forgot absentees from last meeting (Utrilla, Fishman, and Davies absent from October 15th meeting).

Williamsen motions, Thomas seconds – Minutes approved unanimously

*Petaluma Community Access
205 Keller St., Suite 102, Petaluma, CA 94952
P.O. Box 2806, Petaluma CA 94953-2806
707) 773-3190 Fax: 707) 773-4252 www.pca.tv*



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6. TREASURER'S REPORT

Report for October 2013 Financial Statements (Pearson)

Pearson – Received report 15 minutes prior to meeting – “spending a bit more aggressive” – large custodial bill (7 months).

Bertucci – PEG fee checks not yet arrived (in City Hall and should be in bank within 1 week)
Financial review done.

Thomas – “how did we fall 7 months behind on custodial payment?”

Bertucci responds that PCA was not reminded or sent invoices.

Fishman – “No new grants or business sponsorships yet”

7. EXECUTIVE DIRECTOR'S REPORT

Topics:

Tax returns, annual reports done. \$4,160 – 50% less than previous audit

Studio build-out – polishing hand book and ideas for classes

Chamber of Commerce membership – ribbon cutting

Green screen still needs work

LPFM application in

Locating transmitter on SRJC

Comcast TV back in office – three extra boxes with only \$2 addition to monthly bundle

November classes – Intermediate class, discount for previous FCP X students

November screening – two short films about immigration – guest speakers

Launched program to meet downtown association – bulletin (holiday card) with events

John Crowley and Mayor Glass – first production in new studio

Veterans Day – new switcher helped filming of parade

8. CONSENT CALENDAR

- No Item

9. REPORTS OF COMMITTEES

A) Executive Committee (Thomas, Pearson, Davies)

B) Finance Committee (Pearson, Davies, Fishman, Trent)

C) Nominating Committee (Utrilla, Moran)

D) Policies & Procedures (Pearson, Thomas, Williamsen, Fishman)

E) Outreach & Development (Davies, Moran, Utrilla, Trent)

10. OLD BUSINESS

A) Discussion and possible action on Appointment of Board Officers (Thomas)

Fishman motions to nominate Thomas for Chair, seconded by Davies –
Thomas re-appointed to Chair unanimously.

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Davies motioned for Fishman for Vice Chair, Trent seconds –
Fishmans appointed as Vice Chair unanimously

Thomas motions to nominate Pearson for Treasurer, Fishman seconds –
Pearson re-appointed as Treasurer unanimously.

B) Discussion and possible action on plans for 2013 Board retreat (Thomas)

Thomas – retreat, team building, fundraising course. Fundraising workshop.
Strategic planning for fundraising. Set for Feb. 18th, followed by workshop on Saturday

11. NEW BUSINESS

A) Discussion and possible action on Appointment of Board Director (Thomas)

New board member – Petaluma resident Kathy Rivas
Thomas motions to appoint Rivas to PCA Board of Directors, seconded by Marsha –
Rivas is appointed unanimously.

B) Discussion and possible action on Board Committee assignments (Thomas)

Fishman on Executive -
Kathy on Finance and Nominating
Davies off Finance
Cindy on Nominating

Fishman motions, Thomas seconds – motion approved unanimously.

12. ADJOURN TO CLOSED SESSION

A) No Item

13. REPORT OUT OF CLOSED SESSION

A) No Item

ADJOURN –

Motion to adjourn by Davies, seconded by Fishman – motion to adjourn passes
unanimously at 8:08 PM

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