



Petaluma
Community
Access

A 501.c3 Public Benefit Corporation

Board of Directors Meeting Minutes
Tuesday, July 21, 2015

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—**Absent**
Marsha Trent – Secretary
Rachel Moran
Mark Jaramillo —**Late (arrival at 7:30 p.m.)**
Tim Williamsen – City of Petaluma Designate
John Bertucci –Executive Director

1. ROLL CALL - 7:00 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

Directors Comments, Announcements

4. AGENDA APPROVAL

Requests for modifications, deletions
Approved— 5/0

5. APPROVAL OF MINUTES

Minutes for May 19, 2015 PCA Board of Directors Meeting—
Approved—5/0
Minutes for June 16, 2015 PCA Board of Directors Meeting —
No action, No minutes, meeting cancelled due to lack of quorum

6. TREASURER’S REPORT

Report for May 2015 Financial Statements (Fishman)
Report for June 2015 Financial Statements (Fishman)
Fiscal year end, \$37,000 carryover

7. EXECUTIVE DIRECTOR’S REPORT

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Topics: Super summer video camp successful resulted in short movie production on website; DVD sales, a dozen Kortum Memorial sold, 3 B&E and 33 2015 Graduation; Cotati mtg coverage, coverage in Cotati begins Tuesday, training continues; Chamber business map and business directory, more discussion; Cap Ex reimbursements/audit FY2014/15, only about \$4,000 spent last fiscal year, total now is \$59,619 in cap expense fund, \$20,000 in PCA cap expense fund; Board/staff retreat goals, copies distributed to be used in activities plan; Paid sick leave, revision of handbook needed regarding PTO and PSL; City Hall AV & cable maintenance, HVAC contractor changed; City renewal process/reports, combine activities plan in May and annual plan for August.

8. CONSENT CALENDAR

No item.

9. REPORTS OF COMMITTEES

- A) Executive Committee (Thomas, Rivas, Fishman) **No Report**
- B) Finance Committee (Fishman, Rivas)
Report on meeting 6/3/15— **Meeting on June 3, 2015, looked at draft FY 2015-16 budget, payroll one of top priorities, using \$25,000 carryover funds to supplement payroll.**
Additional radio station project will be budgeted separately.
- C) Nominating Committee (Moran, Trent, Rivas, Thomas) **No Report**
- D) Policies & Procedures (Thomas, Williamsen, Fishman, Jaramillo)
Report on meeting 7/20/15—Consensus on wages for \$15 per hour and closing of one Facebook page
- E) Outreach & Development (Moran, Trent, Jaramillo) **No Report**

10. OLD BUSINESS

- A) Discussion only of “signature fundraiser” event planning (Thomas)
Meeting and tour at Mystic as the location for the event, working on time line and budget. Publicity and promotional planning begun with graphic artist, Auction basket planning also in process.

11. NEW BUSINESS

- A) Discussion and possible action on appointment of Election Inspector (Thomas)
Trent moved approval Jude Mion as election inspector, Moran second. Approved 6/0
- B) Discussion only of PCA policy modifications concerning Facebook use & living wage (Thomas)

12. ADJOURN TO CLOSED SESSION

- A) Discussion and possible action on present hiring process & staff structure (Bertucci)

13. REPORT OUT OF CLOSED SESSION — No action

ADJOURN – 8:20 p.m.

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