



Petaluma  
Community  
Access

A 501.c3 Public Benefit Corporation

Board of Directors Minutes  
Tuesday, January 23, 2018

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

**BOARD OF DIRECTORS**

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

**1. ROLL CALL – 6:05 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.

- **None.**

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

Directors Comments, Announcements

- **None.**

**4. AGENDA APPROVAL**

Requests for modifications, deletions

- **Alpert moved to approve, Williamsen seconded, Approved 6/0**

**5. APPROVAL OF MINUTES**

Minutes for December 21, 2017 PCA Board of Directors Meeting

- **Williamsen moved to approve, Murphy seconded, Approved 6/0**

**6. TREASURER'S REPORT**

Report for December 2017 Financial Statements (Giovannini)

- **Discussed sales tax suspense reimbursement**
- **Fundraising strategies to be item for 2018 Board Retreat**

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## 7. EXECUTIVE DIRECTOR'S REPORT

Topics: New Interns: Jackie Huynh, Matt Koch + volunteers - Summit State & Exchange banks support for TEP - Radio Project status (Admin: green light for 24/7, stakeholder mtg 1/25 & email, programmer agreement - Programming news: Sunday broadcasting 2/4, PDA/Visitors show - Technical progress: automation & drop-box file sharing, studio clock - Promotion: decal for TEP, radio promo video, "get the radio reflex" - Projects: studio B, Music Festival) Staff reviews - Business cards & tags - PDA mtg 1/24

- **Add "21 & over" to Summit State mailer**
- **Order 500 KPCA window clings @\$2.39 per, 4x4"**
- **Directors want PCA/KPCA business cards**

## 8. CONSENT CALENDAR

None.

## 9. REPORTS OF COMMITTEES

- A) Executive Committee (Thomas, Murphy, vacant, Giovaninni)
- B) Finance Committee (Giovannini, Pelletier)
- C) Nominating Committee (Alpert, Porteous)
- D) Policies & Procedures (Williamsen, Thomas)
- E) Outreach & Development (Thomas, Giovannini, Alpert, Murphy, Pelletier, Porteous)  
Report on TEP mtgs carried to Old Business A)

## 10. OLD BUSINESS

- A) Discussion and possible action on 2018 TEP event (Thomas)
  - **Thomas reviewed status of planning timeline**
  - **TEP mtgs will be weekly, Tuesdays at 5:30 at office (except 3<sup>rd</sup> Tues. Board mtg**
- B) Discussion and possible action on Advisory Council/Members Committee (Bertucci)
  - **Williamsen moved to approve appointment of Judy Kirschner & Philip Lehman-Brown as co-chairs of Members Committee, Thomas seconded, Approved 7/0**

## 11. NEW BUSINESS

- A) Discussion and possible action on appointment of new Director (Thomas)
  - **Thomas & Bertucci have met with applicant Jason Lopez; Thomas recommended his appointment as soon as Lopez resolves his scheduling conflict on Tuesday evenings**
- B) Discussion and possible action on Board officer appointment (Thomas)
  - **Bertucci discussed the duties, Thomas indicated the requirement for a Secretary; item to remain in Old Business until position is filled**
- C) Discussion and possible action on check signing duties (Bertucci)
  - **Bertucci explained that Strobeck needs to be removed from signing card at both banks; current signers Bertucci, Giovaninni, Thomas to remain but will have to redo processing**
  - **Porteous moved to approve appointment of Murphy as additional signer, replacing Strobeck, Alpert seconded, Approved 7/0**

D) Discussion and possible action on 2018 Retreat (Thomas)

- **Date for Retreat will be March 18, 9:30am to 4:00pm, venue to be determined**
- **Co-chairs of Members Committee Kirschner & Lehman-Brown: Radio Manager Tomaszewski also invited for relevant item of eventual Agenda**

**12. ADJOURN TO CLOSED SESSION**

- A) Discussion and possible action on ED succession plan (Alpert)
- B) Discussion and possible action on member incident (Thomas)

**13. REPORT OUT OF CLOSED SESSION**

- **Both items discussed and recommended actions considered**

**ADJOURN – 8:15**

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