



Petaluma
Community
Access
A 501.c3 Public Benefit Corporation

Board of Directors Minutes
Tuesday, May 15, 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 – **absent**
Dana Porteous – **late**
Jason Lopez
Tim Williamsen – City of Petaluma Designate
John Bertucci –Executive Director

1. ROLL CALL – 6:05 P.M.

2. PUBLIC COMMENT

- **None**

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT

- **Williamsen cited exemplary work by PCA employee Trier, assisting City staff to solve recent technical issues**
- **Thomas thanked Board members for contributing to a very successful B&E parade**

4. AGENDA APPROVAL

- **Giovannini moved to approve Agenda, Alpert seconded, Approved: 6/0**

5. APPROVAL OF MINUTES

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

6. TREASURER’S REPORT

- **Giovannini reported on Financials, indicating Access Fees & Tel-View support expense**
- **Bertucci reported on 2nd credit card in name of Magee (no ATM), projected FY18/19 Budget & payroll worksheet, equipment expenses for radio, discussed moving \$25K from savings acct. to operating acct. which was determined to be an operational decision, and PEG Fees: ATT (\$7.5K) has arrived, Comcast not yet**

7. EXECUTIVE DIRECTOR'S REPORT

- Topics: Office overhaul: construct CD racks/move screen to main room/truck to e-waste - Board business cards & website portraits - US Census survey - Community Outreach: B&E Parade video; Sheriff's forum 5/4/18; Bill Perry SRJC speech 3/29 - Radio Project status... Technical: new & replaced equip, sound-proofing, electrical; Programming: expanded grid, expanded access; Press: Argus/Naomi, Phil's event release; Projects: event planning, pop-ups; Non-profit partnerships: Visit Petaluma/Arts Center - Contract addendum signed, ED vacation/absent next mtg - Request board assistance for Insurance policy review...
- **Board portrait photos will be taken by staff at office, or submitted photos**
- **Porteous reported on recent staff & member work on automated radio schedule to assure broadcast from 8am to midnight, 7 days a week, dedicated CD burner needed**
- **General discussion of: 'pop-up' radio broadcasts, see below...**
- **Alpert requested clarification of Indemnification Clause in PCA By-Laws 10.1 & 10.3**
- **Closed Captions was not discussed, Williamsen & Bertucci have not yet met to discuss**

8. CONSENT CALENDAR

9. REPORTS OF COMMITTEES

E) Outreach & Development (Thomas, Giovannini, Alpert, Murphy, Pelletier, Porteous)

- **Murphy & Porteous reported on 5/9/18 Outreach mtg to discuss: annual event planning including TEP 2019, and how to propose & produce live 'pop-up' broadcasts**
- **June 1st Phoenix Wrestling event broadcast cancelled for lack of equipment**
- **Intention affirmed to purchase check-out audio equipment for field recording & live broadcasts, and to develop training track for member use**
- **a month required to notify existing programs of interruption for live broadcasts, except for emergency coverage**
- **Outreach Committee will henceforth meet monthly at 5:30pm on every 1st Tuesday**

10. OLD BUSINESS

A) Discussion and possible action on ED succession plan (Alpert)

- **No action, discussed job description timeline, carried to next mtg.**

B) Discussion and possible action on City Hall server support agreement (Bertucci)

- **Giovannini moved to direct ED to obtain 3 year Tel-Vue support, Thomas seconded, Approved 7/0**

11. NEW BUSINESS

A) Discussion and possible action on extended access policy (Porteous)

- **Williamsen moved to approve a second PCA credit card for Auto Withdrawals in the name of Nellie Magee, Porteous seconded, Approved 7/0**

B) Discussion and possible action on rescheduling June Board meeting (Bertucci)

- **Williamsen moved to approve change of date for next Board mtg to Tuesday, June 12, Giovannini seconded, Approved 7/0**

12. ADJOURN TO CLOSED SESSION – 7:00 P.M.

- **Williamsen moved to adjourn to Closed Session, Murphy seconded, Approved 7/0**

13. REPORT OUT OF CLOSED SESSION

A) Discussion and possible action on member issue (Bertucci)

- **Board directed ED to meet w/member in question to discuss their conclusions to complaint investigation on Monday, May 21, at either 2:00pm or 3:00pm**

B) Discussion and possible action of personnel matter (Bertucci)

- **Report on transitioning staff structure & payroll impacts, eventual need for access to health benefits discussed & Thomas will help Magee explore with Kaiser**

ADJOURN – 8:03 P.M.

- **No vote taken to Adjourn.**

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