



Petaluma
Community
Access
A 501.c3 Public Benefit Corporation

Board of Directors Agenda
Tuesday, March 20, 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
Dana Porteous
Jason Lopez
Tim Williamsen – City of Petaluma Designate – **absent**
John Bertucci –Executive Director

1. ROLL CALL – 6:07 P.M.

2. PUBLIC COMMENT

- None

3. BOARD OF DIRECTORS COMMENTS & ANNOUNCEMENT

- Thomas was pleased w/Retreat, and thanked all who participated
- Alpert concurred, and requested that Minutes be prepared to reflect any determinations.

4. AGENDA APPROVAL

- Giovanni moved to approve Agenda with the removal of Closed Session 12 A), Murphy seconded, Approved: 6/0, 1 abstaining

5. APPROVAL OF MINUTES

- Thomas moved to approve, Murphy seconded, Approved: 7/0

6. TREASURER'S REPORT

- Bertucci reported on: \$6K refund; Credit card fraud; new card in Nellie's name; no reply yet on the Payroll Fees question

7. EXECUTIVE DIRECTOR'S REPORT

Topics: Thank you to TEP crew - KPCA signage - Community Outreach (Democratic Crab Feed; Historical Museum series; Copperfield's ?) - Radio Project status (Admin: 24/7 Granted, pending License to Cover; Technical: automation functioning in tests, console calibration; Programming news: open hours, new shows, PSAs; Promotion: radio promo video; great press for TEP, B&E ad) - Board business cards & website portraits - Office overhaul/rugs - ED Vacation

- **Porteous wanted to know process for handling external requests for media coverage, and Bertucci explained: we have a Hired Production price sheet, but prefer to find volunteers for to work directly with outside party, sometimes we deploy Access Assistants if there is sufficient community value in the event.**

8. CONSENT CALENDAR

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)
- **Last TEP planning mtg was 2/27/18, to coordinate final details prior to event**

10. OLD BUSINESS

- A) Discussion only on 2018 Retreat (Thomas)
 - **Discussed in Director's comments, see above...**
- B) Discussion and possible action on 2018 Butter & Egg Days parade (Thomas)
 - **Thomas reported on fees, truck rental, script, and P orteous will attend next planning mtg**
- C) Discussion and possible action on Board officer appointments (Thomas)
 - **Tabled to April Board mtg**

11. NEW BUSINESS

- A) Discussion and possible action on student outreach initiative (Pelletier)
 - **Pelletier explained her desire to develop more student use of PCA resources, will contact Matt Pearson & Dept heads, seek instructors for classes; Bertucci added that recruiting Access Assistants is critical, suggested a visit SSU Communications Dept w/Chris Fisher; Thomas spoke to parameters of representing PCA in official capacity, and preparing an opportunity to address School Board mtg re: vacant designate seat...**
- B) Discussion and possible action on addendum to ED contract (Bertucci)
 - **Bertucci to bring draft to April mtg of an Addendum to reflect new terms of existing 2-year contract**

12. ADJOURN TO CLOSED SESSION – 6:52 P.M.

- **Alpert moved to adjourn, Giovannianni seconded, Approved 7/0**
- ~~— A) Discussion and possible action on ED succession plan (Alpert) – per amended Agenda~~
- B) Discussion and possible action on member issue (Bertucci)

13. REPORT OUT OF CLOSED SESSION

- **12 B) Bertucci to draft a written response, Thomas to assist**

ADJOURN – 7:40 P.M.

- **Alpert moved to adjourn, Porteous seconded, Approved 7/0**

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