



Board of Directors Minutes
Tuesday, January 15, 2019

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

BOARD OF DIRECTORS

Cindy Thomas – Chair
Judy Kirschner – Secretary
Domenica Giovannini - Treasurer
Richard Alpert
Dana Porteous
Jason Lopez-Absent
Tim Williamsen – City of Petaluma Designate

1. **ROLL CALL** – 6:04 P.M. All present

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.
Williamson announced the opening of the new E-Waste business downtown.

4. AGENDA APPROVAL

Requests for modifications, deletions.
Williamson moved to approve/Porteous seconded. All Approved

5. APPROVAL OF MINUTES

Minutes for November 20, 2018 PCA Board of Directors Meeting.
Williamson moved to approve/Kirschner seconded. All approved

6. TREASURER'S REPORT

Report for December 2018 Financial Statements. (Giovannini)
We are working at a loss. Review set for Feb. meeting
Giovannini will go through all docs for next meeting re: budget and funding.
Bertucci: Taxes are done.

7. EXECUTIVE DIRECTOR'S REPORT Topics: Two new hires Access - Assts./Interns - Copy Machine moving from hallway will require new wiring.

No TEP announcement **needs** to go out.-1/23 is Pie Day, Go to Pie Shop...

Don and Patty will go to downtown Assoc. meeting-Create protocol for key card.

Movie Muse event needs to go through Outreach committee.

8. CONSENT CALENDAR- None

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Kirschner, Giovannini)
-report on 01/19 mtg.
Finance Committee (Giovannini, Lopez) Giovannini to bring full report to Feb. meeting.
currently NO INCOME
- Nominating Committee (Alpert, Porteous, Lopez)-Porteous and Thomas me-; more people, not simply programmers, are needed.
- Policies & Procedures (Williamsen, Thomas) N/A
- Outreach & Fund Development (Thomas, Porteous)
- 1)Outreach to big donors-
- 2) Events Committee (Kirschner, Porteous, Alpert Lehman-brown)
Plan for 5/20 eventMore discussion needed on food/Band.

10. OLD BUSINESS

- A) Discussion and possible action on Marketing/Social Media/Branding. Patty to consolidate branding of KPCA/PCA to one message, w/URL pointing to one site.
- B) Discussion and possible action on Sebastopol/Windsor/RP contracts. Don will help get viable rate. (\$150/videographer)
- C) Discussion and possible action on Committees-Separating Outreach from Fundraising and Events need to create dates for meetings. Don takes on outreach; Fundraising is a board thing; Events a committee. Butter n Eggs not an event? But a signature needs a steering com.
- D) Discussion and possible action on com.changes, DG to move to Policy and Procedure com. Jason an appointee (Thomas1st/Williamson 2nd-All approve)
- E) Discussion on extended access policy. (Porteous) Thomas - Assessment sheet be developed and used to assess the skill level of a programmer before being allowed to broadcast. training is already mandatory.
Williamson motion to send to Policy comm. for criteria policy on allowing card holders w/out staff presence.

11. NEW BUSINESS

- A) Discussion and Possible Action on Board of Director resignation. Thomas 1st/Gioavnnini 2nd/
All approve
- B) Discussion and Possible Action on Check signing card.
Bertucci, Murphy to be removed.
Don Lewis, Alpert, Thomas, Giovannini to be added.
Thomas 1st/Williamson 2nd /all approve

- C) Discussion and possible action on a revised membership structure. (Thomas) Carried to next month. Alpert 1st/Porteous 2nd/ all approve.
- D) Discussion only 2019 Board Retreat: 03/03/19 10AM-4PM place TBD financial review. (didn't get motions)

12. ADJOURN TO CLOSED SESSION:

Kirschner motion/Thomas 2nd/all approve

- A) Discussion and possible action on Personnel issue.
Giovannini to handle investigation.
Needs to speak w/attorney and w/HR Consultant as it would be less money.

13. REPORT OUT OF CLOSED SESSION: Key card need check list before handing out.

ADJOURN 8:00pm

Thomas 1st/Giovannini 2nd /All approve

* * * * *