



Board of Directors Minutes
Tuesday August 20, 2019

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

BOARD OF DIRECTORS

Cindy Thomas – Chair Present
Domenica Giovannini - Vice Chair Present
Judy Kirschner – Secretary Present
Randy Stewart - Treasurer- Absent
Ronda Black – Present
Vacant
Vacant
Tim Williamsen - City of Petaluma Designate - Absent
Vacant - Petaluma School District Designate

1. ROLL CALL – 6:07 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-

Executive Director not present. position is currently vacant

4. AGENDA APPROVAL

To be tabled - Old Business, items 10 B,C,F; New Business, items 11 A,B,C,G,H
Ronda B. 1st/Judy 2nd All Approve

5. APPROVAL OF MINUTES

Minutes for July 16, 2019 PCA Board of Directors Meeting.
Judy k..1st/ Ronda B. 2nd/All approved

6. TREASURER’S REPORT: No Action

7. EXECUTIVE DIRECTOR’S REPORT: \$83 profit from Petaluma Coffee and Tea from the KPCA Blend Coffee. Car/boat/motorcycle buyback moving forward. Beats before Bed at

Lagunitas Brewery had no financial return but great for promotion. KPCA passed the Emergency Broadcast System testing. FCC has granted KPCA 24/7 broadcasting privileges. Social Media is growing. Attended PG&E's seminar on Planned Power Outages on Aug.12 at Petaluma Hotel.

8. CONSENT CALENDAR- None

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Giovannini, Kirschner, Stewart) - Reviewed Budget and Annual report. Position posted Access Supervisor position. Cindy will set up interviews for 8/25
- Finance Committee (Giovannini Stewart,Black) -.Informal meeting with Ronda, Randy and John Bertucci to get treasurers role back on track.
- Nominating Committee (Giovannini, Black) No Meeting
- Policies & Procedures (Williamsen, Thomas, Giovannini) - Employee Handbook reviewed and recommended revisions
- Outreach Committee (Thomas, Kirschner) – None
 - a. Underwriting Committee - Underwriter/car donations/donations for outside sources: Elks/Kiwanis clubs

10. OLD BUSINESS

- A) Discussion Only on Annual PCA Members Meeting and Election (Thomas) Members meeting and Election date/place (possibly Oct. 8th upstairs from studio) no action taken
- B) Discussion and possible action to approve Programmer Handbook (Thomas)-TABLED
- C) Discussion and possible action to approve Employee Handbook (Thomas) - TABLED
- D) Discussion and possible action to approve Draft Annual Report (Giovannini) Dominica cleaned it up motion to allow Cindy T. And Dominica to submit final product to city w/Board additions and subtractions. Ronda B 1st/Judy K. 2nd/ All approve
- E) Discussion and possible action to approve Draft Annual Budget(Stewart) Motion to authorize Dominica and Cindy to finalize budget, send to board for input/revisions. Judy K.1st/ Cindy T. 2nd/All approve.
- F) Discussion and possible action to update strategic plan (Giovannini) - TABLED

11. NEW BUSINESS

- A) Discussion and possible action to prepare for power outages (Williamsen)-TABLED
- B) Discussion and possible action to reorganize PCA staff (Giovannini)-TABLED
- C) Discussion and possible action to approve Job Descriptions (Giovannini)-TABLED
- D) Discussion and possible action to renegotiate the M.O.U. with the City (Thomas)
Board approval allowing Cindy to negotiate w/city Will share M.O.U.
Dominica G.1st/Ronda B. 2nd/All approve
- E) Discussion and possible action to appoint an elections inspector (Giovanni)
Cindy Nominates Jude Mione.
- F) Discussion and possible action to endorse candidate for PCA election (Thomas)
Motion to nominate Dominica for expiring Board seat. Appointees need to be appointed in October.
- G) Discussion and possible action to invest reserve funds in money market (Stewart) - TABLED
- H) Discussion and possible action to identify fundraising events (Stewart) -TABLED

12. ADJOURN TO CLOSED SESSION: 6:55 PM

Motion to adjourn. Dominica G 1st/2nd Cindy T/All Approve

13. REPORT OUT OF CLOSED SESSION:

Door Codes Changed. Jeff given extra hour at home to change former E.D. passwords. Motion to remove Don from signature cards at Summit Bank and Exchange Bank and add Ronda.

Cindy T. 1st/Dominca G. 2nd/All approve.

ADJOURN 7:40 pm Cindy.T-1st/Ronda B. 2nd /All approve

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