



Board of Directors Minutes
Tuesday September 17, 2019

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

BOARD OF DIRECTORS

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

1. ROLL CALL – 6:12 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- none

4. AGENDA APPROVAL

Tim W. 1st/Randy S. 2nd All approve

5. APPROVAL OF MINUTES

Dominica G.1st/Judy K.2nd All approve

6. TREASURER'S REPORT: Stewart

\$64k+income /\$23K expenses-looks normal for PCA
Increase in contribution amount \$10k in underwriting/ Payroll staff hour changes. No changes once sent to city.

7. EXECUTIVE DIRECTOR'S REPORT: Jill Newman- Interim Exec. Director

List of req. from city hall/jewish grant/ creating live stream/Table presence @mMovies In The Park
Petaluma beerfest w/b'cast to both radio and tv.

Upgrade radio Control Room/Podcast equipment.

Things needed: PSAs in both English and Spanish identify other languages. Capstone Course @ SRJC news/info programming. Bay Area video coalition in process or on top of Patreon for donations. Divca- Identify ways utilize that funding.

Social Media: Mailing list being upgraded (w/Nellie). Regular newsletter w/board input. Full time lisnece to cover 24/7 b'casting-emergency center. B/U generator works

Andy S upgrade automation system for better sound. Ideas to expand TV.

Use old programming to add to current programs-no fees. Jeff- Getting HD setup City Hall rack is live.

Stream the Climate march. Updating procedural docs. Updated membership forms? Project proposals updated/radio streaming. Jill will speak w/Stephanie the book keeper to help improve things. Media Services-income, charge fees for classes youth programs etc.

Adobe creative suite-new updates prohibit use of premier.

8. CONSENT CALENDAR- None

9. REPORTS OF COMMITTEES

- Executive Committee (Thomas, Kirschner, Giovannini) - Recommend to hire interim E.D.Cindy T. 1st/Dominica G. 2nd w/ Judy K consent.
- Finance Committee (Giovannini Stewart, Black) - Didn't meet
- Nominating Committee- None
- Policies & Procedures (Williamsen, Thomas, Giovannini) - removed 10B/10C
- Outreach Committee (Thomas, Kirschner) – Didn't meet

10. OLD BUSINESS

- A) Discussion and possible action Only, ballots went out to be returned by Oct. 4th members get together Oct.5th; Oct.8th members mtg.
- B) Discussion and possible action to approve Programmer Handbook (Thomas)-**Removed**
- C) Discussion to approve Employee Handbook (Thomas) - **Removed**
- D) Discussion and possible action to approve Draft Annual Report (Giovannini) - **Removed**
- E) Discussion and possible action to approve Draft Annual Budget (Stewart) - **Removed**
- F) Discussion and possible action to approve Goals and Objectives Giovannini): Mini retreat

11. NEW BUSINESS

- A) Discussion and possible action to appoint board director; Fred didn't get application in on time - TABLED
- B) Discussion and possible action to Support Exec. Decision to hire interim E.D. -Thomas (Tim W. 1st. Randy S 2nd All approve)
- C) Discussion only to reorganizer PCA staff (Giovannini)
- D) Discussion and possible action to authorize check signers (Thomas) remove Don, add Cindy T., Dominica G., Randy S., Jill
- E) Discussion and possible action renegotiate MOU with City (Thomas)-Tabled
- F) Discussion and possible action to appoint an elections inspector (Giovanni) Cindy Nominates Jude Mione. Dominica G. 1st/jJudy K 2nd /all approve
- G) Discussion and possible action on preparation for Power outages (Williamsen)-No action

12. ADJOURN TO CLOSED SESSION: 7:30 PM

Motion to adjourn. Randy S 1st/2nd Cindy T/All Approve

13. REPORT OUT OF CLOSED SESSION:

Final check went out to Don. Remove E.D. from authorization/check signing cards.

Ask Torkelson how to address

(\$28 missing from Petty Cash). Cindy T. 1st/Dominca G. 2nd/All approve.

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

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