



Board of Directors Minutes
Tuesday, April 21, 2020

Board of Directors Meeting
Location: Zoom Video Conference
Meeting ID 884 3442
9956

BOARD OF DIRECTORS

Cindy Thomas - Chair
Judy Kirschner - Secretary
Domenica Giovannini -Vice Chair
Randy Stewart - Treasurer
Nellie Magee
Ronda Black
Fred Carroll
Ingrid Alverde – City of Petaluma Designate
Vacant- Petaluma School Designate

1. **ROLL CALL** – 5:39 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.
None

4. AGENDA APPROVAL

Fred Carroll -1st/ Randy Stewart 2nd/All Approve

5. APPROVAL OF MINUTES

Minutes for February 19, 2019 PCA Board of Directors Meeting.
Judy Kirschner - 1st/Randy Stewart - 2nd All approve

6. TREASURER'S REPORT

For 3/20 Randy Stewart Finances: Income is light, expenses have stayed about the same. The budget is currently on track, for now. We haven't needed to dip into reserve. Hoping PEG Fees arrive in May otherwise we may need to dip into the reserve, which has so far been untouched.

7. EXECUTIVE DIRECTOR'S REPORT- Jenny Belway- Applied for multiple grants.

Ann Marie has gotten staff meetings together and has 3 Access Assistants to cover meetings.

Jenny has written 10 grants in the last couple of weeks with 20 more to apply to.

Looking into funding drive

Getting the "I Donate" on website to be more visible on website.

Adding note to members who are up for renewal to donate what they can.

8. CONSENT CALENDAR- None

9. REPORTS OF COMMITTEES

None

10. OLD BUSINESS

A) Discussion and Possible Action on Plan Review - No Action

B) Discussion only - Staff Update - handling radio broadcasting and working a work around the automation for the programmers with 2 hour shows and tracking his work hours both at home and in office. Keeping E.D. filled in with what is going on.
Reworking to streamline automation
Working on T.V. stuff
Welcome Ingrid Alverde and Fred Carroll.
Get Spanish language for Televised downhill meetings.
Station Mgr to talk to City of Petaluma to update town hall meetings available on channels 26,27,28. Didn't mention 103.3 audio version on radio.

C) Discussion and Possible action on Keeping May 2021 for next years fundraiser at Lagunitas. Motion to en May 2020 event. Randy Stewart 1st/ Judy Kirschner 2nd/
All approve

11. NEW BUSINESS

A) Discussion and Possible Action on Budget - Tabled until May

B) Discussion and Possible Action on Loans and Grants - NO ACTION
Discussed the need to have a plan for 3-6 months down the line. Get creative with fundraising. Ask for \$50- \$100.

C) Data Retention Policy: Policy in place to retain LogIns etc when someone leaves. Procedure to back up and share info Create clear privacy access levels. Fireproof safe ordered to house all passwords and sensitive info. Jeff T will from Jeff I (web designer) to encrypt info on a drive. Safe to be stored in equipment room.

12. ADJOURN TO CLOSED SESSION:

6:43 PM Judy Kirschner 1st/ Dominica Giovannini 2nd/All Approve

Item 1) Staff Retention: Funds left to operate 15k/Mo. payroll w/ 3months reserve. How can we continue to pay same payroll while closed? Is operations manual ready? Job descriptions ready? Need tangible work schedules.

Anne Marie w/ 3 access assists is getting more meetings which pay more, and is filling for extensions. E.D should now how Exchange Bank money has been spent. BGP foundation is being handled by Dr. Angela- received a grant or a documentary about Jewish Farmer in Petaluma.

E.D says there is a written work plan.

E.D. has regular staff mgs held every Friday via Zoom. Cindy - calendar drill for outreach meetings.

Jeff and Brendan working w/city in order to bill city for work being done, whether it's Rob, Jeff or anyone else. Jeff turns in hours to Nellie, Nellie to Stephanie - city sends check to PCA - Jeff gets a portion.

No Action- will revisit in May

Item 2) Allow a 30 day extension for E.D performance review and offering of permanent position.

She has removed the formerly toxic work situation.

Randy Stewart 1st/Judy Kirschner 2nd/ All approve

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

ADJOURN 7:20pm

Judy Kirschner 1st/Ronda Black 2nd /All approve

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