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BOARD OF DIRECTORS
Meeting Minutes
April 14, 2005
6pm
Veteran's Memorial Building, Hollister, Ca

1. **Call to Order:** Val Jeffery called meeting to order at 6:12pm.
Board present: Jacqui Carrasco, Jim Frazier, Val Jeffery, Clay Lee, Rob Van Herk, Bruce Lee, Teri Marshall, Fran Lozano, and Cynthia Stagner.
Board Absent: Joe Kline, Ron Wheelehan
Staff Present: Suzanne St. John-Crane
Also Present: John Chadwell (Potential Board Member)
2. **Approval of Minutes of March 14, 2005** – A motion by Clay Lee to approve the March 14, 2005 minutes was seconded by Rob Van Herk, and was approved 8 – 0, with Bruce Lee abstaining.
3. **Public Input** – No public comments were made.
4. **Executive Director's Report on the following events:**
 - (A) ED Report, March 2005
 - (i) Government Meetings
 - (ii) High School Football Program
 - (iii) South County Properties
 - (iv) Teen Talk TV
 - (v) SBC County Wide Attendance Day Rally
 - (vi) Pinnacle Underwriting Spot
 - (B) Community Outreach
 - (i) Charter Meeting
 - (ii) Newsletter – Spring 2005 Newsletter
 - (iii) ACM National Conference Meetings
 - (iv) St. Joseph's
 - (C) Marketing Report from Infopower
 - (D) Annual Report 2004
5. **Treasurer's Report** – The financial statements for February were reviewed.
6. **Charter Update** – Charter wasn't aware that Institutional Network Sites were still not hooked up. Suzanne brought this to their attention and they will be working on completing the hook ups.

7. Board Vacancies:

- a) **Three Appointed Seats** – Suzanne met with Dan DeVries and John Chadwell about their interest on the Board. John Chadwell gave a brief bio on his background in video production. A motion by Clay Lee to appoint John Chadwell was seconded by Val Jeffery, and was carried unanimously to appoint John Chadwell to the Board.
 - b) **City of San Juan Bautista** - Teri Marshall was introduced as the new representative from the City of San Juan Bautista.
8. **2004 Audit** – Suzanne passed out addendum to audit. Two items that were of interest were the recommendation to establish an audit committee and an accounting manual. Suzanne has started the accounting manual, and will agendize the audit committee item for the May meeting. A motion was made by Jim Frazier to approve the audit, was seconded by Fran Lozano, and was unanimously approved by the Board.
 9. **2005 Savings Transfer Request** – Executive Director Suzanne St. John-Crane requested that \$19,950 be transferred out of savings and into the CMAP checking account to cover operating expenses. Suzanne informed the Board that \$5000 was transferred on April 5, 2005 to cover payroll taxes with Executive Committee approval. A motion was made by Clay Lee to approve the transfer, seconded by Rob Van Herk, and was unanimously approved by the Board.
 10. **Fundraising Committee Meeting Report** – Several meetings were held. Major emphasis should be on the telethon and getting local involvement. Board members Cynthia Stagner and Bruce Lee expressed an interest in getting more local talent for the event. Minutes of the Fundraising Committee were distributed in the agenda packets.
 11. **Capital Purchase Requests** – Executive Director Suzanne St. John-Crane recommended the purchase of two Panasonic AG DV-2500 VCR decks to be used with the two iMac stations for editing. A motion was made by Jacqui Carrasco to allocate \$3400 for the purchase of the two decks, was seconded by Fran Lozano and was unanimously approved by the Board.
 12. **Business Memberships** – Executive Director Suzanne St. John-Crane presented a Business Membership proposal. Suzanne informed the Board that Sue Buske didn't see any conflicts with offering a Business Membership. The Business Membership would be established at \$200 a year and would include one vote in elections, training for 3 staff people and acknowledgement in the newsletter. A motion was made by Jim Frazier to approve the Business Membership proposal, was seconded by Fran Lozano and was unanimously approved by the Board.
 13. **Membership and Workshop Statistics** – Statistics for January 2005 were reviewed.
 14. **Quarterly Board Review** – Val offered to do a show that would be a summary of things that the Board has completed during the quarter, and projects that have been completed by the CMAP Staff. Board supported the concept and Bruce Lee volunteered to assist.
 15. **Adjournment** – Next Meeting May 9th, 2005. A motion to adjourn was made by Clay Lee, seconded by Jacqui Carrasco and unanimously approved by the Board at 7:27pm.

Submitted by Clay Lee and Dee Guerrero