



5055 SANTA TERESA BLVD. •GILROY, CA 95020•408-846-4983
www.mycmap.org

BOARD OF DIRECTORS
Meeting Minutes
September 10, 2007
CMAP Lobby
5055 Santa Teresa Blvd. Gilroy, CA

- 1) **Call to Order**-Jacqui Carrasco, Board President, called the meeting to order at 6:07pm
Board Present: Fran Lozano, Teri Marshall, Jim Frazier, Jacquelyn Richburg, Bruce Lee, Clay Lee, Jacqui Carrasco, Peter V.Serracino, Val Jeffery, Dan DeVries
Board Absent: Joe Kline, Mary Maio, Ron Wheelehan, Cynthia Stagner
Staff Present: Suzanne St. John-Crane
Also Present: Paul DaSilva

- 2) **Approval of Minutes:** Add Val's name to attendance for 6/11/07. A motion was made by Fran Lozano and seconded by Jim Frazier with 2 absentees Teri Marshall and Jacqui Carrasco.

- 3) **Public Input**- None

- 4) **Executive Director's Report**- Suzanne St. John-Crane provided reports on the following items:
 - a) CMAP Staff Productions
 - b) Community Outreach
 - c) Underwriting
 - d) Facilities Update
 - e) Press-Articles in Packet

- 5) **Treasure's Report**-
 - a) Jim Frazier has reviewed the financial statements for the period ending July 31, 2007. Mr. Frazier recommended that the financial statements be accepted. A motion by Clay Lee to accept the financial statements as written was seconded by Val Jeffery and carried unanimously.

- b) Redirect E- Loan CD Funds- Suzanne researched South Valley Bank rate of return 5%-7months. Proposal Invest \$51K from CMAP's matured interest CD to a 7 month South Valley National Bank CD. A motion was made by Dan DeVries to accept the CD proposal as written and was seconded by Val Jeffery and unanimously approved.
- c) Finance Committee meeting was held will come back at a later time with recommendations. Developed reserves budget for monthly reporting-implemented this month. Frequency of meetings was discuss4ed bank reconciliation to Treasurer, definitions of capital expenses, change of inventory intervals, sale of surplus equipment.
- 6) **Charter Update-** City of Gilroy; As of August 31st router is in at CMAP, Charter worked closely with City of Gilroy Staff.
- 7) **Strategic Goals Update-** Executive Director, Suzanne St. John-Crane stated that she is in the process of ordering equipment for streaming video. No other reports.
- 8) **Gavilan College/ GAV TV Request-** Staff changes at Gavilan...waiting to see new assignments.
- 9) **Nominating Committee Update-** Executive Director, Suzanne St. John-Crane stated the committee hasn't been able to meet.
Elected seats that have petitioned:
1)Jeane Huber
2) Jacquelyn Richburg
3) Jim Frazier
Dan DeVries is available if needed.
Appointed positions that are terming out :(Terms start in October 2007)
1) Jacqui Carrasco
2) Cynthia Stagner
3) Dan DeVries
GUSD seat is still vacant
Ballots go out this week
- 10) **2008 Operating, Capital and Reserves Budgets-** 2007 Reserves Budget-good amount of money in reserve. Use interest from reserves budget to balance operation budget. Very nervous about using reserves to find operations manager position. Operating budget does not include the operations manager due to lack of money. Suzanne reviews proposed budget
3% salary increases for staff

Suzanne to watch full time staff benefits costs.
Discussed video streaming revenue projections
\$2,000 MAX to conservative No archiving at this time due to it being labor intensive.

Service and supplies pretty much the same.
Capital Budget \$30,000 as we have done in past to approve as presented. A motion was made by Jim Frazier and was seconded by Bruce Lee and carried unanimously.

11) Capital Purchase Request

Synergy broadcasting tech support has expired. Silver Level Extended Coverage=\$6,000 includes 7 days/week support with software upgrades. Does not include travel.

Proposal: Allocate \$6K of Capital funds for the Synergy Broadcast silver level extended warranty package.

A motion was made by Val Jeffery and was seconded by Fran Lozano and passed unanimously.

12) Membership and Workshops through August 2007- The membership and workshop statistics were provided for board review.

13) New Business- None

a

14) Adjournment- A motion was made by Val Jeffery to adjourn at 6:59pm was seconded by Jacquelyn Richburg and passed unanimously. Next meeting October 8, 2007.