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BOARD OF DIRECTORS
Meeting Minutes
January 8, 2007
Veteran's Memorial Building
649 San Benito Street, Hollister, CA Room 204

- 1) **Call to Order-** Jacqui Carrasco, Board President, called the meeting to order at 6:04 PM.
Board Present: Jacqui Carrasco, Jim Frazier, Val Jeffery, Joe Kline, Bruce Lee, Clay Lee, Teri Marshall, Peter Serracino, and Ron Wheelehan
Board Absent: Dan Devries, Fran Lozano, Mary Maio, Jacquelyn Richburg and Cynthia Stagner
Staff Present: Suzanne St. John-Crane

- 2) **Approval of Minutes of October 19, 2006** –A motion made by Clay Lee to approve the November 13, 2006 minutes was seconded by Val Jeffery and was carried unanimously to accept the minutes as written.

- 3) **Public Input** – None

- 4) **Executive Director's Report** – Suzanne St. John-Crane provided are report on the following items:
 - a) **CMAP Staff Productions**
 - i) Government Meetings, Cover 3
 - b) **Community Outreach**
 - i) Producer Mentoring, SB Community Foundation.
 - c) **Streaming RFP**
 - i) Obtained information from Synergy Broadcast
 - d) **Facilities Update**
 - e) **Press related to CMAP**

- 5) **Treasure's Report** – Jim Frazier has reviewed the financial statements for October and November. Mr. Frazier recommended that the financial statements be accepted. He also recommended that the Finance Committee meet to review overall fiscal position. A motion by Clay Lee to accept the financial statements was seconded by Joe Kline and carried unanimously to accept the financial statements as written.

- 6) **Charter Update-** Joe Kline mentioned that Charter has sent a letter to each of the cities recommending beginning the next steps of franchise renewal. A tentative meeting has been sent for January 8, 2007.

- 7) **Strategic Goals Update** – It is recommended that all board members review the strategic planning document. At the next meeting we will review and set some dates for a retreat or working meeting.
- 8) **Audit Contract-** The board reviewed the proposal provide by Berger/Lewis who did the audit last year. The fee has increase from \$6000 to \$6150. A motion was made by Clay Lee to a) accept the contract for this year and b) look for more proposals next to meet audit best practices of rotating auditors every 3-5 years was seconded by Val Jeffery and carried unanimously.
- 9) **Board Committee Assignments-** The assignments were reviewed and a listing will be distributed in the near future.
- 10) **Membership and Workshops through October 2006-** The workshop statistics for October were reviewed by the board. The one-on-one workshops are going well.
- 11) **New Business-**
 - a) Executive Director – Maternity Leave may start as soon as the mid-May timeframe. Options were discussed such as filling the vacant Operation Manager during the leave. The anticipated leave would be the same the previous leave which was 5 to 6 months. The Executive Director will provide outline for the terms of the maternity leave for the next meeting.
 - b) Peter mentioned that he is on the Hollister Rally Entertainment committee and will bring forward information as
- 12) **Adjournment-** A motion was made by Joe Kline to adjourn at 7:05 PM was seconded by Val and carried unanimously. Next meeting February 12, 2006.

Respectfully Submitted,
Ron Wheelahan- Secretary, CMAP Board of Directors