



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

BOARD OF DIRECTORS
Meeting Minutes
February 12, 2007
CMAP Lobby
5055 Santa Teresa Blvd., Gilroy CA

- 1) **Call to Order-** Jacqui Carrasco, Board President, called the meeting to order at 6:09 PM.
Board Present: Jacqui Carrasco, Jim Frazier, Joe Kline, Bruce Lee, Fran Lozano, Teri Marshall, Jacquelyn Richburg, Peter Serracino, Cynthia Stagner and Ron Wheelehan
Board Absent: Dan Devries, Val Jeffery, Clay Lee, and Mary Maio
Staff Present: Suzanne St. John-Crane

- 2) **Approval of Minutes of January 8, 2007** –A motion made by Joe Kline to approve the January 8, 2007 minutes was seconded by Bruce Lee 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**
 - b) **Community Outreach**
 - c) **Welcome, Interns: UCSC**
 - d) **Audit Prep**
 - e) **Facilities Update**
 - f) **Press**

- 5) **Treasure’s Report** – Jim Frazier has reviewed the financial statements for December which is year-end. Mr. Frazier noted that CMAP’s actuals are running very close to budget. Mr. Frazier recommended that the financial statements be accepted. A motion by Bruce Lee to accept the financial statements was seconded by Joe Kline and carried unanimously.

- 6) **Charter Update-** Joe Kline reported that on January 8th the cities, Sue Buske and other meet to review the current franchise agreement to prepare for upcoming renewal. A meeting will occur in March with Charter Communications to start the process. An example of possible outcome would be to extend the existing agreement.

- 7) **Strategic Goals Update** – Video Streaming, increased K-12 involvement and other ways to find funding will be priorities this year.

- 8) Personnel Committee Report-** A motion was made by Ron Wheelahan to modify CMAP Time Sheet per the recommendations of the Personnel Committee was seconded Jim Frazier and carried unanimously. A motion was made by Joe Kline to change the Production Crewperson job description and rehire for that position, per the recommendation of the personnel committee was seconded by Bruce Lee and carried unanimously. A motion was made by Fran Lozano to offer part-time employees working an average of over twenty hours a week annually a health care reimbursement package as follows: up to \$100 per month for employee healthcare expenses, upon submission of a receipt of those expenses to the Executive Director, and the employee can accrue the monthly allotment for 6 months at a time, using the entire amount at the end of six months was seconded by Joe Kline and carried unanimously.
- 9) Underwriting Program-** Suzanne discussed a program to update CMAP's underwriting program that is done in Nevada City. The method would consolidate the underwriting process. A motion was made by Joe Kline to institute the underwriting program whereby businesses can pay \$1000 a year for creation of a spot, and three airings a week seconded Jacquelyn Richburg and carried unanimously.
- 10) Membership and Workshops through January 2007-** The membership and workshop statistics were reviewed for January 2007.
- 11) New Business-** Jim Frazier will email the Finance committee to schedule a meeting soon.
- ***** CLOSED SESSION 7:16 PM *****
- ***** OPEN SESSION 7:33 PM *****
- 12) ED Maternity Leave / Staff Coverage-** A motion made by Joe Kline to grant the 6 month unpaid leave of absence as outline in the Maternity Leave Proposal was seconded by Peter Serracino and carried unanimously.
- 13) Adjournment-** A motion was made by Fran Lozano to adjourn at 7:05 PM was seconded by Jacquelyn Richburg and carried unanimously. Next meeting March 12, 2007.

Respectfully Submitted,

Ron Wheelahan- Secretary, CMAP Board of Directors