

**BOARD OF DIRECTORS**  
**Meeting Minutes**  
**March 13, 2006**  
**CMAP, Gilroy, CA 95020**

- 1) **Call to Order** – Jim Frazier, Treasurer, called the meeting to order @ 6:19PM.  
**Board Members Present:** Jacqui Carrasco, Bruce Lee, Jim Frazier, Fran Lozano, Teri Marshall, Clay Lee, Cynthia Stagner  
**Board Absent:** Joe Kline, Dan DeVries, Val Jeffrey, Mary Maio, Jacquelyn Richburg, and Ron Wheelehan  
**Staff Present:** Suzanne St. John-Crane
  
- 2) **Approval of Minute of March 13, 2006** – A motion was made by Fran Lozano to approve the March 13, 2006 Minutes. Second by Cynthia Stagner. Jackie Carrasco noted that Dan DeVries was not in attendance at the March 13, 2006 even though the minutes reflected it. Bruce Lee made a motion to strike DeVries from the minutes. Jim Frazier seconded the revision. Motion passed 7-0.
  
- 3) **Public Input** – None.
  
- 4) **Executive Director’s Report**  
  
March Report
  - a) CMAP Staff Productions
  - b) Community Outreach
  - c) Facilities Update
  - d) Website Rebuild
  - e) Press  
Discussed 2005 Annual Report
  
- 5) **Treasurers Report** – A motion by Clay Lee was seconded by Fran Lozano and was carried unanimously to accept the financial report as written.  
  
Review 2005 Audit – No Review.
  
- 6) **Charter Update** – Suzanne St. John-Crane had no information regarding Charter Communications. She was not sure if Charter was taking a position on the recent legislative efforts.
  
- 7) **Strategic Goals Update** – Suzanne St. John-Crane informed the Board of the intent to keep the Strategic Goals that were established at the retreat on the agenda each month and that the Board would have responsibilities of making progress throughout the year. Suzanne St. John-Crane will keep track of the timelines and

will email the goals to all Boards members for review. This item will be rescheduled for review at the May 2006 meeting.

- 8) **CMAP Computer Issues Update** – Suzanne St. John-Crane reported that she met with Board members Fran Lozano and several staff members at Gavilan to discuss computer issues. With regard to network issues, Gavilan MIS Department will provide support. CMAP will not receive support from Gavilan MIS for any Gavilan Supported software. Contracts with software providers state that if the software is not being used by Gavilan College it is problematic. Gavilan staff is looking at rewriting the contract with the software providers to cover this matter. One way of dealing with the issue is for CMAP to purchase the computers, donate them to Gavilan, who could then support the software because they would own the computer. A new computer request for Jan James will be in the May 2006 agenda.
- 9) **CMAP's Five Year Review** – Suzanne St. John-Crane gave a brief review of the CMAP 5 Year Review. There were no comments or questions. There was a brief discussion regarding finding a bilingual instructor to assist with instructing classes in Spanish.
- 10) **Capital Equipment Purchase** – Suzanne St. John-Crane described the need for several pieces of capital equipment. The UPS for playback system had already been purchased as an emergency purchase for the amount of \$639.86. Fran Lozano made a motion to approve the purchase of 1 Tiger OSX 4.3 Family Pack (5 seats) for the amount of \$250, and 1 Final Cut Studio 5.1 Academic Software for the amount of \$599, total of \$949 plus tax and shipping. Second by Teri Marshall. Motion passed 7-0.
- 11) **Membership and Workshop Statistics** – The membership and workshop statistics were reviewed.
- 12) **New Business** – None.
- 13) **Adjournment** – A motion was made by Clay Lee to adjourn at 7:45 p.m. was seconded by Bruce Lee and carried unanimously. Next meeting May 8, 2006.

Respectfully Submitted,

Clay Lee – Board Member, CMAP Board of Directors