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BOARD OF DIRECTORS

Meeting Minutes

August 8, 2005

6 PM

Veteran's Memorial Building, 649 San Benito St., Rm 218, Hollister, CA

*** CLOSED SESSION ***

Executive Director's Appraisal

- 1) **Call to Order-** Joe Kline, Board President, called the CLOSED SESSION meeting to order at 6:07 PM.
Board Present: Jacqui Carrasco, John Chadwell, Jim Frazier, Val Jeffery, Joe Kline, Bruce Lee, Clay Lee, Fran Lozano, Teri Marshall, Cynthia Stagner and Ron Wheelehan
Board Absent: Rob van Herk and Brent Olsen.
Staff Present: Suzanne St. John

*** OPEN SESSION ***

Call to Order- Joe Kline, Board President, called the OPEN SESSION meeting to order at 7:00 PM.
Board Present: Jacqui Carrasco, John Chadwell, Jim Frazier, Val Jeffery, Joe Kline, Bruce Lee, Clay Lee, Fran Lozano, Teri Marshall, Cynthia Stagner and Ron Wheelehan
Board Absent: Rob van Herk and Brent Olsen.
Staff Present: Suzanne St. John

- 2) **Approval of Minutes of July 11, 2005** – A motion by Jim Frazier to approve the July 11, 2005 minutes was seconded by Cynthia Stagner and was carried unanimously with an abstention by Joe Kline, to accept the minutes as written.
- 3) **Public Input** – No public comments were made.
- 4) **Executive Director's Report on the following events:**
 - (a) CMAP Staff Productions
 - (i) In Focus
 - (ii) Garlic City Fun Run
 - (iii) Garlic Festival
 - (iv) Gilroy One Stop Event
 - (v) COVER 3
 - (vi) Sidewalk Talk

(vii) How to with Cast and Crew

(b) Community Outreach

- (i) Dispatch/CMAP Partnership
- (ii) eNewsletter
- (iii) Leadership Gilroy / St. Josephs
- (iv) Leadership San Benito
- (v) MASCA
- (vi) Clear Channel Radio
- (vii) San Juan Bautista City Manager

(c) Facilities Update

- (i) Computer Upgrades working on XP upgrade
- (ii) In Repair: I-Net links, Broken: Tripod Plate; Canon GL1 zoom handle
- (iii) ZAK II

(d) Underwriting

- (e) Auction
- (f) Interns
- (g) Press: Attached articles
- (h) A preliminary 2006 budget was distributed

- 5) Treasurer's Report-** Jim Frazier reviewed the June 30 report. He noted that this being a mid-year shows about an equal amount of decrease of revenue compared to decreased expenditures. Jim also pointed out that the Finance Committee should also meet quarterly. A motion was made by Clay Lee and seconded by Bruce Lee and was carried unanimously to accept the financial statements as written.
- 6) Charter Update-** Ron Wheelahan reported the Charter has started the construction process to bring the I-Net to San Juan School.
- 7) Board Vacancies**
- a) Two Appointed Seats- this item will be covered under item 10.
- 8) Accounting Overview-** The board had an opportunity to review the "Accounting Practices Overview". There was no discussion.
- 9) Performance Review RFP-** The board had an opportunity to review the Request for Proposal from Santa Rosa's Community Media Center. Suzanne will work with the sample and create a draft for the board's review.
- 10) Election Committee Report-** The election committee met August 3, 2005. The Board election process with date was included in the board packet and reviewed. It was agreed that the board will discuss the options of having flexibility with the elected and appointed seats at the board's discretion.
- 11) Capital Purchase Request-** Three Capital purchase requests were made 1) \$433 to purchase four licenses of Windows XP HOME for the CMAP office. 2) \$135 to purchase a case for CMAP's portable studio. 3) \$400 to purchase a 500GB hard drive. A motion was made by Clay Lee and seconded by Bruce Lee and was carried unanimously to make the three capital purchases.

12) Membership and Workshop Statistics- The membership and workshop statistics were reviewed.

13) New Business A motion was made by Clay Lee to extend the Executive Director's employment contract for an additional year (through August 2007) and was seconded by Bruce Lee and carried unanimously to make extend the Executive Director's employment contract. A motion was made by Clay Lee to make a 3% Cost of Living Adjustment COLA to the Executive Director's salary was seconded by Cynthia Stagner and carried unanimously to adjust the Executive Director's salary with a 3% adjustment.

14) Adjournment- A motion was made by Bruce Lee to adjourn at 7:37 PM was seconded by Ron Wheelehan and carried unanimously. The next meeting is September 12, 2005, Location CMAP offices, Gilroy, CA.

Respectfully Submitted,

Ron Wheelehan- Secretary, CMAP Board of Directors