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BOARD OF DIRECTORS

Meeting Minutes

August 13, 2007

CMAP Lobby

5055 Santa Teresa Blvd., Gilroy CA

- 1) **Call to Order-** Fran Lozano, Board Vice-President, called the meeting to order at 6:03 PM.  
**Board Present:** Jim Frazier, Joe Kline, Val Jeffery, Bruce Lee, Clay Lee, Fran Lozano, Mary Maio, Jacquelyn Richburg, Peter Serracino, and Ron Wheelehan  
**Board Absent:** Jacqui Carrasco, Dan Devries, Teri Marshall and Cynthia Stagner  
**Staff Present:** Suzanne St. John-Crane

- 2) **Approval of Minutes of June 11, 2007** –A motion made by Joe Kline to approve the June 11, 2007 minutes was seconded by Clay Lee and was carried unanimously to accept the minutes as written.

\*\*\*\* CLOSED SESSION 6:05 PM \*\*\*\*

**Executive Director Evaluation**

\*\*\*\* OPEN SESSION 6:51 PM \*\*\*\*

A motion made by Clay Lee to add agenda item 2.5 to the agenda to take action on the Executive Director Evaluation was seconded by Bruce Lee and was carried unanimously.

**2.5) Executive Director Evaluation** - A motion was made by Clay Lee make a positive appraisal and one year extension of contract to the Executive Director (Suzanne St. John-Crane) was seconded by Peter Serracino was carried unanimously. Board members are to submit evaluation forms to Fran Lozano to give to the Board President (Jacqui Carrasco) for compilation and entry into the personnel file.

- 3) **Public Input** – Clay Lee introduced Paul Da Silva, Information System Analyst, who will be replacing him as the City of Hollister appointed representative in October.
- 4) **Executive Director's Report** – Suzanne St. John-Crane provided are report on the following items:
  - a) CMAP Staff Productions
  - b) Community Outreach
  - c) Staffing Changes
  - d) Hometown Awards
  - e) San Benito County Chambers
  - f) Underwriting

- g) Facilities Updates
- h) Congratulations
- i) Press- Articles in packet

**5) Treasure's Report –**

- a) Jim Frazier has reviewed the financial statements for the two months ending May and June. Mr. Frazier noted that the statements show recommended that the financial statements be accepted. A motion by Ron Wheelahan to accept the financial statements as written was seconded by Fran Lozano and carried unanimously. Mr. Frazier noted that the finance committee will meet soon.
- b) Intervest CD matured 7/23/07 Mr. Frazier brought forth Ms. St. John-Crane's proposal to transfer \$50,000 to a 1 year Tennessee Commerce Bank CD @ 5.45% APY Interest and transfer the remaining \$51,000 to a 1 year E-Loan CD earning 5.41%. A motion was made by Bruce Lee to accept the CD Proposal as written was seconded by Fran Lozano and carried unanimously.

**6) Charter Update-** The I-Net problems were repaired. There are some new Charter technicians that are working out okay and getting up to speed through George at Charter.

**7) Strategic Goals Update –** A report was given by Ron Wheelahan and Mary Maio regarding the K-12 school committee. Two of the committee met to discuss how to get CMAP into the K12 classroom. An approach would be to 1) find out which teacher have taken classes and pursue them to create K-12 content for CMAP; 2) When streaming is available make teacher aware of that; 3) Put together a come-one-come-all workshop at Anzar or SBHS for middle school teachers on using video for the digital arts standards. The committee will meet again to make an implementation plan.

**8) Gavilan College / GAV-TV Request –** A meeting will be held among the interested parties to discuss the issue further. A date has not been set.

**9) Capital Purchase**

- a) The board reviewed two capital purchase requests; a request for the channel video streaming hardware and installation for \$14,088 and a request for an Ethernet switch, fiber jumper cables and tax to connect CMAP to the San Benito COE for \$2738. A motion by Val Jeffery to approve the purchase of both items not to exceed \$16,826 for both projects was seconded by Bruce Lee and carried unanimously.

**10) Membership and Workshops through July 2007-** The membership and workshop statistics were not available and will be reviewed at a later date due to a technical glitch. The glitch has been corrected and there will be a report next month.

**11) New Business-** Joe announced that he is working getting a replacement for when he reaches end of term. Suzanne suggested that we perhaps have another location for the end-of-year celebration.

**12) Adjournment-** A motion was made by Mary Maio to adjourn at 7:46 PM was seconded by Ron Wheelahan and carried unanimously. Next meeting September 10, 2007.

Respectfully Submitted,

Ron Wheelahan- Secretary, CMAP Board of Directors