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BOARD OF DIRECTORS
Meeting Minutes
September 9, 2005
CMAP Offices, 5055 Santa Teresa Blvd, Gilroy, CA 95020

- 1) **Call to Order-** Joe Kline, Board President, called the meeting to order at 6:11 PM.
Board Present: Jacqui Carrasco, Jim Frazier, Joe Kline, Bruce Lee, Fran Lozano, Teri Marshall, Cynthia Stagner and Ron Wheelehan
Board Absent: John Chadwell, Rob van Herk, Val Jeffery, Clay Lee, and Brent Olsen.
Staff Present: Suzanne St. John
- 2) **Approval of Minutes of August 8, 2005** – A motion by Jaqui Carrasco to approve the August 11, 2005 minutes was seconded by Jim Frazier and was carried unanimously to accept the minutes as written with the exception of one abstention by Fran Lozano.
- 3) **Public Input** – No public comments were made.
- 4) **Executive Director's Report on the following events:**
 - (a) CMAP Staff Productions
 - (i) Government Meetings
 - (ii) Hollister Street Festival
 - (iii) Social Security Meeting
 - (iv) San Juan Bautista Enrichment Program
 - (v) Gilroy Business in Paradise Tradeshow
 - (vi) PSA Day
 - (vii) Coffeetalk with Coile
 - (viii) Leadership San Benito Graduation
 - (ix) COVER 3
 - (x) Sidewalk Talk
 - (b) Community Outreach
 - (i) Meeting with Rep. Sam Farr
 - (ii) SJB Library Meeting
 - (iii) WAVE:
 - (iv) Hollister School District Superintendent
 - (v) Gilroy Library
 - (vi) SJB Rotary
 - (vii) Susan Bothelho
 - (viii) Gilroy Business Trade Show

- (ix) Leadership San Benito
- (x) eNewsletter
- (xi) Leadership Gilroy/St. Josephs

(c) Facilities Update

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

(d) Auction

(e) Press

- 5) Treasurer's Report-** Jim Frazier indicated that there were no remarkable items in the financial statements. Susan St. John-Crane reported grants income category is low and she is working on seeking out opportunities. A motion was made by Fran Lozano to accept the financial reports as written was seconded by Jacqui Carrasco and was carried unanimously.
- 6) Charter Update-** Joe reported on Charter staff, Ray Aguilar is from the San Luis Obispo regional office and Mark Wheeler has left the company. Charter is working on the library and new police station in Gilroy. Ron Wheelehan reported that I-Net construction continues at San Juan School, and a route to Anzar High School is being evaluated. Also the INET sites for the County of San Benito at Health Human Services building and Public Works are not complete. There may have been confusion that one site was actually two; City of Hollister Public Works, and County of San Benito Public Works.
- 7) Board Vacancies**
- a) Two Appointed Seats- Dan DeVries – A motion was made by Jacqui Carrasco to appoint Dan DeVries as a CMAP board member was seconded by Fran Lozano and carried unanimously.
 - b) 2005 Candidates – 3 Elected position available. A motion was made by Ron Wheelehan to extend the deadline to Sept. 16 was seconded by Fran Lozano and was carried unanimously with the exception of an abstention by Jim Frazier.
- 8) 2006 Capital and Operating Budgets-** The board was presented with the 2006 operating budget and Suzanne reviewed key changes in revenue and expenses. Capital expenditures are to be \$30,000 for next year and will be. A motion by Jim Frazier to accept the proposed budget was seconded by Teri Marshall and carried unanimously.
- 9) Personnel Committee Report-** The Personnel Committee met and brought forward the following recommendations: 1) Increase salary schedule for Programming Manager, 2) Step Increases for Programming Manager and Media Production Specialist and, 3) Omit 6.05 for PTO (Paid Time Off) accrual for probationary in the personnel handbook. A motion was made by Jacqui Carrasco to approve the salary schedule for programming manager was seconded by Jim Frazier and carried unanimously. A motion was mad by Fran to approve the step increases for the Programming Manager and Media Production Specialist was seconded by Cythia Stagner and carried unanimously. The new language regarding PTO will be crafted by the Executive Director and presented to the board on a future agenda. Jim Frazier commented that it would be nice to see salary figures associated with raises and step increases when proposals are presented to the board.

- 10) Performance Review RFP Update** The board was presented with a RFP (Request For Proposals) for the performance review. A motion was made by Fran Lozano to accept the RFP and was seconded by Teri Marshall and carried unanimously.
- 11) Annual Plan 2006 Goals-** The goals are outlined in the orientation and came from the previous board retreat. The 2005 board retreat will provide additional goals. We need to keep our eye on new technologies and telecomm legislation, growth in membership numbers and diversity. Utilize I-Net to meet other goals and expand current activities.
- 12) Membership and Workshop Statistics, and Programming Report Review-** The membership and workshop statistics were reviewed.
- 13) New Business** No new business was brought forward.
- 14) Adjournment-** A motion was made by Fran to adjourn at 7:37 PM was seconded by Jacqui Carrasco and carried unanimously. The next meeting will be Thursday, October 20, 2005 at the CMAP Offices.

Respectfully Submitted,

Ron Wheelahan- Secretary, CMAP Board of Directors