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BOARD OF DIRECTORS

Meeting Minutes

November 14, 2005

Veteran's Memorial Building, Hollister, CA 95023

- 1) **Call to Order-** Joe Kline, Board President, called the meeting to order at 6:07 PM.
Board Present: Jacqui Carrasco, Jim Frazier, Joe Kline, Val Jeffery, Bruce Lee, Fran Lozano, Mary Maio, Teri Marshall, Jacquelyn Richburg, Cynthia Stagner and Ron Wheelehan
Board Absent: John Chadwell, Rob van Herk, Clay Lee and Fran Lozano
Staff Present: Suzanne St. John
- 2) **Approval of Minutes of October 20, 2005** – A motion by Jim Frazier to approve the October 20, 2005 minutes was seconded by Cynthia Stagner and was carried unanimously 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) Announcement of \$1500 WalMart Grant
 - (ii) Government Meetings
 - (iii) High School Football
 - (iv) PSA Day
 - (v) Leadership Gilroy Fashion Show
 - (vi) United Neighborhoods Association
 - (vii) AAUW Proposition Forum
 - (viii) Auction
 - (ix) COVER 3
 - (b) Community Outreach
 - (i) Leadership San Benito
 - (ii) Gilroy Library I-Net Meeting
 - (iii) MACSA Meeting
 - (iv) SBCOE Grant
 - (v) eNewsletter
 - (vi) ACM National Board Meeting
 - (c) Facilities Update
 - (i) Computer Upgrades

(ii) In Repair: I-Net links, playback VCR, dub rack VCR.

(d) Grants

(e) Press- local articles

5) Treasurer's Report- Jim Frazier indicated the Sept. 30 report is essentially the 3rd quarter report of the fiscal year. Nothing looks out of line. Jim verified that mileage was for CMAP crews to travel for productions. Jim also verified cash payment to a satellite alignment work was done. A motion was made by Val Jeffery to accept the financial reports as written was seconded by Teri Marshall and was carried unanimously.

6) Charter Update- Joe Kline reported the library I-Net drop is moving forward. Ron Wheelahan reported that Nathan Woodard from Charter Cable Business is approaching I-Net municipalities with their line of products to run networks for businesses and government agencies.

7) Board Retreat – Jacqui Carrasco reminded that we need to plan the annual retreat for late January or early February. The last retreat was at The Strand which has closed. The Old City Hall in Gilroy, Hollister Vets Hall and Bonfante Gardens were some of the suggestions for a location. Jacqui would like anyone to email her with ideas. Suzanne will e-mail the board members some possible dates.

8) Review Proposals- Suzanne put proposals out to about 4 potential vendors. For various reasons, no proposals came back. She recommended downsizing our RFP which will broaden the potential respondent audience to others in the industry. She will e-mail the proposed RFP to the board members.

9) Capital Purchases Request- A Capital Purchase request was brought forward for 3 field tripods for \$1811, a ZAK II camera cable kit (various cables), and a DVD duplication system and printer for \$1730. A motion was made by Mary Maio to make the above capital purchase was seconded by Cynthia Stagner to purchase the equipment as presented for a Maximum of \$4300.

10) Board Committee Assignments- The current committees

a) **Finance Subcommittee:** Clay Lee, Jim Frazier and Suzanne St. John

b) **Personnel Subcommittee:** Mary Maio, Clay Lee, Fran Lozano and Suzanne St. John

c) **Rules Subcommittee:** Jacqui Carrasco and Suzanne St. John

d) **Election Subcommittee:** Joe Kline, Cynthia Stagner, Jim Frazier and Suzanne St. John

e) **Executive Subcommittee:** Executive Director and City Representatives

f) **Board Retreat Workgroup:** Jacqui Carrasco and Teri Marshall

11) Personnel Committee Reports – The new language of Paid Time Off (PTO) has been drafted. The intent was to clarify the language. A discussion ensued to clarify that this is a policy change not just a clarification of the current of language. A motion was made by Mary Maio and seconded by Ron Wheelahan to revise the language as presented in the board packet. Val Jeffery abstained from the vote.

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

13) New Business-

- a) Board members are being asked to provide ideas and topics for the retreat. Please e-mail ideas to the Board Retreat Workgroup (Jacqui Carrasco- carrjac@hotmail.com).
- b) It was suggested that the Personnel Committee be given the charge to look at benefits for part-time employees.
- c) Joe Kline brought forward to the policy of absence board members. The by-laws state that if a board member misses three consecutive meetings. We should look at that by-law and board members should be aware. We should look at the last 6 months of attendance data.
- d) It was proposed that we do not meet in December. Next meeting will be Monday, January 9, 2006 in Hollister probably at Veteran's Hall. Suzanne will send out an updated Board Member list.

14) Adjournment- A motion was made by Val Jeffery to adjourn at 7:44 PM was seconded by Bruce Lee and carried unanimously.

Respectfully Submitted,
Ron Wheelahan- Secretary, CMAP Board of Directors