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BOARD OF DIRECTORS

Meeting Minutes

January 9, 2006

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, Dan Devries, Jim Frazier, Joe Kline, Bruce Lee, Clay Lee, Fran Lozano, Mary Maio, Teri Marshall, Jacquelyn Richburg, Cynthia Stagner and Ron Wheelahan
Board Absent: John Chadwell, Rob van Herk, and Val Jeffery
Staff Present: Suzanne St. John

- 2) **Approval of Minutes of November 14, 2005** – Joe Kline noted the Executive Subcommittee in item 10 should consist of: Executive Director, Chair and Vice-Chair and Secretary. A motion by Jacqui Carrasco to approve the November 14, 2005 minutes was seconded by Teri Marshall and was carried unanimously to accept the minutes as written with abstentions by Jim Frazier, Clay Lee, and Dan Devries.

- 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) Nutcracker
 - (iii) Gilroy Gobble Festival
 - (iv) Coffee with Coile
 - (v) Philanthropy Day
 - (vi) Hollister Lights On Parade
 - (vii) PSA Day
 - (viii) COVER 3

 - (b) Community Outreach
 - (i) Leadership San Benito
 - (ii) Newsletter
 - (iii) MACSA Grant
 - (iv) eNewsletter
 - (v) ACM National Board Meeting
 - (vi) Leadership Gilroy / St. Josephs

 - (c) Facilities Update
 - (i) Computer Upgrades
 - (ii) Inventory
 - (iii) Checkout Overhaul
 - (iv) In Repair

 - (d) Grants

(e) Press

- 4) a. A motion was made by Ron WHEELAHAN to make an emergency addition to the agenda (Item 4a) to discuss the issue of hiring an evaluator in a timely matter was seconded by Clay Lee and carried unanimously. A motion was made by Joe Kline to use the incumbent auditor, Rob Smiley, was seconded by Clay Lee and carried unanimously.
- 5) **Treasurer's Report-** Jim Frazier indicated that all line items look on target, being the first month of the year. The finance committee needs to meet to review the finance policies. The issue of needing a policy for the selling of functioning obsolete equipment was discussed. Dan Devries volunteered for the Finance committee. A motion was made by Fran to accept the financial reports as written for November and December was seconded by Bruce Lee and was carried unanimously.
- 6) **Charter Update-** Joe Kline reported that he received a letter from Ray Aguilar at Charter asking the city sign off on the agreement. Ron WHEELAHAN reported that the San Juan Elementary INET fiber needs to be terminated and tested and the INET video equipment needs to be placed and installed. Ron also reported that the INET construction by Charter to Anzar High School has not begun.
- 7) **Board Retreat** – Suzanne reported that Bonfante Gardens has a non-profit rate and the catering would be done by the Gavilan College food services. So far, Feb. 4th is the date. Don Aguilar is the facilitators. At the Request of Mary Maio, Suzanne will check on the possibility of moving it to Feb. 11th. Ideas so far are: working with K-12, long term goals and the future of PEG access. Mary suggested we discuss the future of cable companies a discussion ensued regarding the future of community access. Other ideas for the retreat: 1) Presentation of future of Telecom by Cynthia St; 2) Alternative funding services; 3) Activating finance committee.
- 8) **Review Proposals-** Suzanne reported that it has been difficult to find a local vendor within in the CMAP budget. A proposal was submitted by Elliot Margolies. A sealed proposal was submitted with a range of \$4282 - \$5192. A motion was made Mary Maio for Suzanne renegotiate with Elliot to par down his service list provide a review within budget limits and with approval from city representative was seconded by Jacqui Carrasco and passed unanimously.
- 9) **Capital Purchases Request-** A Capital Purchase was presented to allocate a maximum of \$1,000 for two new industrial strength office chairs for an editing suite and office. A motion was made by Ron WHEELAHAN to approve the request was seconded by Jackie and passed unanimously.
- 10) **Membership and Workshop Statistics** – The membership and workshop statistics were reviewed.
- 11) **New Business-**
- a) Suzanne inquired about changing the Monday night meeting. She will send out a request of available dates via email.
 - b) Suzanne presented an exciting opportunity for Board members to volunteer at the March 9, 5:30 – 8:30 pm Gilroy Chamber of Commerce Mixer.
- 12) **Adjournment-** A motion was made by Fran to adjourn at 7:37 PM was seconded by Mary and carried unanimously.

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