



Community
Access Partners of
San Buenaventura

65 day road
ventura, ca 93003

(805) 658-0500
(805) 658-0500 fax
www.capstv.org

Board of Directors:

Alisa Moore
Chair

Anne Hallock
Vice-Chair

Kathryn Yamada
Treasurer

Secretary

Peter Burgi
Darryl Dunn
Ron Halt
Jackie Griffin
Scott Ripple
Lisa Snider
George Tabata
Ed Wehan
Terry Wieser

"Empowering Community Through Media Access"

Board of Directors – Special / Annual Meeting Agenda

Monday, December 15 – 5:30pm

CAPS Offices o 65 Day Road o Ventura, CA 93003

A. Call to Order / Roll Call

B. Public Communications

This is the time set aside during the meeting for members of the public to address the board concerning any item that has been described in this notice. Persons wishing to address the board should fill out a "Speaker Form" prior to the board reaching this point on the agenda.

C. Approval of minutes from October 13, 2008

D. Staff Reports

1) **Executive Director's Report**

E. Standing Committee Reports

1) **Executive Committee**

a) Consider process & timeline for completion of Executive Director 2008 performance review

2) **Finance Committee** – Scott Ripple

a) Report on 2008 3rd quarter financials & cash position

F. Ad-Hoc Working Groups

1) By-Laws Review working group – Did not meet

2) Employee Handbook Working Group – Did not meet

G. New Business

1) Appoint Darryl Dunn to the office of Board Secretary

2) Appoint Lisa Snider and George Tabata to serve with Treasurer Yamada as Finance Committee

3) Adopt 2009 operating & meeting calendar

4) Set calendar for working groups

5) Review Mission Statement

6) Review Strategic Plan goals

7) Review 2008 budget & cash-flow

8) Approve 2008 Operating Budget increases – Staff recommendation: Authorize an increase in operating budget amounts as follows:

a) \$3,000.00 increase in 6241 – Office Supplies (higher than budgeted)

b) \$4,000.00 increase in 6331 – Executive Director salary (vacation buy-out)

9) Approve 2009 Operating & Capital budgets

10) Determine process for Executive Director performance and compensation review

H. Board Member Communications

I. Adjournment