



Community
Access Partners of
San Buenaventura

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"Empowering Community Through Media Access"

Board of Directors Meeting Agenda

Monday, March 2 – 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 December 15, 2008

D. Staff Reports

1) **Executive Director's Report**

E. Presentation from Ventura Film Festival – Lorenzo Destefano

F. Standing Committee Reports

1) **Executive Committee**

a) Consider support / partnership with Ventura Film Festival / Neighborhood Cinema

b) Approve revision of Executive Director's Employment agreement: **Staff**

Recommendation: Approve revisions to the Executive Director's employment agreement updating compensation and performance review deadlines.

2) **Finance Committee – George Tabata**

a) Report on audit progress, financials & cash position. Explain delay in finalizing year-end financials

G. Ad-Hoc Working Groups

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

2) Employee Handbook Working Group – Did not meet

3) Marketing Working Group – Did not meet

H. New Business

1) Consider operating budget / staffing revisions

2) Approve Purchase Orders:

a) Character Generator for sports - **Staff Recommendation: Assuming we move ahead with the changes, we need to purchase a portable graphics system (CG) for sports. Increased amount in capital (unbudgeted) to be offset by reduction of existing capital budget and/or operating expenses (non-capital production equipment). Recommend approval to purchase a H/W & S/W package not To exceed \$2,000**

b) iNet / Connectivity - **Staff Recommendation: Approve a lump sum of \$8,000 to be spent on conversion equipment to allow connection to fiber transmission system. Source of funds is iNet capital – not operating or regular capital.**

3) Approve resolution authorizing staff to apply for VCCF / ArtsLive grant

I. Board Member Communications

J. Adjournment