



Community Access  
Partners of  
San Buenaventura

65 Day Road  
Ventura, CA 93003

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**Board of Directors:**

Alisa S. Moore  
Chair

Anne Hallock  
Vice-Chair

Kathryn Yamada  
Treasurer

Jackie Griffin  
Secretary

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

## **"Empowering Community Through Media Access"**

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**Executive Committee Agenda**  
Monday December 8, 2008 5:00pm  
CAPS Offices: 65 Day Road, Ventura CA 93003

Alisa Moore – Chair  
Anne Hallock – Vice-Chair  
Kathryn Yamada – Treasurer  
Jackie Griffin – Secretary  
Todd Thayer – Executive Director

1) **Roll Call**

2) **Public Communications**

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

3) **Approve Minutes from October 6, 2008**

4) **New Business**

- a) Review financials & cash-flow analysis
- b) Review YTD Operating and Capital budgets
- c) Review adjustments for 2009 Operating and Capital Budgets
- d) Approve Purchase Order for Chair for Executive Director (BKM Office Furniture - \$1,400)
- e) Review Form 990 filing changes
- f) Review studio & control room progress
- g) Consider authorizing expenditure of training budget for full-time employee's continuing education stipend
- h) Review board and committee meeting calendar
- i) Review Board Binder material
  - i) Board Roster / Committee membership
  - ii) 10 Basic Responsibilities of Non-Profit Boards / Legal Info
  - iii) Brown Act
  - iv) IRS Determination Letter / Articles of Incorporation / CAPS Bylaws / Strategic Plan
  - v) City Contract / Ground Lease (VC / City) - Ground Sub-Lease (City / CAPS)
  - vi) Executive Director Employment Agreement
  - vii) Director's Application / Nomination form???
  - viii) Financial Policies / Budgets (Most recent audit ???)
  - ix) Board Agendas / Minutes
  - x) Committee Agendas / Minutes
- j) Consider process for Executive Director performance and compensation review

5) **Board Meeting items**

- a) Staff Reports
- b) Committee & Working Group Reports
- c) Set calendar for working groups
- d) Appoint Darryl Dunn as Board Secretary
- e) Review Mission Statement
- f) Review Strategic Plan goals
- g) Review 2008 Financials, cash-flow, budgets
- h) Approve 2009 Operating & Capital budgets
- i) Consider process for Executive Director performance and compensation review

6) **Adjournment**

What's Your Story – We Can Help You Tell It!