



Community Access
Partners of
San Buenaventura

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Board of Directors:

Alisa S. Moore
Chair

Anne Hallock
Vice-Chair

Kathryn Yamada
Treasurer

Darryl Dunn
Secretary

Peter Burgi
Jackie Griffin
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George Tabata
Ed Wehan
Terry Wieser

"Empowering Community Through Media Access"

Executive Committee Agenda

Monday April 6, 2009 5:00pm

CAPS Offices: 65 Day Road, Ventura CA 93003

Alisa Moore – Chair
Anne Hallock – Vice-Chair
Kathryn Yamada – Treasurer
Darryl Dunn – 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 February 23, 2009**

4) **New Business**

- a) Review audit progress
- b) Review financials & cash-flow analysis
- c) Authorize Executive Director to implement staffing changes as discussed in 3/2 board meeting
- d) Connectivity update
- e) Review current purchasing credit accounts, transaction options
 - i) Authorize Executive Director to apply for First Bankcard credit line increase
 - ii) Authorize Executive Director to apply for Capital One Credit Card account
 - iii) Authorize Executive Director to apply for PayPal account and link to Community West operating account
- f) Approve Purchase Orders
 - i) Apple Computer – not to exceed \$4,750 for new edit workstation (Budgeted 6/09 - \$8,000)
- g) Request for Policy Consideration: CAPS operating policies give wide latitude to the Executive Director regarding disciplinary actions up to and including suspension of membership.

CAPS Operating Procedures Section 8.2

8.2 Producers who violate production or equipment policies, such as habitually returning equipment late may be subject to suspension of the privilege of using CAPS equipment and facilities.

CAPS Operating Procedures Section 8.3

8.3 A. Rude or abusive behavior toward other community members or staff...

C. Use of equipment for commercial or exclusively private production

We have a group of members (family members) and one member in particular who have a history of repeated late / damaged return of equipment, coupled with rude / abusive behavior toward staff. Previous suspensions have been unsuccessful at remediating the behavior, and I'm prepared to institute a permanent suspension, and am bringing the information to you for your review prior to implementation. No action is required at this time, but there may be an appeal from the member once the suspension is formally levied. Background from staff is provided for your review.

5) **Adjournment**

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