



Community
Access Partners of
San Buenaventura

65 day road
ventura, ca 93003

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Board of Directors:

Scott Ripple
Chair

Ron Halt
Vice-Chair

Kathryn Yamada
Treasurer

Darryl Dunn
Secretary

Marcia Grace Alcott
Jackie Griffin
Anne Hallock
Alisa Moore
David Rios
Ed Wehan
Terry Wieser

Directors-Elect
Peter Burgi
Lisa Snider
George Tabata

"Empowering Community Through Media Access"

Board of Directors – Special / Annual Meeting Minutes

Monday, October 13 – 6:45pm

CAPS Offices o 65 Day Road o Ventura, CA 93003

- A. Call to Order / Roll Call – **The meeting was called to order at 7:05pm**
Members Present: Scott Ripple, Ron Halt, Darryl Dunn, Kathryn Yamada, Anne Hallock, Alisa Moore, Terry Wieser
Members Absent: Marci Alcott, Jackie Griffin, David Rios, Ed Wehan
- B. Public Communications - **None**
- C. Approval of minutes from August 18, 2008 & October 6, 2008 – **M/S/P**
- D. Recognition of outgoing Directors Rios and Alcott – **The Executive Director presented plaques for outgoing board members.**
- E. **Recess**
- F. **CAPS Board Re-organization**
 - 1) Executive Director calls meeting to order and invites newly elected members to the table
 - 2) Executive Director calls roll for new Board of Directors
Members Present: Peter Burgi, Lisa Snider, George Tabata, Scott Ripple, Ron Halt, Darryl Dunn, Kathryn Yamada, Anne Hallock, Alisa Moore, Terry Wieser
Members Absent: Jackie Griffin, Ed Wehan
 - 3) Executive Director calls for Election of Corporate Officers – **The board selected officers as follows: Chair - Alisa Moore, Vice-Chair – Anne Hallock, Treasurer – Kathryn Yamada, Secretary – Jackie Griffin**
 - 4) Executive Director turns meeting over to new Board Chair
- G. **Introductions and comments by new Directors**
- H. **Standing Committee Reports**
 - 1) **Executive Committee**
 - a) Consider process & timeline for completion of Executive Director 2008 performance review – **The Board discussed process for ED review. Chair Moore will follow up with Director Ripple on previous iterations.**
 - 2) **Finance Committee – Kathryn Yamada**
 - a) Report on 2008 3rd quarter financials & cash position – **The Treasurer and the Executive Director reported on financials and cash position.**
- I. **New Business**
 - 1) Review Committee & Working Group opportunities
 - a) Finance Committee – **no action taken**
 - b) Employee Handbook Working Group – **Darryl Dunn, Alisa Moore, George Tabata, Ed Wehan, Terry Wieser, Kathryn Yamada**
 - c) Bylaw Review Committee – **Peter Burgi, Darryl Dunn, Ron Halt, Scott Ripple**
 - d) Marketing Working Group – **Peter Burgi, Anne Hallock, Terry Wieser**
 - e) Board Development Working Group – **Alisa Moore, Ed Wehan, Terry Wieser**
 - 2) Approve Corporate Banking Resolution – **M/S/P**
 - 3) Consider 2009 holiday & meeting calendar – **After discussion the board directed the Executive Director to review and revise the meeting calendar. Revised calendar will be brought to the board at the December meeting.**
 - 4) Consider draft 2009 operating budget – **The board reviewed the draft budget. Finalized budget will be brought to the board for adoption at the December meeting.**
- J. **Board Member Communications**

Kathryn Yamada spoke regarding staff
Peter Burgi spoke regarding staff
Terry Wieser spoke regarding T.O.T.V.
- K. **Adjournment – There being no other business, the meeting was adjourned at 8:10pm**