



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  
Jackie Griffin

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 – Meeting Minutes

Monday, December 15 – 5:30pm

CAPS Offices o 65 Day Road o Ventura, CA 93003

- A. Call to Order / Roll Call – The meeting was called to order at 5:30pm**  
**Members Present: Kathryn Yamada, Darryl Dunn, Ron Halt, Scott Ripple, Lisa Snider, George Tabata, Ed Wehan, Anne Hallock (5:37)**  
**Members Absent: Alisa Moore, Jackie Griffin, Peter Burgi, Terry Wieser**
- B. Public Communications - None**
- C. Approval of minutes from October 13, 2008 – M/S/P as corrected, Director Wehan abstaining**
- D. Staff Reports**  
1) Executive Director's Report – **The Executive Director showed a brief video highlighting programming from the previous month.**
- E. Standing Committee Reports**  
1) **Executive Committee**  
a) Consider process & timeline for completion of Executive Director 2008 performance review – **The board discussed options for the ED's review including the possibility of delaying the review for some period of time in order for the new board to have time to evaluate performance.**  
2) **Finance Committee** – Kathryn Yamada  
a) Report on 2008 3<sup>rd</sup> quarter financials & cash position – **The Treasurer and the Executive Director reported on financials and status of the 2008 budgets.**
- F. New Business**  
1) Appoint Darryl Dunn to the office of Board Secretary – **M/S/P**  
2) Appoint Lisa Snider and George Tabata to serve with Treasurer Yamada as Finance Committee – **M/S/P**  
3) Adopt 2009 operating & meeting calendar – **M/S/P**  
4) Set calendar for working groups – **Representatives from each working group took on the task of organizing the group's meetings – Vice-Chair Hallock / Marketing, Director Wehan, Board Development, Director Dunn / Employee Handbook, Executive Director / Bylaws Review**  
5) Review Mission Statement – **The Executive Director read the organization's Mission Statement**  
6) Review Strategic Plan goals – **The Executive Director reviewed the Strategic Plan goals**  
7) 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) – **M/S/P**  
8) Approve 2009 Operating & Capital budgets – **M/S/P**
- G. Board Member Communications**
- H. Adjournment – There being no other business, the meeting was adjourned at 6:42pm**