



Community
Access Partners of
San Buenaventura

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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, February 2 – 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: Alisa Moore, Anne Hallock, Kathryn Yamada, Peter Burgi, Ron Halt, Scott Ripple, Lisa Snider, George Tabata, Ed Wehan, Terry Wieser
Members Absent: Darryl Dunn, Jackie Griffin
- B. Public Communications - None**
- C. Approval of minutes from October 13, 2008 – M/S/P**
- D. Staff Reports**
- 1) Executive Director's Report – **The Executive Director attempted to show a brief video highlighting programming from the previous month, and reviewed the status of the control room build-out, and the upcoming audit.**
- E. Standing Committee Reports**
- 1) **Executive Committee**
 - a) Consider process & timeline for completion of Executive Director 2008 performance review – **After discussion, a motion was made to review the formal evaluation process for the Executive Director, and to move the deadline for completion of the review to June each year. – M/S/P**
 - 2) **Finance Committee – Kathryn Yamada**
 - a) Report on 2008 3rd quarter financials & cash position – **The Treasurer and the Executive Director reported on financials.**
- F. 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 – Anne Hallock – **Director Hallock reported on the working group's meeting and provided an outline of priorities identified as targets.**
- G. New Business**
- 1) Approve correction to 2009 Operating Budget – **M/S/P**
 - 2) Approve Purchase Orders – Copier / DocuProducts - \$8,200 – **M/S/P**
 - 3) Consider support / partnership with Ventura Film Festival / Neighborhood Cinema – **The board asked that the Executive Director arrange for the Film Festival to give a presentation on their organization**
- H. Board Member Communications – Director Wehan spoke regarding SummerFest**
- I. Adjournment – There being no other business, the meeting was adjourned at 6:55pm**