



Community  
Access Partners of  
San Buenaventura

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**Board of Directors:**

Alisa Moore  
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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, March 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 5:35pm**  
**Members Present: Alisa Moore, Peter Burgi, Jackie Griffin, Ron Halt, Scott Ripple, Lisa Snider, George Tabata, Ed Wehan, Terry Wieser, Darryl Dunn (5:38pm / excused at 6:25pm)**  
**Members Absent: Anne Hallock, Kathryn Yamada**  
**Staff Present: Todd Thayer**
- B. Public Communications - None**
- C. Approval of minutes from February 2, 2009 – M/S/P**
- D. Staff Reports**
- 1) Executive Director's Report – **The Executive Director gave a brief report and played a video of highlights from the previous month.**
- E. Presentation from Ventura Film Festival – Lorenzo Destefano**
- F. Standing Committee Reports**
- a) Consider support / partnership with Ventura Film Festival / Neighborhood Cinema – **a motion was made adopting the letter (1/26/09) in support of the Ventura Film Festival and Neighborhood Cinema – M/S/P**
  - b) Approve revision of Executive Director's Employment agreement: **Staff Recommendation: Approve revisions to the Executive Director's employment agreement updating compensation and performance review deadlines – M/S/P**  
**Director Halt abstaining.**
- 2) **Finance Committee – George Tabata**
    - a) Report on audit progress, financials & cash position. Explain delay in finalizing year-end financials – **The Executive Director and Director Tabata reported on the delay in finalizing year-end financials**
- G. 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 – Did not meet.
- H. New Business**
- 1) Consider operating budget / staffing revisions
  - 2) Approve Purchase Orders:
    - a) Character Generator for sports - **Staff Recommendation: Assuming we move ahead with the changes, we need to purchase a portable graphics system (CG) for sports. Increased amount in capital (unbudgeted) to be offset by reduction of existing capital budget and/or operating expenses (non-capital production equipment). Recommend approval to purchase a H/W & S/W package not To exceed \$2,000 – M/S/P**
    - b) iNet / Connectivity - **Staff Recommendation: Approve a lump sum of \$8,000 to be spent on conversion equipment to allow connection to fiber transmission system. Source of funds is iNet capital – not operating or regular capital. – M/S/P**
  - 3) Approve resolution authorizing staff to apply for VCCF / ArtsLive grant – **M/S/P**
- I. Board Member Communications – Chair Moore regarding the trip to Santa Barbara, Director Wieser spoke regarding TDC hosting the Adobe Users Group, Director Wehan spoke regarding the Parent Advisory Group**
- J. Adjournment – There being no other business, the meeting was adjourned at 7:30pm**

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