



Community
Access Partners of
San Buenaventura

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Ventura, CA 93003

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Board of Directors:

Alisa Moore
Chair

Anne Hallock
Vice-Chair

Kathryn Yamada
Treasurer

Jackie Griffin
Secretary

Peter Burgi
Darryl Dunn
Jackie Griffin
Anne Hallock
Ron Halt
Scott Ripple
Ed Wehan
Terry Wieser

"Empowering Community Through Media Access"

Executive Committee Meeting Minutes

Monday December 8, 2008 5:00pm
CAPS Offices: 65 Day Road, Ventura CA 93003

Alisa Moore – Chair
Anne Hallock – Vice-Chair
Kathryn Yamada – Treasurer
Jackie Griffin – Secretary
Todd Thayer – Executive Director

- 1) Call To Order / Roll Call – **The meeting was called to order at 5:02pm**
Members Present: Alisa Moore, Kathryn Yamada
Members Absent: Anne Hallock
Other Present: Darryl Dunn, Lisa Snider, George Tabata
Staff Present: Todd Thayer
- 2) Public Communications - **None**
- 3) Approve Minutes from October 6th, 2008 – **M/S/P – Director Moore abstaining**
- 4) New Business
 - a) Review financials & cash-flow analysis – **Treasurer Yamada and the Executive Director reviewed the financials and cash-flow analysis.**
 - b) Review YTD Operating and Capital budgets - **Treasurer Yamada and the Executive Director reviewed both Capital and Ops budget. It appears as if we'll be pretty much on target for capital, with a possible overage on operating of \$4K-\$6K. The Executive Director will prepare a variance for approval by the full board.**
 - c) Review adjustments for 2009 Operating and Capital Budgets – **The Executive Director presented the 2009 draft budgets.**
 - d) Approve Purchase Order for Chair for Executive Director (BKM Office Furniture - \$1,400) - **M/S/P**
 - e) Review Form 990 filing changes – **After discussion with the auditor, the Treasurer and the Executive Director reported that the impact of the 990 changes to CAPS is relatively minor, that any additional information is largely contained in the existing return data. Conflict of Interest policy will be revisited to ensure compliance.**
 - f) Review studio & control room progress – **The Executive Director gave a brief report on the status of the control room project.**
 - g) Consider authorizing expenditure of training budget for full-time employee's continuing education stipend – **A motion was made to authorize the Executive Director to allocate a \$500 stipend for full-time employees continuing education expenses – M/S/P**
 - h) Review board and committee meeting calendar – **The committee and those present reviewed the draft calendar and proposed minor changes. The calendar will be forwarded to the board for adoption at the meeting on 12/15.**
 - i) Review Board Binder material
 - i) Board Roster / Committee membership
 - ii) 10 Basic Responsibilities of Non-Profit Boards / Legal Info
 - iii) Brown Act
 - iv) IRS Determination Letter / Articles of Incorporation / CAPS Bylaws / Strategic Plan
 - v) City Contract / Ground Lease (VC / City) - Ground Sub-Lease (City / CAPS)
 - vi) Executive Director Employment Agreement
 - vii) Director's Application / Nomination form???
 - viii) Financial Policies / Budgets (Most recent audit ???)
 - ix) Board Agendas / Minutes
 - x) Committee Agendas / Minutes

- j) Consider process for Executive Director performance and compensation review – **After discussion, the Board Chair will contact previous board chair to discuss review parameters. The option of moving the review date later in the year was discussed.**
- 5) Board Meeting items
 - a) Staff Reports
 - b) Committee & Working Group Reports
 - c) Set calendar for working groups
 - d) Appoint Darryl Dunn as Board Secretary
 - e) Review Mission Statement
 - f) Review Strategic Plan goals
 - g) Review 2008 Financials, cash-flow, budgets
 - h) Approve 2009 Operating & Capital budgets
 - i) Consider process for Executive Director performance and compensation review
- 6) Adjournment – **There being no other business, the meeting was adjourned at 6:30pm**