



Community Access
Partners of
San Buenaventura

65 Day Road
Ventura, CA 93003

(805) 658-0500 ph
(805) 658-0505 fax
www.capstv.org

Board of Directors:
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Vice-Chair

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"Empowering Community Through Media Access"

Executive Committee Minutes

Monday July 27, 2009 5:00pm

CAPS Offices: 65 Day Road, Ventura CA 93003

- 1) Roll Call – **The meeting was called to order at 5:04pm**
Members Present – Alisa Moore, Anne Hallock, Kathryn Yamada
Members Absent – Darryl Dunn (excused)
Staff Present – Todd Thayer
- 2) Public Communications - **None**
- 3) Approve Minutes from June 22, 2009 – **M/S/P – Anne Hallock abstaining**
- 4) **Old Business**
 - a) Update on Executive Director performance review – Chair Moore / **work continues**
 - b) Review proposed consolidation of Resource Development & Marketing Working Groups – **move to full board for discussion**
 - c) Review status of third channel progress – Anne Hallock / **work continues**
- 5) **New Business**
 - a) CAPS for Kids update – **The Executive Director gave a summary of the CAPS for Kids programs**
 - b) Review PEG funding return to Time/Warner – **The Executive Director reviewed the matter of PEG capital funding received by CAPS for PEG connectivity – now satisfied by Time/Warner, and the need to return the funds to Time/Warner. A motion was made authorizing the Executive Director to return the funds, pending meeting with City and resolution of any outstanding issues. – M/S/P**
 - c) Preview of DIVCA funding changes – **The Executive Director reviewed the potential shift of PEG funds from Time/Warner from operating to capital. CAPS will continue to work with the City to coordinate position / responses.**
- 6) **Next Executive Committee meeting – 7/27 5:00pm**
- 7) **Next Board Meeting 8/3 5:30pm**
 - a) Executive Director Report
 - i) ACM National Conference
 - ii) ACM National Board
 - iii) Playback status
 - iv) Consulting
 - v) Connectivity
 - b) Committee & Working Group reports
 - i) Executive Committee
 - (1) 2009 Q2 Fiscal review
 - (2) Update on Executive Director performance review
 - ii) Finance Committee
 - (1) 2009 Q2 fiscal review
 - (2) Update on accountant search
 - iii) Marketing Working Group – discussion on merging with Resource Development WG
 - iv) Bylaws Review Working Group
 - c) Status of third channel request
 - d) Approve PO for \$7,400 for Character Generator (vacates all previous approved for CG)
- 8) **Adjournment – There being no other business, the meeting was adjourned at 5:43pm**