

MINUTES

Regular Meeting of the Board of Directors

Monrovia City Hall Council Chambers

415 S. Ivy Ave, Monrovia, CA 91016

Thursday, February 7, 2002, 7:00 PM

Convene: 7:05

Karen Keeshan-Suarez led the flag salute and announced the meeting would be televised.

Board Present: Karen Keeshan-Suarez (Chair), Nina Rambeau (Secretary), Linda Bryan (Treasurer), Chaluay Ruangchan, Dawne Dykstra, Frank Reyero.

Deborah Showers-Kelly (Vice-Chair), arrived at 7:10

(*Note:* One vacancy)

Staff: Jasen Lewis

Liasons: Mary Ann Lutz, April Soash, Michelle Tompkins, Roger Graziani, Victor Franco

Action: Approval of Minutes of the Regular and Special Meetings, January 3, 2002

Motion: Linda Bryan Second: Frank Reyero

Vote: Unanimous

Action: Approval of Minutes of January 26 and 28, 2002 Special Meetings

Motion: Linda Bryan Second: Chaluay Ruangchan

Vote: Unanimous

Member Input: None

Reports

Executive Director – Jasen Lewis

Presented budget and balance sheets, program guide. Announced that chamber of commerce Installation dinner was taped and aired. Discussed “Facil” software used for scheduling of equipment/facilities.

Committee Reports

Fundraising: Chair - Linda Bryan

Met on 16th of January, excited by the amount of people at the meeting. Committee will send letter to producers, and possible Telethon in the fall. Next meeting Feb 13.

Strategic Planning: Chair - Nina Rambeau

Met with Executive Director several times regarding channel changes.

Liaison Reports

City Council, Victor Franco - none

Community Services Commission, Mary Ann Lutz

Skate Park- Youth Center will take longer than Skate Park to be built. Since Skate Park is a few month projects and youth center is up to a year project skate park will be completed by June.

Library Commission – not present

City Staff –

April Soash, sent letter regarding City’s needs for documentation on requested amendments. Released payment to CMF for services rendered.

Michele Tompkins, Armory/New Studio Project (Youth Center) – Construction starts June/July 2002 finished in Spring/June 2003. Working with CMF staff to complete Department of Labor Grant (\$276K for equipment for CMF studio - Youth Education).

Monrovia Unified School District, Roger Graziani

CETA conference 2K visitors to Monrovia from around CA, student representative. CMF Executive Director mentioned taping of CETA conference. Roger mentioned that Monrovia impressed the CETA conference attendees.

Old Business

Interim Policies and Procedures

Staff Report: Based on recent review of policies and the number of proposed changes in the policies set for later in the meeting, staff suggested that the interim policies be removed.

Action: Rejection of Executive Director's Interim Policies and Procedures

Motion: Linda Bryan Second: Chaluay Ruangchan

Vote: Unanimous

New Business

Amendment of the Corporate By-Laws Article IV – The Board of Directors

Staff: City Staff report requests changes to require Board Member training

Discussion: Linda mentions that required board training can be convenient meeting scheduled with Executive Director just to review the documents thoroughly. Chaluay mentioned typo of polices should read policies.

Action: Approval of proposed Amendment

Motion: Linda Bryan Second: Nina Rambeau

Vote: Unanimous

Amendment of the Polices and Procedures Sections I, II, IV, and VI.

Staff: Suggestions from special meetings as well as requests from the City of Monrovia has resulted in changes, to fix problems and other items: including "Project Proposal" requirement, clear policies on late equipment returns, definitions of services provided when facility is open, changes to producer appeal of sanctions section.

Discussion: Linda wondered how fines would be collected, discussion about sending a notice by certified mail. She also noted a typo on the "Project Proposal". Karen noted that the changes are available at the studio and on the Internet.

Action: Amendment of the Polices and Procedures and the Project Proposal Form with noted corrections.

Motion: Linda Bryan Second: Debra Kelly-Showers.

Vote: Unanimous

Policy and Procedure Regarding CMF Member List

Staff: City has requested a policy on Member list distribution. Policy includes text from State of CA Corporate Code, process for submitting and responding to written demand as well as charges for the list and distribution of the policy.

Discussion: Chaluay: Board of Directors should be capitalized. April Soash: Suggested that CMF be prepared to explain the amount charged for the list.

Action: Policy and Procedure Regarding CMF Member List

Motion: Linda Bryan Second: Dawne Dykstra

Vote: Unanimous

Board Member Communications/Announcements

Linda: Reminded everyone of the Fundraising meeting.

Nina: Talked about channel change meetings, and how staff hours are allocated to the different parts of PEG Access, currently hours are heavily lopsided to public access. Jasen mentioned the need to spend time more time for DOL grant with Youth in education programming. Noted that draft for Education and Public policies and Access Center are completed. Government Access will be completed shortly.

Karen: Appreciation to producers who work on Outreach productions. Reflects KGEM's image at the Alliance conference Meet the Mayor a lot of thanks to Jennifer Ranger, Ralph Walker and Lara Blakely. Nomination for awards has been discussed and was duly noted.

Linda wants to be sure that CMF schedule producers, board members and staffers (at least 2 people) at the Friday night Family Festivals.

Closed Session: None

Adjournment: 7:50