

Minutes of Regular Meeting of the Board of Directors  
Community Media of the Foothills  
Thursday, June 05, 2003

- A. Convene – 7:08 pm
- B. Roll Call:
  - a. Karen Keeshan-Suarez (Chair) - present
  - b. Linda Bryan (Vice Chair) – absent/excused
  - c. Alexandra Zucco (Secretary) - present
  - d. Michael Huang (Treasurer) – tardy but present
  - e. Dawne Dykstra – absent
  - f. Nina Rambeau - absent
  - g. Frank Reyero – present
  - h. Chaluay Ruangchan - present
  - i. Deborah Showers-Kelly - present
- C. Approval of Minutes: Regular Meeting of the Board of Directors, May 1, 2003
  - a. Motion to approve Minutes FR
  - b. Second – DSK
  - c. Vote - Unanimous
- D. Presentations and Introductions
  - a. Tom Reale, MUSD – CA Skills-USA VICA Competition. Request for donation from Community Media of the Foothills
    - i. Program mid-Feb MHS Film Competition – State Champions
    - ii. 3 weeks to KC, MO for National Competition
    - iii. Receiving Donations from all over the community – Monrovia Schools Foundation handling all the donations - not looking for a specific amount. Have donations marked for VICA.
    - iv. Goal \$3,500 by 6/23
    - v. So far, \$2,700
    - vi. Earning money from filming projects/engagements
    - vii. MYIT – has been amazing success. Great Job – KGEM!
    - viii. JL – may have some leftover – will know in 2 weeks.
- E. Public Input: none
- F. Reports
  - a. Executive Director, Jasen Lewis
    - i. Bank charges, insurance and rent – are over. Everything else right on track.
    - ii. Will have some adjustments – but will be addresses later in agenda

- iii. Video clip on Youth Center Construction
- iv. Studio timeline – leaving Clifton and moving in 8/11 to new studio should be in sync.
- v. MYIT – starts 7/9
- b. Committee Reports
  - i. Fundraising Committee – LB not here, KSS commented that she and MaryAnn Lutz to distribute Fashion Show flyer to community clothing stores
    - 1. FR will be on Prize committee and would like something from JL to present to vendors that volunteers are from KGEM
    - 2. FR needs a list of donors from last year
    - 3. Needs volunteers!
    - 4. Next Fundraising meeting 6/9 at 7pm at Community Center
- c. Liaison Reports
  - i. City of Monrovia, Dick Singer – not present
  - ii. MUSD, Roger Graziani – not present
  - iii. Library Commission, Sheila Thornton – not present
  - iv. Community Services, Dawne Dykstra – not present
  - v. MCC, Michael Huang – not present
- G. Old Business: None
- H. New Business
  - a. Renewal of agreement between City of Monrovia and CMF
    - i. Only changes – wording for Altrio has been added – for one year.
    - ii. Monrovia City Council has already approved
    - iii. Motion to approve by FR
    - iv. Seconded by DSK
    - v. Discussion – None
    - vi. Vote - Unanimous
  - b. Adjustments to the 2002-2003 Budget and Executive Director Salary
    - i. During closed session in May – based on Evaluation, salary is to be increased, but the amount of raise is to be discussed in Open Session
    - ii. AZ made motion to adjust 2002-2003 Budget and increase Executive Director Salary
    - iii. FR seconded
    - iv. Vote - unanimous
- I. Board Member Communications/Announcements - none
- J. Staff Presentations
  - a. Customer Service Challenge Team 1: Bailey Porter, Travis Gray, Brian Hoffman, and Chris Ducas

- i. based on retreat suggestion – First in a series of Three
    - 1. Slideshow based on a enjoyable customer service experience with travel agency
    - 2. What does this have to do with KGEM? person had experience at previous studios, and KGEM needs to be a problem solver – bring people into the KGEM Family
    - 3. Convey with hidden messages- eye contact, shaking hands – KGEM will be friendly and accessible
  - ii. Having mini-retreats to include volunteers and Board Members
  - iii. Having a Board Member attend a staff meeting
- K. Closed Session: None
- L. Adjournment – 7:44pm