

Minutes from:  
Community Media of the Foothills  
Regular Meeting of the Board of Directors  
Thursday, March 6, 2003

- A. Convene: 7:03 p.m.
- B. Roll Call: Karen Keeshan-Suarez - present, Linda Bryan – present, Alexandra Zucco - present, Michael Huang – present, Dawne Dykstra – present, Nina Rambeau – present, Frank Reyero – present, Chaluay Ruangchan – excused, Deborah Showers-Kelly – excused, Jasen Lewis - present
- C. Approval of Minutes from 2/13/03 meeting: Motion to accept– Linda Bryan, second Dawne Dykstra, Vote – unanimous.
- D. Public Input: none
- E. Board Reports:
  - a. Jasen – Attached Memo, new facility transition and loss of one MYIT instructor. Linda Bryan requests an exit interview be done.
  - b. Committee Reports:
    - i. Fundraising – Linda Bryan, chair
      - 1. Donor Recognition Party, private party at New Facility on 7/19 from 6p-9p
      - 2. Looking for theme for tiles on recognition wall for donors
      - 3. silent auction at party
      - 4. tours of facility
      - 5. 10/18 2<sup>nd</sup> Annual Telethon –
      - 6. Will be at MUSD District Office and include a Fashion Show
    - ii. Strategic Planning – Nina Rambeau, chair
      - 1. Session following this meeting to review last years strategic planning/goal setting
  - c. Liaison Reports:
    - i. City Council – Victor Franco – Not Present
    - ii. Community Services – Dawne Dykstra
      - 1. New bench dedicated
      - 2. improvement on parks, to be discussed 3/11 council meeting
      - 3. Annual Arbor Day event –
        - a. Trees were dedicated to the crew of Space Shuttle Columbia
      - 4. St. Patrick’s Day at the Library
    - iii. Library Commission – Sheila Thornton
      - 1. Grant application in 2<sup>nd</sup> round of awards (March) to be announced in Sept. 2003
      - 2. Architecture firm meetings
        - a. how to market the library to community
        - b. creating a virtual tour
        - c. KGEM to help market

- iv. City Staff – Dick Singer
  - 1. City Council has signed lease for new building
  - 2. Election Tuesday, March 4<sup>th</sup>
    - a. Hammond, Mayor
    - b. Lutz/Adams, City Council
    - c. 3<sup>rd</sup> seat to be appointed at 3/18 meeting
  - 3. Family Festival began Friday 2/28 with 4 special events planned for the year
    - a. Cinco de Mayo
    - b. 4<sup>th</sup> of July
    - c. Octoberfest
    - d. Winter/Holiday
  - 4. Mark Twain bench to be dedicated in Library Park on 3/29
    - a. \$30,000
    - b. 500 lbs.
- v. MUSD – Roger Graziani – not present
- vi. Monrovia Coordinating Council – Michael Huang – nothing to report

F. Old Business: None

G. New Business:

- a. Business Credit Card Account – see report
  - i. \$2,000 limit
  - ii. Credit Card to be with Executive Director
  - iii. initial contact with Bank of America
  - iv. Several Board Members suggested AMEX – points/prizes, low interest rate
  - v. No Public Comment
    - 1. Motion made to acquire card for KGEM use by Linda Bryan
    - 2. Second Dawne Dystra
    - 3. Vote – unanimous
- b. Staff Report for FY 2003-2004 budget – see report
  - i. addition of donation category
  - ii. Linda Bryan would like staff to look at other payroll system, possibly ADP to save money
  - iii. Frank Reyero had question “What is Ad/Promo?” –
    - 1. Jasen said it pays for food for volunteers and t-shirts
  - iv. Public Comment – none
  - v. Motion made to accept FY 2003-2004 budget by Dawne Dykstra
  - vi. Second by Linda Bryan
  - vii. Vote was unanimous

H. Board Member Communication/Announcements

- a. Karen Keeshan-Suarez – Congrats to City Council, incoming and outgoing, and KGEM coverage was great!

- b. Linda Bryan – Great election coverage and Lauren did a great job.
  - c. Frank Reyro – great work on election night.
- I. Adjournment: 7:40 p.m.