



MINUTES

Regular Meeting of the Board of Directors Council Chambers

415 South Ivy Ave., Monrovia, CA 91016
Thursday, August 10, 2006, 7:00 PM

I. Convene Regular Meeting

Chair Reale called the meeting to order at 7:05

A. Roll Call:

Strike out indicates absent:

Board members: Tom Reale (Chair), Brenda Trainor (Vice-Chair), Peggy Madrid (Treasurer), ~~Phil Lujan (Secretary)~~, ~~Scott Austin~~, Shelley Bishop (*left at ~ 9:00pm*), Ward Calaway, ~~Chris Ducas~~ (*arrived at 7:40pm*), Walt Shelly.
Board Advisor, Adelpia Communications – Jim Patrick (*now Time Warner*)
Board Advisor, Champion – ~~Nancy Stinson~~

B. Approval of Minutes: May 10, 2006, June 8, 2006, July 13, 2006

On a motion by Trainor, second by Calaway, minutes were approved as presented; unanimous consent.

C. Presentations: None

D. Public Input

Nahid Kabani spoke about her program and organization, One World Access for World Peace, noting that on her show she tries to present offer a bridge amongst many ethnic groups.

E. Reports

E1. Executive Director Report

Lewis reported that this was a slow time of year, but reported the following:

- the July 4 Fireworks event was taped and completed;
- the concert in the park will not be taped on Sunday August 13 because of copyright issues, even though we had the truck reserved;
- Office was closed on 4 Aug for inventory;
- 25 July – Sierra Madre contract for CMF was approved;
- Staff is evaluating different using instant messaging options for Internet client contact;
- Staff is reviewing how the website is set up and how to make improvements;
- Looking to a web application for tracking programming/channel exceptions log;
- Lewis has implemented a new task management system that allows for tracking activities (such as dub requests, editing time, equipment repair). It is useful day-to-day, but the tool is not a great report generator;
- Staff notes: Mike Hillman celebrates his 5th anniversary with CMF, and Daihan Lee his 13th;
- Calaway requested information regarding an issue with a producer who could not get his hard drives to work with KGEM resources – could have been a firewire issue; staff has received no other such reports.

E2. Officers Reports:

- Chairperson

Reale reported on the 5 Aug 06 Board retreat as being very productive and a positive experience, and reported that the staff is working on the inventory and it is nearing completion.

- Treasurer/Finance Committee

Madrid reported that the updated program for QuickBooks should facilitate in-house bookkeeping, and allow for more regular reporting and monthly profit & loss statements. The Budget vs Actual monthly report was presented and format discussed. July balances are not yet available, but the July closeout statements should be presented to the next Executive Committee meeting (September).

Reale sought an update on the Audit, and Madrid reported that additional materials are to be to the auditor by week's end, and that the auditor will expedite completion of the audit.

Madrid also presented the 2005-6 fiscal closeout report compared to the current year budget.

E3. Committee Reports

- Programming

Shelly will set up a booth for Friday Fun Nights to promote CMF/KGEM and solicit members. Distributed drafts of handouts – FAQs on producing and volunteering. Reale asked for edits from board members to finalize the documents, and insert logo and develop membership information. Shelly seeks volunteers to help on Friday nights.

- Fundraising

Madrid reported on great progress for the I Sold It! initiative to send contributed items to auction on EBay. The effort is being coordinated by the Fundraising committee members with an Arcadia ISI! franchisee. Madrid will approach the corporate ISI! HQ (in Monrovia) for additional support and sponsorship efforts based on the success she expects.

Ducas volunteers to work with the committee on developing business relationships.

Trainor will volunteer for September coordinating council meeting should it occur in September and will wait to hear.

- Membership

Bishop presented her report with recommendations for three classes of membership dues. She reviewed the concepts presented in her letter from her last meeting. Suggestion is to proceed for Jan 07 dues payments, approve the details in October. Reale will work with Schaeffer awards to discuss collateral goodies, and the board will consider ideas about the newsletter ideas and printing a monthly guide.

- Technical

Reale reported that the committee did not meet, but that he was aware the new hard drives have been purchased (within budget) and transferring of data has been done.

- Election

Trainor reported the election committee suggests that changes to the bylaws regarding terms of office previously discussed (from two-year to three-year terms) be tabled until another time.

Upon a motion from Trainor, second by Bishop, the residency requirements in the bylaws related to membership and board service should be waived for the candidacy of Karin Crehan who does not live in Monrovia but is active in Monrovia business: Unanimously approved.

Upon a motion from Trainor, second by Bishop, the slate of candidates recommended for the 2006 election ballot shall be: Walt Shelly, Peggy Madrid, Scott Austin, and Karin Crehan.

E4. Board Advisors' Reports.

E4-1 Adelpia Communications – Jim Patrick

Patrick made his first report as a representative of Time Warner now that the merger has been completed. He notes that no channel changes for Access channels are anticipated right now. Michael DeGagne is the Metro Division manager for TW over Access policy matters.

Patrick reported that new equipment has been installed in the production van that is shared by communities served by the Glendora facility, and that an

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opportunity for training on the new equipment will be scheduled. The new equipment includes a new character generator and tripods, and will allow for DVD playback and insert options.
The old issue of the school board HQ connectivity and signal quality improvements was reviewed.

E4-2 Board Advisor, Champion – Nancy Stinson
As no representative from Champion was present, there was no report.

E5. Liaison Reports:

E5-1 Monrovia Unified School District, Chris Rich

Rich reported that an architect has begun working on the High School plans pursuant to the new bond plan. A citizen's oversight committee for the Measure M bond spending will be created and applications for service are being accepted at the District offices.

MUSD is expecting a report on test scores very shortly.

Rich reported that there is apparently some Proposition 49 funding from the state for afterschool enrichment programs as had earlier been discussed between CMF and MUSD. He will continue to update CMF.

Rich and Reale discussed a new initiative for the school year for the Reale's video program at the high school to produce 8 programs for MUSD this year.

Reale reiterated the high school's needs for media and technology plans to be incorporated into the Measure M initiative especially for the press box in the stadium, and to get facilities prewired and have production van access.

There was discussion about the program for chess.

E5-2 City of Monrovia, Dick Singer

Singer reported on the progress of the state franchising legislation, AB 2987, and that US bill 5252 is out of committee but may not make it to the floor this year. Internet issue of network neutrality is holding it up. The state bill has abrogation language that may allow an incumbent operator to get out of their current franchise obligations when faced with a state franchise. The impact will be felt with the renewal of the now Time Warner agreement about 19 months from now (Mar 2008). There is a possibility of lawsuits as a result of this bill.

Singer reported on the interest of municipal wireless efforts in Monrovia, but the City is stymied by the lack of response from SoCal Edison as reported in the press.

Singer reported on the new City Podcasts that will be a short newscast of upcoming events available as an audio file from the City's website. Produced by Jonathan Chance it is set to launch in September. The City website also is now hosting a set of municipal videos for public online viewing.

E5-3 Community Services Commission

As there was no representative present, no report was offered.

F. Old Business:

F1. Approval of Fiscal Year 2006-2007 Community Media of the Foothills Budget
On a motion from Calaway, second by Shelly, there was unanimous approval of the revised budget presented by the Finance Committee as an attachment to the agenda.

G. New Business:

G1. Employee mileage and phone reimbursement policy.
After discussion, there was consent to table this item.

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H. Board Member Communications/Announcements.

Trainor reported that everyone should be reminded to get their credit report check to assure against identity theft problems. AnnualReport.com is a source to get your free annual report from each of the three credit reporting bureaus.

Nahid Kabani spoke again regarding the California Endowment center, a class on writing about health issues, and that grants are available for many things, like starting a new business.

I. Closed Session:

With the conclusion of the regular session, the room was cleared and the Board met in closed session.

Items to report out of closed session are:

> Adoption of the mileage reimbursement policy with minor content changes, and a recommendation that the staff reporting form include the current IRS mileage rate.

> There was unanimous consent to direct a change to the bylaws to allow a qualification for membership in Community Media of the Foothills be extended to those "living or working" in communities serviced by CMF and to prepare appropriate language changes.

J. Adjournment: The closed session was concluded and the meeting adjourned at approximately 9:50pm.

The next Regular Meeting of the Board of Directors will be the Annual Meeting on Thursday, September 28, 2006.
Council Chambers, Monrovia City Hall, 415 South Ivy Avenue, Monrovia, CA 91016

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