



Community Media of the Foothills
Minutes
Regular Meeting
of the Board of Directors
KGEM Studio 626 357-4974
847 East Olive Ave., Monrovia CA 91016
Monday, November 20, 2017

Convene: 7:02PM

Roll Call:

Rena Delgado (Chair)
Scott Austin (Treasurer)
Ward Calaway
La Quetta Shamblee (Interim Secretary)

Anthony Clegg, Interim Executive Director was present

A. Liaison Reports:

1. City of Monrovia - Alex Blackburn (Absent)
2. Community Services Commission - Brian Ulm (Present)
 - Holiday Home Decorating Contest – Monrovia residents may participate under several categories. Applications currently available online at the City's websites or may be picked-up at the Community Services Building. The application deadline is 12/11 and the judging will take place on 12/18. A map of all participating houses will be available for individuals who wish to view the decorations.
 - The grand opening for Julian Fischer Park will take place on Saturday 12/2 from 10:00am to 11:30am. The park has been closed for a number of months to undergo major renovations and upgrades. This includes new landscaping, an interpretive garden, newly-renovated basketball courts, a sports motif graphic, the addition of the park's first outdoor restroom and specially-placed security lighting.
 - Monrovia's Annual Tree Lighting ceremony will take place on Thursday, 12/7 at 6pm (in Library Park?). A parade will follow, which will be filmed by CMF for airing on KGEM.

B. Public Input:

- Dirk Beacham, a long-term CMF subcontractor and volunteer expressed thanks to two CMF/KGEM community producers, Tim Buendia and Neil "Hollywood" Tiwari. Both started volunteering at CMF in early 2016, and both recently got jobs and are not around a lot anymore. They are being recognized for their contributions to helping the image of CMF as a result of being very personable while working on their respective productions in the community, assisting on a variety of shoots for CMF, including capturing behind-the-scenes footage and making postings to social media.
- Leonard, a longtime producer at CMF, announced that he has completed the production of a mystery film with assistance from KGEM. A celebration of this project will take place at the CMF/KGEM studio on Friday, 12/8 from 6pm – 7pm. He will be sending out an email announcement in the upcoming weeks.

C. CMF Consent Calendar:

1. Adopt the Minutes of the Oct 9th, 2017 Board Meeting

Minutes adopted: SA/SW

2. Receive and file: Budget and Fiscal Status

Motion adopted to receive and file: Approved SA/SW

D. Board and Staff Reports:

1. Operational Status Report

Interim Executive Director, Anthony Clegg

• **Production activity during the past month:**

Staff facilitated the following production activities - Veterans' Day Events, a Monrovia Library Veterans' project, which featured ½ hour segment of wartime stories; Five "Conversations with Ralph Walker" episodes; Interview with owner of Family Affair Music on Myrtle Avenue; Monrovia Black Alumni Association Scholarship Awards Celebration; a variety/comedy show; and other (See Attachment 1 for complete list of productions)

• **Technology update:** - an equipment order for \$22K was processed, including three new Canon cameras, One DSLR package and other items for use in producing and broadcasting activities at CMF/KGEM.

- **Motion to purchase a new 15 TB hard drive for \$1,094.95**
Motion approved – LS/SA

Interim Executive Director Anthony Clegg has identified a hard drive needed to maintain the integrity of CMF/KGEM studio operations. The existing (old) servers are retained as back-ups. When they become inoperable/obsolete, they are recycled.

Boardmember La Quetta Shamblee suggested that a formal policy regarding the discarding of inoperable/obsolete equipment should be developed.

- New CMF/KGEM Studio Hours (for public access)
The new hours were put into effect November 13, 2017,
Mondays thru Thursdays: 10am – 7pm; Fridays: 10am – 5pm;
Saturdays: By appointment. Interim Executive Director, Anthony Clegg indicated they welcome feedback from the public regarding the new hours.
- Community Outreach
Two staff members, Steve Whisler and Marlene Gibb attended a Coordinating Council Meeting.

E. Board Elections & Annual Meeting Update

- At the 10/9/17 meeting, the CMF board adopted a motion to delay Board Elections to November 27, 2017. Subsequently, the Board was informed that the required advance notifications via KGEM broadcasts and public announcement to inform members had not been done. This would result in noncompliance with the process noted in CMF's bylaws. As a result, the Board will proceed with the required process, which will result in Board Elections being held during the first part of 2018. This will allow sufficient time required to comply with CMF bylaws.

As noted during last month's meeting, it will also allow time to for interested parties to submit bios for review prior to self-nominating or being nominated to join

the CMF board. Once this process is completed, the current board will be able to comply with the required mailing of ballots to members in accordance with the by-laws.

- Annual Meeting
The annual meeting will be held in coordination with Board Election, with the date to be announced at the December 11, 2017 board meeting.

4. City of Monrovia Contract Update

The agreement with CMF and the City of Monrovia is on the City Council Agenda for tomorrow night's council meeting. It is our understanding that the agreement is slated to be extended.

5. Citi Bank Debit Card

A debit card is needed to alleviate the staff having to use personal resources to finance agency operations. The current account at Citi Bank requires two signatures, which prohibits the use of a debit card associated with the account. Interim Executive Director, Anthony Clegg will investigate options at Citi Bank or other financial institutions, to secure a debit card. He will also review the financial transactions over the past several months to recommend an amount that will be authorized for expenditures that may require use of the card. The amount recommended at this time is \$500.

Subsequent to having that information, Boardmember La Quetta Shamblee will prepare a DRAFT policy for the use of the card for review by Boardmembers.

The board is authorizing the organization to attain a debit card from a financial institution, and authorizes a designated staff member, specifically Anthony Clegg to have use of the card on behalf of the organization.

**Motion to obtain a debit card from a financial institution:
Approved – SA/SW**

F. Adjourn Regular Meeting: **8:28 PM**

The next regular Meeting of the Board of Directors will be second Monday in December, 12/11/2017
KGEM Studio 847 East Olive Ave., Monrovia CA 91016

Public Input

At every regularly scheduled meeting of the Board of Directors of Community Media of the Foothills, members of the public may address the Board during Public Input scheduled near the beginning of each meeting for 5 minutes.

Since all Board meetings are taped, individuals addressing the Board must do so from the podium rather than from where they are seated because the camera and the microphones are set up to capture picture and sound at the podium.

Each individual may take up to five minutes to address the Board.

During Public Input, individuals may address any issue on the meeting agenda, or any issue that has to do with Community Media of the Foothills, including operations, programming, use of the studio or equipment, or any other issue.

The Board understands that individuals may not approve of all actions taken by the Board, by the Executive Director or by employees of Community Media of the Foothills and may bring those matters to the attention of the Board

during Public Input. The Board will treat all individuals appearing before it respectfully and requests that members of the public be respectful while making their remarks. It is not possible for all persons to agree on all things at all

times, but we should all strive to express criticism, disagreement, and disapproval passionately but without resort to threat of force.

The Board will not respond to anything said during Public Input other than to thank the speaker for taking the time to address the Board in person. It is not uncommon for individuals to ask questions or demand action during Public

Input, but it is inappropriate for the Board to address things said during Public Input without having first researched the issues, referred to data, refreshed their memories of earlier Board actions, conducted any necessary investigations, and engaged in any other conduct necessary to properly address the issues raised. Nor will the Executive Director respond to questions or comments for the same reasons.

Furthermore, many times during Public Input individuals ask questions or demand action on matters that have already been fully addressed and acted upon by the Board of which the individual disapproves. While the individual may

express his or her dissatisfaction with the Board's action (or inaction if that is the individual's point of view), the Board will not answer questions or respond to demands for action raised during Public Input.

Members of the public should make comments about non-action items (such as reports) during the Public Input portion of the meeting, since public comment time will only be provided during action items. Public comment during

action items should be limited to 3 minutes.