



Community  
Access Partners of  
San Buenaventura

65 Day Road  
Ventura, CA 93003

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**Board of Directors:**  
Scott Ripple  
Chair

Ron Halt  
Vice-Chair

Kathryn Yamada  
Treasurer

Darryl Dunn  
Secretary

Marcia Grace Alcott  
Jackie Griffin  
Anne Hallock  
Alisa Moore  
David Rios  
Ed Wehan  
Terry Wieser

## ***"Empowering Community Through Media Access"***

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### **Executive Committee Meeting Agenda** Monday May 12, 2008 5:00pm CAPS Offices: 65 Day Road, Ventura CA 93003

Scott Ripple – Chair  
Ron Halt – Vice-Chair  
Kathryn Yamada – Treasurer  
Darryl Dunn – Secretary  
Todd Thayer – Executive Director

1) **Roll Call**

2) **Public Communications**

This is the time set aside during the committee meeting for members of the public to address the committee concerning any item that has been described in this notice. Persons wishing to address the committee should fill out a "Speaker Form" prior to the committee reaching this point on the agenda.

3) **Approve Minutes from April 21, 2008**

4) **New Business**

- a) Review topics for corporate counsel presentation
- b) Review outreach: CAPS for Kids, Camp CAPS, Open Mic
- c) Review Wednesday schedule (CAPS closing early – 6:00pm)
  - i) V.C. Graduation – on location
  - ii) Chamber of Commerce monthly show - in studio
  - iii) Channel Islands National Park Lecture – on location
  - iv) City / El Camino Intern program - CAPS
  - v) Design Review Committee Meeting – City Hall
  - vi) Special City Council Meeting – City Hall
  - vii) CAPS video class - CAPS
- d) Authorize Executive Director to pursue sale of equipment not essential for CAPS operations
- e) Review bylaws change cover letter & ballot (changing number & type of Directors only)
- f) Review financials
- g) Review cash-flow analysis
- h) Approve PO for \$2,080 for office window treatments (Drapery Affair vertical blinds)
- i) Approve PO for \$4,800 for studio pedestal and head for studio / teleprompter
- j) Review Capital purchase proposal and operating variance request in the amount of \$110,000 (see attached)

5) **Board Meeting items**

- a) Corporate Counsel presentation
- b) Executive Director report
- c) Review outreach activity
- d) Review & approve capital purchase proposal and operating variance request (\$110,000)
- e) Review & approve summer camp program – Staff Recommendation: Approve summer video camp program proposal & approve budget variance for background check for staff - \$600 (necessary if item 'd' is not approved)

6) **Adjournment**