



Community
Access Partners of
San Buenaventura

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Board of Directors:
Ron Halt
Chair

Scott Ripple
Treasurer

Marcia Grace Alcott
Secretary

Jackie Griffin
Alisa Moore
David Rios
Dan Shinder
Barry Tronstad
Jenise Wagar
Terry Wieser
Kathryn Yamada

"Empowering Community Through Media Access"

Board of Directors Meeting Minutes

Monday, August 20, 2007 – 5:30pm

CAPS Offices - 65 Day Road - Ventura, CA 93003

- A. Call to Order / Roll Call – The meeting was called to order at 5:30pm**
Members Present: Ron Halt, Scott Ripple, Marcia Alcott, David Rios, Terry Weiser, Kathryn Yamada, Alisa Moore (6:35) Dan Shinder (6:40)
Members Absent: Barry Tronstad, Jenise Wagar.
Staff Present: Todd Thayer, Rich Burlingham
Board Chair Halt announced Barry Tronstad's resignation from the board. Dan Shinder announced his resignation from the board.
- B. Public Communications - None**
- C. Approval of minutes from May 21, 2007 - M/S/P**
- D. Executive Director's Report – The Executive Director gave a brief report on highlights and events from the previous month**
- E. Standing Committee Reports**
- 1) **Executive Committee – Chair Halt**
 - a) Review meeting from May 14, 2007 – **Chair Halt reported on the meeting – purchase orders approved for control room equipment and tree maintenance**
 - b) Recommend Kathryn Yamada for appointment to the Finance Committee – **M/S/P**
 - 2) **Finance Committee – Scott Ripple**
 - a) Report on CAPS financials & cash position for 2007 Q2 (financials attached) – **Treasurer Ripple reviewed the financials through June 30**
 - b) Report on current cash position – **The Executive Director and Treasurer Ripple reviewed current cash position, and upcoming Franchise & PEG payment schedule**
- F. Ad-Hoc Working Groups**
- 1) Employee Handbook Working Group – Did not meet
 - 2) Strategic Planning Working Group / Strategic Planning Update – **Doug Green**
 - 3) Select Inspector of Elections and set record date for ballot (contingency for bylaws changes) – **Staff Recommendation: Staff recommends naming Owen & Associates as Inspector of Elections, and that Wednesday, September 19, 2007 be set as the record date for any ballot mailing. – M/S/P**
- G. New Business**
- 1) Administrative Report: Lapse of membership qualification – **The Executive Director reviewed the bylaws with regard to membership and board qualifications. There is currently no provision requiring a member to notify CAPS in the event their qualification for membership changes / lapses. After discussion, a motion was made to form a working group for the purpose of reviewing the bylaws The working group will be comprised of the Executive Committee and Alisa Moore - M/S/P**
 - 2) Solicit volunteers for planning and implementation of annual meeting and CAPPIE awards (October 15) – **The Executive Director discussed opportunities for volunteering at the CAPPIE awards**

What's Your Story – We Can Help You Tell It!

- 3) Review progress on ACM Western Region Conference (October 26 & 27) – **The Executive Director gave a brief status report on the progress with the West Region Conference**
- H. Board Member Communications – **Alisa Moore reported that enrollment at V.C is up 8% over the previous year**
- I. Adjournment – **There being no other business, the meeting was adjourned at 7:10pm**