



Community
Access Partners of
San Buenaventura

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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"

Board of Directors Meeting Minutes Monday, October 15, 2007 – 6:45pm CAPS Offices - 65 Day Road - Ventura, CA 93003

- A. Call to Order / Roll Call – The meeting was called to order at 7:17pm**
Members Present: Ron Halt, Marcia Alcott, Jackie Griffin, Anne Hallock, David Rios, Terry Weiser, Kathryn Yamada, Alisa Moore, Darryl Dunn (elect)
Members Not Present: Scott Ripple, Ed Wehan (elect)
Staff Present: Todd Thayer
- B. Public Communications - None**
- C. Approval of minutes from August 20, 2007 & September 17, 2007 – M/S/P**
- D. Recess – The Board took a short break to seat the new members**
- E. CAPS Board Reorganization**
- 1) Executive Director calls meeting to order and invites newly elected members to the table
 - 2) Executive Director calls roll for new Board of Directors
Members Present: Marcia Alcott, Jackie Griffin, Anne Hallock, Ron Halt, David Rios, Terry Weiser, Kathryn Yamada, Alisa Moore, Darryl Dunn
Members Absent: Scott Ripple, Ed Wehan
 - 3) Executive Director calls for a motion to fill board vacancies (1 elected expires 10/09, 1 appointed expires 10/09) – **After discussion, a motion was made to appoint Scott Ripple to vacant seat #8, and Ron Halt to the vacant appointed board seat (#11) – both terms to run through the annual meeting of October, 2009 – M/S/P**
 - 4) Executive Director calls for Election of Corporate Officers – **After discussion, a motion was made to elect a slate as follows; Chair – Scott Ripple, Vice-Chair – Ron Halt, Secretary – Darryl Dunn, Treasurer – Kathryn Yamada – M/S/P**
 - 5) Executive Director turns meeting over to new Board Chair – **The Executive Director turned the meeting over to the new Vice-Chair, Ron Halt**
- F. Introductions & Comments by new Directors**
- G. Standing Committee Reports**
- 1) **Executive Committee**
 - a) Consider process & timeline for completion of Executive Director 2007 performance review
 - 1) **Finance Committee**
 - a) Report on 2007 3rd quarter financials & cash position
 - b) Ratify selection of Poindexter & Associates as Auditor for FY2007 – **The Executive Director reviewed the proposal by Poindexter & Associates to provide auditing services for FY 2007. After discussion, a motion was made to appoint Poindexter & Associates as auditor for FY 2007 and FY 2008 – M/S/P**
- H. Ad-Hoc Committee & Working Group Reports**
- 1) **Strategic Planning Working Group** – Report on Marketing Group results and review agenda for Special Meeting on November 14th (5:30-7:30pm) – **The board reviewed the progress on the Strategic Plan. The November Board meeting will be scheduled to review and adopt the Strategic Plan.**
 - 2) **Employee Handbook Working Group – did not meet**
- I. New Business**
- 1) Review Committee & Working Group opportunities
 - a) Finance Committee – **The board appointed Scott Ripple & Ron Halt to sit with Treasurer Yamada on the Finance Committee – M/S/P**

- b) Employee Handbook Working Group – **Directors Moore & Dunn expressed interest in participating in the Employee Handbook working group. The Executive Director will poll the group for an initial meeting date.**
 - c) Bylaw Review Committee – **The Board directed that the Executive Committee undertake a review of the Bylaws. Specific areas to review to include the size, composition of the board, and recommendations on ways to improve board development - M/S/P**
- 2) Adopt 2008 holiday & meeting calendar – **The Executive Director presented the proposed 2008 holiday & meeting calendar – M/S/P**
 - 3) Review Western Region Conference progress (October 26 & 27 – Crown Plaza) – **The Executive Director gave a brief review of planning and status of preparations for the Regional Conference**

J. Board Member Communications

K. Adjournment – There being no other business, the meeting was adjourned at 7:56pm