



Community  
Access Partners  
of  
San Buenaventura

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ventura, ca 93003

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**Board of Directors:**

Ron Halt  
Chair

Scott Ripple  
Treasurer

Marcia Grace Alcott  
Secretary

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

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

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### **Executive Committee – Meeting Minutes**

Monday, August 13, 2007 – 5:00pm

CAPS Offices o 65 Day Road o Ventura, CA 93003

- 1) Call To Order - Roll Call – **The meeting was called to order at 5:00pm**  
**Members Present: Ron Halt, Scott Ripple**  
**Members Absent: Marcia Grace Alcott**  
**Staff Present: Todd Thayer**
- 2) Public Communications – **None**
- 3) Approval of minutes for May 14, 2007 – **M/S/P**
- 4) **New Business**
  - a) Fiscal Review – **The Treasurer and Executive Director reviewed CAPS financial status. We continue to operate under budget in expenses and revenues are exceeding projections. We continue to see estimated PEG payments from Time/Warner – we should expect a correction of \$300-\$800 / month as soon as they get the Adelphia transition resolved.**
  - b) Approve Purchase Orders
    - i) Broadcast Store - not to exceed \$5,000 (credit) - Equipment for studio control room – **M/S/P**
  - c) Approve Purchase Orders pending funds availability – **M/S/P (contingent on cash flow)**
    - i) Treeco – not to exceed \$1,000 – Arborist review of Ash tree (west side / north tree)
    - ii) 4 Lads and a Lass - \$1,500 – Trim Ash trees
  - d) Authorize Executive Director to begin discussions with architect on floor plan update – **M/S/P**
  - e) Authorize Executive Director to begin search for general contractor (bids for large studio) – **M/S/P**
  - f) Review nominations for Board elections – **M/S/P**
  - g) Recommend appointment of Kathryn Yamada to the Finance Committee – **M/S/P**
  - h) Review facility progress – **M/S/P**
  - i) Start work on 2007 CAPPIES and Annual Meeting
  - j) Review progress on 2007 Western Regional Conference – **The Executive Director reported on the progress of the preparations for the conference**
- 5) **Board Meeting Agenda Items – The committee reviewed the items to be forwarded to the full board**
  - a) Executive Director report
  - b) Review 2007 Q2 financials - Treasurer
  - c) Review current financial status – Treasurer & E.D.
  - d) Strategic Planning update – Doug Green
  - e) Set record date for ballot (contingency for bylaws changes re: appointed board seats)
  - f) 2007 CAPPIES & Annual Meeting
  - g) Review progress / Western Regional Conference
- 6) **Adjournment - There being no other business, the meeting was adjourned at 6:07pm**