



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"

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### Executive Committee Meeting Minutes Wednesday December 10, 2007 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) Call To Order / Roll Call – **The meeting was called to order at 5:03pm**  
**Members Present: Ron Halt, Scott Ripple, Kathryn Yamada, Darryl Dunn**  
**Staff Present: Todd Thayer**
- 2) Public Communications - **None**
- 3) Approve Minutes from November 14, 2007 – **M/S/P**
- 4) **New Business**
  - a) Review 2008 proposed Operating Budget – **The committee reviewed the budget proposal and will forward it to the full board for approval**
  - b) Review 2008 cash-flow projections – **The Executive Director presented updated cash-flow projections. Capital expenditures and a slight decrease in revenues for '07 and projections for '08 have cut into the total being allocated to rebuild the operating reserve, but projections still show ability to meet the target.**
  - c) Review 2008 Capital Budget allocation (\$2,000/month) – **The committee expressed concern over the small allocation for capital.**
  - d) Review proposed expenditures against AT&T Foundation Grant – **The committee reviewed the proposed expenditures for an HD camcorder, edit system and teleprompter, and will forward to the full board for approval**
  - e) Consider staff consulting policy for fee-for-service – **The committee authorized the Executive Director to explore consulting opportunities for fee-for-service consulting.**
  - f) Consider and approve grant and fee-for-service bonus structure – **The committee discussed some of the options, and will forward to the full board for further review**
- 5) **Board Meeting Agenda Items**
  - a) Executive Director report
  - b) Review current financial status – Treasurer & Executive Director
  - c) Review cash-flow projections
  - d) Adopt 2008 Operating Budget
  - e) Approve Capital Budget allocation of \$2,000/month
  - f) Approve Purchase Orders for expenditures against AT&T Foundation Grant
  - g) **Adopt corporate banking resolution**
- 6) **Adjournment – There being no other business, the meeting was adjourned at 5:56pm**