



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"

Executive Committee Meeting Minutes

Wednesday January 14, 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) 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 December 10, 2007 – **M/S/P**
- 4) **New Business**
 - a) Review 2007 financials - **The Executive Director reviewed the draft financials for 2007 year end. Expenses came in approximately \$5,300 under budget. Interest income is up over \$2,000 per year. There was an issue with a transfer from the restricted capital Money Market account – the ED will review with Owen & Assoc.**
 - b) Review changes to 2008 operating budget - **The Executive Director reviewed the changes to the expense side of the operating budget. A math error in the spreadsheet and some late adjustments required changes to a number of accounts. Treasurer Yamada expressed concerns since many of the impacted accounts were over budget in '07. The Ed and the committee will monitor the budget and may present an update as necessary.**
 - c) Update on compensation policy (grants & fee-for-service) – **The Executive Director will consult with corporate counsel (week of 1/14) to review options for compensation.**
 - d) Update on Bylaws Revision – **No action taken**
 - e) Update on Employee Handbook Revision – **No action taken**
 - f) Executive Director review – **The committee discussed the process for the ED review. A closed session for the matter is scheduled for the next board meeting. The committee directed the Executive Director to draft a proposed revision to the employment agreement addressing possible changes in vacation time, consulting and other issues – due at the March Executive Committee meeting.**
- 5) **Board Meeting Agenda Items**
 - a) Executive Director report
 - b) Review current financial status – Treasurer & Executive Director
 - c) Review 2008 Operating Budget changes
 - d) Closed session for Executive Director Review
- 6) **Adjournment – There being no other business, the meeting was adjourned at 6:05pm**