



Community
Access Partners of
San Buenaventura

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Board of Directors:

Scott Ripple
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Ron Halt
Vice-Chair

Kathryn Yamada
Treasurer

Darryl Dunn
Secretary

Marcia Grace Alcott
Jackie Griffin
Anne Hallock
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David Rios
Ed Wehan
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"Empowering Community Through Media Access"

Executive Committee Meeting Minutes

Monday March 10, 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 5:20pm**
Members Present: Ron Halt, Scott Ripple, Kathryn Yamada, Darryl Dunn
Staff Present: Todd Thayer
- 2) Public Communications - **None**
- 3) Approve Minutes from February 11, 2008 – **M/S/P**
- 4) Old Business
 - a) Closed Session
 - i) Approve bonus for Marketing & Development Manger – **M/S/P**
 - ii) Executive Director review & compensation
 - b) Report on Closed Session – **The Chair reported that the committee met and considered the matter.**
- 5) New Business
 - a) Review audit progress – **The Executive Director reported on the audit progress. Field work is complete. Usual notes on lack of segregation of duties due to company size are expected.**
 - b) Consider review of employee benefits (long-term – life insurance, 401K etc) – **The committee discussed possible options – noting that resources are limited at this time, but recognized that it is an important issue that should be kept in mind during planning and budgeting.**
- 6) Board Meeting Agenda Items
 - a) Review January Financials
 - b) Review Annual Report / Marketing media
 - c) Review working group progress (bylaws)
 - d) Closed session for ED review / contract
 - e) Review proposed changes to Bylaws Article VII
- 7) **Adjournment – There being no other business, the meeting was adjourned at 5:55pm**