



Community
Access Partners of
San Buenaventura

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Board of Directors:

Scott Ripple
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Ron Halt
Vice-Chair

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Secretary

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"Empowering Community Through Media Access"

Executive Committee Meeting Minutes

Monday April 21, 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 5:12pm**
Members Present: Scott Ripple, Kathryn Yamada, Darryl Dunn
Members Absent: Ron Halt
Staff Present: Todd Thayer
- 2) Public Communications - **None**
- 3) Approve Minutes from March 10, 2008 – **M/S/P**
- 4) New Business
 - a) Review audit progress – **The Executive Director reported on the audit progress. Field work is complete. We've returned the docs to Mark Poindexter and are waiting for final audit report and financials.**
 - b) Review March (Q1) financials – **Treasurer Yamada reviewed the financials. We are over budget in a couple of areas, and there are timing variances in accounts like insurance. Revenues are up due to consulting income – the picture looks better than actual due to timing of COGS invoices to be coded to the consulting account.**
 - c) Review cash-flow analysis – **The Executive Director reviewed the cash-flow analysis and it appears we're on track to hit our targets between June and October – ahead of schedule.**
 - d) Consider capital and operating budget increases in light of cash-flow analysis, economic downturn, state franchising and other issues. – **The Executive Director presented the case to review the reserve targets given the changes in revenue stability, the need to complete the studio, and the limited time remaining on the contract with the City. The Executive Director will pt together a proposal to move ahead with completion of the studio control room, both construction TI and equipment.**
 - e) Approve Purchase Orders
 - i) \$ 2,600 store.apple.com – Refurbished Mac Pro – **M/S/P**
- 5) **Adjournment – There being no other business, the meeting was adjourned at 5:44pm**