

Access Sacramento Board of Directors Meeting

Agenda - February 26, 2024

In-person meeting at Futures Explored, 2533 R St, Sacramento, CA 95816

Virtual attendance available on Zoom.us. Email ED for link at execdir@accesssacramento.org

Open Session/Roll Call - 5:30pm

Consent Calendar- 5:35pm

[All items on the Consent Calendar are considered and acted upon by a motion.]

1. Approval of Last Meeting minutes
2. Vote on issues presented last meeting (if any)

Discussion Calendar - 5:40pm

[Items on the Discussion Calendar include presentation or document that will be "received and filed".]

1. Spud Night Community Outreach

Donna Girot

2. Board Development Planning

Matthew Gilliam

3. Board Officer Elections & Committee Interest

Matthew Gilliam

3. Revenue Generation

Pablo Castillo

4. Add items to Agenda for next meeting (Any Board Member)

Secretary

6:50pm

5. Executive Director's Report

Donna Girot

6. Chairman's / Executive Committee Report

Matthew Gilliam

7. Community Comments

8. Closed Session: HR Issue & SMCTC Complaint Response

Adjourn - 7:00pm

**Access Sacramento Board of Directors General Meeting
February 26, 2024**

*In person meeting, Futures Explored 2533 R Street
Virtual Attendance via zoom*

Session called to order at 5:06 PM

In person: Matthew Gilliam, Hester Wagner, Donna Girot, Peter Brixie, Don Henkle

Via Zoom: Pablo Castillo, Kierre Stowes

Consent Calendar:

1. Approval of Last Meeting Minutes
 - a. Hester Wagner motioned to approve the November 2023 meeting minutes. 2nd by Kierre. 4 Yays, 0 Nays, 1 Abstain
 - b. Minutes from a Special meeting with auditors will be approved via email. Donna Girot to send out shortly.
2. Vote on Issues from Last Meeting
 - a. Officially voted Don Henkle onto board: Hester motions, Kierre seconds, 4 Yays, 0 Nays. Don is officially made a member of the board.

Discussion Calendar:

1. SPUD Nite Community Event

- a. March 28th, we need to sell 70 tickets, we have about 30 confirmed.
- b. Won't be a big \$ maker, but will be a chance to build community and get back to in-person events.
- c. Need more auction items. Hester stated she will try to get a few more items.
- d. Flyers handed out to hang around town, share with contacts.
- e. Family-friendly potato coloring pages for kids.
- f. Space costs \$600 so hopefully we can cover that.
- g. Outstanding need – a few more cake stands, crock pots and a cooler.

2. Board Development

- a. Donna spoke with former Access staff about helping build our board
- b. Board to do self-assessments on what they each bring, what is still missing and target that for recruitment.
- c. Board created an orientation, but needs to create a process for onboarding new members.
- d. Maybe hire a board recruiter to help with search
- e. Possibly look at geographical reach of Sac area and get board members from cable represented communities
- f. Need to grow from 4 to at least 12, ideally 15.

3. Board Officer Elections

- a. Hester motioned to start process to nominate new officers, Don Henkle seconded, unanimously accepted
- b. Hester self-nominated as Secretary. Don Henkle seconded, unanimous vote.
- c. Don Henkle (nominated by Kierre Stowes) and Matt Gilliam (nominated by Pablo Castillo) were nominated as chairpersons. Matt declined nomination. Voted unanimously to approve nomination for Don Henkle.
- d. Pablo nominated Kierre Stowes as vice chair, Matt seconded. Voted unanimously to approve the nomination.
- e. Kierre stated that he wanted to head the Membership Committee because it plays to his skills. Membership Committee will be Kierre and Donna, other committees will be added once new members are brought on
- f. Treasurer – Position currently unfilled, need person by June

3a. Pablo wanted to discuss brainstorming about space, but this can be tabled for later

4. Add items for next meeting: no items were added at this time.
5. ED Report: See Attachment A
6. Chairman Report: None
7. Community Comments: None
8. Closed Session: HR Issue and SMCTC Complaint response

Meeting Adjourned at 7:14

Next meeting March 26th, 2024

Attachment A

Executive Director Report General Board Meeting – February 26, 2024

- Game of the Week: Finished the basketball season with all of the intended girls' and boys' games played and aired. No workers comp claims. Potential large repair on RV. Broke down at the last game. Cross training in-truck positions was an initiative. Low pay will continue to be a problem for staffing a full team of 15 employees and volunteers. Setting up two

truck trainings this spring and summer.

- New direct page for Apple TV platform purchased with last year's budget finally completed this year. This fiscal we are on phase 2 adding to Roku. Long term goal is to build direct apps for iPhone and android mobile devices.
- 24th PCS script writing competition deadline is March 14, 2024. Social media advertising push started last month. Scripts trickling in as was the case these last two years, majority of the scripts come in the last two weeks. This year grant money let us advertise on social media in a targeted way to those interested in filmmaking and creative writing.
- Have been supportive of KUBU member Kevin Coble, one of our most prolific KUBU members who has been part of the radio station since its inception, most recently he produces a NASCAR show. He was testing a new radio show this season called "Game On" that has been covering high school basketball games on KUBU radio. We have coordinated so the TV Game of the Weeks are not the same coverage as the Game On coverage.
- We produced voice over work for Conde Nast's "The New Yorker" with local short story author and creative writing professor Jamil Jan Kochai, finalist for the National Book Award for The Haunting of Hajji Hotak and Other Stories.
- Updating the on-boarding FCC rules member orientation presentation.
- Started an in-studio TV series for SacLife TV who are scheduling ten+ studio sessions. Will bring in approx. \$8,000. A good example of our strategy to better cross train staff and use the studios to earn revenue. If customers are series producers, these could be sustainable income.
- Spud Nite Community Event Update: Need Auction Items and actively sell tickets. Need board and staff to sell at least five tickets, preferably 10 each, and to volunteer to participate at the event on Thursday, March 28th here at the Coloma Community Center.
- Problem with Big Day of Giving organization: BDOG planners have changed their participation criteria from prior years. Monica Haulman, the Senior Program Manager of the Sacramento Region Community Foundation, the hosts of BDOG stated to me "The difference this year is that a new law, AB488, was passed by the state and puts very strict requirements on fundraising platforms and programs. It requires us to be extremely strict when it comes to organizations being in good standing

with the IRS, the Franchise Tax Board, and especially so with the DOJ.

- Discovered last year that there were missing documents from years prior to my administration, which made our status with the Attorney General's office as "delinquent." Last year I worked with our accountant to send all the missing documents electronically. Unfortunately, the DOJ is not known for their speed in addressing these. We have resent this document certified mail at the end of January 2024 and await the DOJ's update. So, we are working from the assumption that Access Sac will not be able to participate in BDOG this year. Our planned pivot is to direct all previous donors to our website donation page instead. Cannot create BDOG staff and board pages. We are assuming that this may affect our ability to get donations.
- Started FY 2024-2025 budget development research for capital expenses. Time consuming process.

Written by Donna Girot

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