



Access Sacramento Board of Directors Meeting

Monday, August 5, 2024 - Agenda

5:30 PM On Site & Zoom

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

(Note: The July 2024 General Board Meeting was postponed to this date.)

- Call to Order – Henkle
- Roll Call – Henkle
- Review Agenda / Additions to Agenda – Henkle
- Approval of June Meetings Minutes – Henkle (see minutes draft)
- **Board Chairperson’s Report** – Verbal Report – Henkle
- **Executive Director’s Report** – Girot (see Attachment A)
- **New Business** – Henkle
 1. Board Development – Barr (20 min)
 2. Operations Expenses Assessment – Girot (45 min)
- **Public Comment**

ADJOURNMENT

Executive Session – (Board Members Only) – If needed



Access Sacramento Board of Directors Meeting Minutes

August 5, 2024

In-person and Virtual Attendance via zoom

Board Present: Don Henkle(in-person), Joe Barr, Trevor Doyle

Staff: Donna Girot, Executive Director (in-person)

Public: Kevin Dredge, representative of Notes of Hope & Lions Club International Placerville

Session called to order at 5:30 pm.

Approval of Prior Meeting Minutes

July meeting minutes reviewed. Joe Barr proposed approval, Trevor Doyle seconded, unanimously approved.

Don Henkle asked the board to move the Public Comment forward on the agenda so Kevin Dredge could talk to the board and leave if so interested. Board approved change.

Public Comment – Kevin Dredge

Kevin Dredge spoke about Suicide Prevention Month, Notes of Hope organization and Lions Club Placerville. He asked that we film an event on Sept 21st, 2024. Donna Girot informed the board that the prior evening Sept 20th would be a Game of the Week shoot (which is ten hours of work for key employees), and the HR rule is that the crew not be asked to film back-to-back within 24 hours which is exhausting at any time but especially during HS football season that has a relentless weekly big crew shoot schedule. She suggested that Kevin follow our normal Hometown Request process which can be found on the website for future big crew shoot requests.

Board Chairperson Report – Don Henkle

Don Henkle mentioned Kierre Stowe's resignation from the board due to the extensive number of independent film festival, TV program development and work projects that are pulling his attention. Also mentioned the resounding success of the recent open house member award ceremony. Joe Barr agreed and was impressed by the testimonials of members on how their involvement in the organization has benefited their lives and how they appreciate the staff's patience and skills.

Executive Director Report – Donna Girot

See Attachment A

Board Development – Joe Barr

Joe Barr explained that he and Donna Girot have met with the two founders of Impact Foundry, Gordon Fowler and Debra Oto-Kent. Impact Foundry is an organization that provides technical assistance on best practices for non-profits bringing business government and philanthropy to non-profits. We would ask for assistance is the assessment of our organizational plan and the board's commitment to uplift the plan with effective strategies of what type of. Donna Girot found the acumen of the founders to be sharp and would like to work with Impact Foundry of several issues we are experiencing. A discussion of high cost to value concerns were voiced by Don Henkle and Trevor Doyle. Joe Barr recommended that the next step is to have a more detailed discussion around services needed / services provided so an agreement would be clearly defined, before considering a commitment.

Executive Session – Entered ES @ 6:24 pm

Discussion about state of financials and examination of organizational plans to strengthen our financial position.

Meeting adjourned at 7:35 pm.

Attachment A - Executive Director Report General Board Meeting –August 5, 2024

- Board / Staff luncheon happened. Full-time and key staff members met new board member Joe Barr. Also in attendance was the vice chair, Kierre Stowes. Works discussions so board members experienced a better understanding of staff focuses.
- Staff has been focused on getting two part-time integral employees trained in their respective jobs of evening TV studio production assistant and field equipment librarian. We recruited excellent candidates from Handshake, because of our established college internship relationships. One of our parttime editors is planning to leave so a new search will be imminent.
- Producer Laureen Fallahay, ED Donna Girot and Board Member Hester Wagner spoke with LiveWire host Ray Tater about our plan to retire the local weekly live TV studio show, LiveWire, after 30 years. Our intent is to celebrate LiveWire and honor Ray Tater with our most important award, The Power of Voice Award. Celebration event planned for November 16th, 2024.
- Open House Member Mingle, Thursday, July 25th was a successful appreciation of the creative communication work that community members are doing as an outcome of using our facilities. Attending members were especially appreciative of our staff. We celebrated with great appreciation staff member, Carlos Hernandez' 30+ years with Access Sacramento.
- After receiving initial year-end financial reports, ED has given the board financial breakdowns of business unit costs in order to facilitate tough discussions about how to sustain the organization and mission into the future.
- Have made quite a few exceptions so the Access Sac offices and studio could be open on the weekends for PCS filmmaker crews so they could film over weekends.
- ED & key staff working with PCS filmmakers to make sure they make it through the production stage of their films by the end of July. One filmmaker was inspired to write to me about our crew, "You are the dream enablers. None of this happens for any of us without you all...You are all very special people, and I sincerely hope that each of you realize the ripple effect of joy that you've helped inject into all of our lives. Thank you."
- Working actively on executing a two-prong transition from a phone and internet service to one that costs substantially less. Our ongoing concern is fidelity of the systems which will be tested upon our vendor change. We have had to wait until now to start the transition so as to avoid

early withdrawal penalties. Transition duration for both prongs will take until end of February 2025. This is one of our last money savings moves directed at tightening the already tight budget.

- Just signed the SMCTC contract. Next contract renewal to pursue is Kaiser health care's group agreement. Next report to prepare is the TOT grant closure report. Working on PCS & POV event sponsorships.

Written by Donna Girot