

**Access Humboldt  
Board Meeting Minutes  
June 25, 2007**

**Board Members in Attendance:** Rob Arkley, Peg Gardner, Jan Kraepelien, Libby Maynard, John McBrearty, Cheryl Nicholson, Phillip Smith-Hanes, Bob Steffen, Amanda Windsor.

**Absent:** Rick Gustafson, Jim Hoff, Simona Keat, Chag Lowry, Eileen McGee.

**Staff:** Sean McLaughlin, Exec. Director; Tracy Jordan French, Exec. Assistant.

**Guest:** Roy Corsetti, CPA.

**Members of the Public:** None.

The Board met at the Access Humboldt office in the Marshall School Annex of Eureka High School.

**A. Call to Order**

The meeting was called to order at 3:05 pm by Phillip Smith-Hanes, Chair.

**B. Public Input**

None.

**C. Review & Approval of the Agenda**

Accepted as distributed.

**D. Approval of Minutes**

**D1. Minutes of the April 23, 2007, regular Board meeting.**

Bob moved approval, seconded by Jan. Approved.

**E. Old Business**

**E1. Committee Charges**

As a follow-up to the April Board training presented by Byrd Lochtie, and discussions during the May and June Executive Board meetings, Chair Phil presented a matrix listing committees with goals and responsibilities for the coming year, and the report was endorsed. Regular established meeting times for all committees are to be included.

Jan requested that fundraising be separated from OMF and volunteered to work on this. A motion by Cheryl, seconded by Jan, to amend the charge to OMF by striking #3 and adding a new #4 to develop an outreach plan for the underserved and to increase community awareness in coordination with the Executive Director was approved.

**F. Executive Committee**

**F1. Administrative Updates**

The Executive Committee will meet with an insurance agent on Wednesday, June 27, to explore health benefits programs and options for staff.

The 501c3 application is ready to submit to the IRS the week of June 25, with thanks expressed to Rob for assistance with legal services.

**G. Finance Committee**

**G1. 2006 Financial Review Presented by Roy Corsetti, CPA**

Roy discussed the review, which is essentially a statement of cash flow, and

**explained that an audit is to take place every three years by a firm not doing the bookkeeping. Cheryl moved that the Review be accepted. Motion seconded by Amanda and passed with Rob abstaining.**

**G2. Credit Card Use Policy Proposal**

**Cheryl's motion, seconded by Rob, to approve the proposed policy was approved.**

**H. Facilities and Future Planning Committee**

**H1. Status of Agreement with ECS**

**The Eureka City Schools Board unanimously approved the agreement as submitted. Sean expressed his thanks to Bob for his assistance and support. Bob will follow up to obtain original signatures on the agreement.**

**H2. County of Humboldt Board of Supervisors Chamber, City of Eureka and City of Arcata Council Chambers Installation Update**

**Sean expressed appreciation to Jesse Reid and Tracy for their contributions to facilitating these projects. Additional improvements will continue to be made, but the overall response is quite positive.**

**I. Board Development Committee**

**I1. Board Application Packet**

**The consensus was that Cheryl could proceed with the packet and staff would take the lead on recruitment. The packet will be distributed electronically to Board members and Board members are encouraged to make contact with possible candidates.**

**Appointed and designated Board members serve one-year appointments. Entities that designate members have been contacted to request their determination to re-appoint or name new representatives.**

**J. Programming**

**J1. Report**

**Libby and the committee will work with staff to review guidelines and assess implementation. If changes are needed committee will recommend to the Board.**

**K. OMF: Outreach/Membership/Fundraising**

**K1. Report**

**Chag and Simona are keys to working with underserved communities. Shelly Mitchell was identified as a possible grant writer.**

**L. New Business**

**L1. AH Role in Broadband Development**

**There was discussion related to finances, staff time, and the role of the Executive Director in involvement in related community and regional activities and development. Priority is to manage the PEG network asset and network connectivity, and leverage it to have a robust internet connection. We need to protect our assets and build an ongoing sustainable revenue stream.**

**Digital Eureka – There is a possibility of working with the city to develop a wireless connection at the Muni building. Private partners and donors are being sought to help fund the project.**

**Regional Aggregation Demonstration Project – Contact has been made with AH about a planning grant to be managed by HSU. There is support for broadband development, but priorities regarding time and funding are outstanding questions. Discussion will continue at Facilities & Future Planning meetings.**

## **L2. Channel Identities**

**Channel 12 still has mixed programming. There are still some network configuration limitations in terms of redirection from different locations to PEG channels. It is time to look at requesting the 4<sup>th</sup> and 5<sup>th</sup> channels for April 2008, since the request must be made at least six months in advance. Efforts will be devoted to differentiating and branding the channels. Libby and the Programming Committee will assist with this.**

## **M. Executive Director’s Report**

### **M1. Progress Report**

**Sean distributed a two page report highlighting the progress in each of the areas of the strategic plan. The Marshall School Annex classroom is dedicated to AH through the end of the calendar year. It is hoped that the CMC will be available to begin moving in by October.**

**Plans are being made to send Jesse Reid to the Alliance for Community Media regional conference in Minneapolis in July and for Sean attend the National Association of Telecommunications Officers and Advisors [NATOA] conference in Portland in October.**

## **N. Announcements**

- **John will be moving from CR to HSU as Network Security officer.**
- **Libby announced the opening of the Coffee Opp for high school students.**
- **Mark Geiger, Suddenlink engineer, is moving to Cox in Atlanta.**

## **O. Adjournment**

**The next Board meeting will include an Executive Session for the annual evaluation of the Executive Director. It is scheduled for 3 pm on Monday, July 23, 2007, at the Marshall School Annex. The meeting was adjourned.**

**/s/ Peg Gardner**

**Peg Gardner, Secretary**

**Approved: \_\_\_\_\_, 2007**

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