

FPA BoD Minutes –01/28/26 @7:00pm

Minutes transcribed by the Board Secretary

Minutes approved by the Board on ___@___pm

Attendees		
Members of the Board in Attendance (via electronic & phone participation)	-	Peggy Fox Steve Mullen Jennifer Roberts Ulysses Campbell Sharon Sobel Hurriyet Ok Aleksandra Rohde Absent Reggie Marston
Staff in Attendance (via electronic & phone participation)		Eric E. Richardson Armando Prado Gabriela Silva Yensi Umanzor
Meeting summary		
The meeting began with introductions and staff updates, including the announcement of Eric as the new executive director of Fairfax Public Access and various financial and operational reports. The finance committee presented financial highlights, including revenue and investment performance, while the operations team discussed facility improvements and security measures. The board concluded by discussing future plans for the community media center, including vision statements, space design, and potential fee-for-service offerings, with plans to reconvene in February.		
Call to Order		
Call to order at 7:00pm	Peggy Fox (President)	Peggy Called meeting to order Reminder of Code of Conduct- <i>we treat everyone with respect</i> Acknowledging conflict of interest Acknowledgements & Accolades: Peggy thanked the entire staff Steven acknowledged the work of Gabby Silva and Yensi Umanzor on accounting system updates and Yensi's efforts in adding Eric as a signer for Bank of America accounts. Jennifer praised Ulysses for his comprehensive summary of the real estate situation.

		The meeting began with Peggy welcoming everyone and introducing Eric as the new executive director of Fairfax Public Access. She expressed excitement about Eric's ideas for moving the organization forward.
Meeting Agenda	Peggy Fox	Will try to move as quickly as possible. Eric will present his ideas about organizing and moving forward and results of updates and discovery during hiatus.
Approval of December 2025 Minutes	Jennifer Roberts (Secretary)	Jennifer explained some changes she made due to Zoom AI summarizing the meeting and creating an action list. Is not using the human Gayle previously employed to transcribe, instead the Zoom AI and recordings & transcriptions. Remind that we do not publish the Financial Report. Motion to Approve: Steve Second: Ulysses Approved: Unanimous
Executive Director Report		
Executive Director Remarks Updates	Eric E Richardson	Eric provided an update on his first month as executive director, highlighting successful meetings with the interim director and financial authorization progress. He discussed plans to modernize legacy systems, enhance public-facing elements, and improve member services through online registration and automated reminders. Eric also shared upcoming meetings with various organizations to explore partnerships and collaborations, including potential connections with community media centers and economic development experts. He looked at the strategic plan and how to incorporate into the action items. Related to our public facing items. FPA 2.0. Meetings and action items include: <ul style="list-style-type: none"> ○ Schedule and conduct meeting with CEO of Montgomery Community Media to explore partnerships and best practices (target: first week of February).

		<ul style="list-style-type: none"> ○ Schedule and conduct in-person meeting with MCM executive (Mike), coordinating schedules for February. ○ Continue discussions and explore collaboration with Paul Pierce/STEM organization for member support in web design, content, and graphics. ○ Meet with Joanne Jackson (economic development expert) as scheduled. ○ Meet with president of BRIC (Brooklyn Information and Cultural Community Access Center) to explore best practices. ○ Reach out to Channel 16 (Fairfax County Channel 16) to explore collaboration/ideas. Set up “coffee with Eric” standing meetings for board input on space and vision. ○ Encourage board members to visit the facility to review and provide input on space improvements. ○ Work with staff and board to develop and propose a new vision and mission statement, including goals and objectives, for organizational alignment. <p>Eric discussed his Operational review of systems including accounting.</p>
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Committee Reports

Finance Committee	Steve Mullen Gabby Silva	Finance Report Given
Ops Committee	Armando Prado (Reggie absent)	<p>HVAC Installation and Creative Community Hub</p> <p>The meeting discussed the installation of a new HVAC unit in the administration area, which will require the removal of the old unit and the use of a crane. Armando explained that the installation is planned for the winter season, pending the arrival of heater modules, and staff will be encouraged to work remotely during the installation to ensure safety.</p> <p>Armando discussed the use of badge access and cameras for entry security. Live streaming for FPA television channels is up and stable</p> <p>Training on Studio B switcher is being conducted</p> <p>HR portal and accounting site on SharePoint</p>

		<p>Eric gave kudos to Armando for his outstanding efforts that included monitoring the cameras during the recent snow/ice storm to monitor snow accumulation in parking lot.</p> <p>Genise asked about door access for members. Eric shared that for safety and security members, and other visitors would need to be buzzed in if staff are away from the equipment room. A staff member in vicinity and can see someone at door via their computer or phone and will grant access.</p> <p>Ulysses asked about HVAC installation. Armando said it is replacement. He will notify Alliance Center, just a notification, of the presence of a crane. He will also plan out safety guidelines and parking space allocation. The plan to install the HVAC in winter is depending on snow and delivery of heating units. The unit is manufactured by the company of the previous unit, and it is the same weight. There is no cost to rent crane included in price. It was paid in full when the unit was ordered.</p> <p>The group also discussed plans to re-imagine the space as a more vibrant and welcoming creative community hub, and planned DIY projects like adding a chalk wall and refinishing the conference room table as immediate projects to refresh the space.</p>
Ops cont'd Office Space Discovery and Development Plans	Eric E Richardson	Discussions about repurposing office space, and the possibility to transform the environment with local art collaborations through Arts Fairfax. The group explored ideas for exterior murals, though Ulysses noted potential condo restrictions, and discussed the need for a new website and potential name change to reflect the future of the organization's FPA 2.0 plan.
Real Estate Committee	Ulysses Campbell	Ulysses referred to his distributed report, and provided an update on real estate matters, including ongoing communications with the condo board and a discussion about the property's potential sale value, noting that while a high offer might be attractive, the

		<p>current use restrictions limit potential buyers to townhome or multifamily. So, a sale of the property is not likely to happen in the near future.</p> <p>He was included in the e-mail about a broken section of concrete in the parking lot. The problem is that you can't do asphalt work this time of the year. He is trying to stay on top of that and some of the interesting calls, for example a land acquisition consultant for a real estate development company reached out and was filtered to him.</p> <p>The Board discussed real estate considerations for the FPA tenant spaces, and emphasizing the need to consult with brokers while being mindful of current tenants</p>
Promotional Development Committee	Sharon Sobel	<p>Sharon reported progress on promotions and membership initiatives She didn't hold a meeting, but progress has been made without it. She thanked Eric and all the great staff members that were part of making some progress. She is excited about the channels going to be streamed on the website so that that's a huge thing and we've made a few steps with the website design.</p>
Membership Committee	Sharon Sobel	<p>Sharon reported progress on promotions and membership initiatives.</p> <p>Staff training and member training on new Control-B switcher are currently in progress.</p>
Revenue Generation Committee	Jennifer Roberts	<p>Jennifer referenced the submitted report on revenue generated. She highlighted the positive impact of year-end donations and fee-for-service opportunities, which could help fund space upgrades. Eric will continue to pursue grant opportunities.</p> <p>Maryam's report summarized year-end results. Jennifer reported she was happy to see the financials that were attached. \$2150 was the result of the year end donations, \$300 resulted from rounding up. Those are incremental steps in the right direction. We did have one fee for service. She observed that revenue generated by fee for service pairs with our intentions to upgrade the space because our space will be more attractive.</p>

		<p>Eric agreed he could see a situation where we rent the space to organizations and that will give us more revenue to upgrade as well as give us reasons to upgrade.</p> <p>Eric reported he and the staff talked about a number of opportunities where people want to come into the space members and for non-members Eric will develop and propose fee-for-service packages for studio, podcast, genealogy/legacy video production, including possible new pricing structures.</p> <p>Jennifer summarized that the committee did not touch on grants, but Eric and she are on the same page .</p>
Organization Committee	Hurriyet Ok	Hurriyet mentioned the organizational committee's review and the need for a comparison of previous and new initiatives. Eric added he will present assessment/comparison of previous vs. new organizational initiatives to board (per Hurriyet's request).
Unfinished Business		Peggy asked for unfinished business, none given.
Board Meeting Schedule		
New Business	Eric E Richardson	<p>Eric presented a proposed schedule for the rest of the year, including committee meetings, report submissions, and board meetings, with adjustments made for holidays and the annual member meeting in September.</p> <p>The board agreed to hold three in-person meetings in 2026: the annual meeting in September, a combined November-December meeting early in December, and another meeting in May or June.</p> <p>Peggy suggested having at least one in-person meeting during the winter months when people are more likely to be home.</p> <p>Hurriyet advised we combine November and December meetings in early December. Peggy requested an in-person meeting in June,</p>
Closing	Peggy	Peggy summarized that the meeting had reached an hour and a half and asked if there was anything else anyone would like to say.

		<p>Steve summarized that a lot was accomplished . Peggy stated she appreciated everyone being here and thanked everyone for contributing and thanked Eric for his presentation.</p> <p>Peggy mentioned that Aleks had discussed a vision and that Peggy would like a tagline for FPA.</p>
Other unscheduled	Aleks, Peggy, Sharon ,Eric	<p>Aleks stated that they had meetings to discuss a proposed vision and that this Board meeting had focused on multiple use of the building. Discussion followed with Peggy, Eric, and Sharon.</p> <p>Aleks advocated for a vision and shared feedback on Eric's definition of vision in his presentation saying that it was more of a value statement.</p> <p>Eric reinforced that his presentation had to do with his findings and is a 30,000-foot view. Eric discussed what is happening across the country in community access centers that membership is down across the country because people can create content everywhere. Most community media centers are opening up their spaces so that they can be a part of the community and allow people to create more than television shows.</p> <p>Sharon advised that we are transitioning while providing facilities and the means for creators to achieve their goals.</p> <p>Peggy discussed that we are needing to maximize revenue in our current space while we move towards the future.</p>
Next Meeting		<p>February 25,2026.</p> <p>Jennifer moved</p> <p>Ulysses seconded</p> <p>Approved unanimously</p>
Adjournment 8:52pm		<p>Motion to adjourn Steve</p> <p>Seconded by Sharon</p> <p>Approved unanimously</p> <p>Meeting Adjourned 8:52pm</p>

