

Access Tucson  
Board of Directors  
December 13, 2007

# MINUTES

The meeting of the Board of Directors of Access Tucson was called to order at 5:05 p.m. on December 13, 2007 by Chair, J. Lisa Jones.

## **Present**

Sandee Brooke  
Dan Dougherty  
Gerald Harwood  
Ben Jacobs  
J. Lisa Jones  
Martha McGrath

Michael Mulcahy  
Karla Ronquillo

## **Absent**

Elizabeth Burden  
Cynthia Dickstein  
Jerry Freund  
Rueben Roqueñi  
Elaine Schramm  
Francine Shacter

## **Others present:**

Sam Behrend, Carol Romano, Daniela Ontiveros, Vicky Strome, and La Monte Ward.

**Call to Audience:** None

## **Minutes – Approval of minutes September 20, 2007 – discussion/action-**

Dan Dougherty moved to approve the minutes from September 20, 2007. Sandee Brooke seconded. The motion passed unanimously.

**City of Tucson report/update** – No report

**Cox Communications report/update** – No report

**Comcast report/update** – No report

## **Executive Director report/update** –

Sam Behrend reported on the following:

### *-La Frontera Grant*

A grant from Catholic Healthcare West was recently awarded to La Frontera Center, Inc. for \$25,000, a portion of the funding will be used to produce and air a trilingual Tucson Vision television series based on issues faced by refugees on healthcare and first aid.

*-Cox Video on Demand*

Cox Communications issued a press release announcing the launching of video on demand in 2008.

*-Annual Meeting (see attachment: A)*

Sam B. presented the board with the proposed timeline for the 2007/2008 election of Directors and Annual Meeting. Refer back to the memorandum for outline details.

*-Audit & Beach, Fleischman & Co., P.C. letter (see attachment: B & C)*

Sam B. explained to the board that the audit procedure standards have changed, due to these changes you will find attached to the audit report a management letter from Beach, Fleischman & Co., a letter transmitting the audit to the City, and a letter from Access Tucson in response to the management letter. He also added that this was the first management letter from the auditors in the last 10 years.

*-United Way*

The Gold Award was presented to Access Tucson by United Way for staff participation; Rob Shoults also received the Copper Award for doing an outstanding job as a representative working to get the staff to participate in the program. Our participation was up from last year by a significant amount.

*-AIDS Walk 2007*

The Southern Arizona Aids Foundation awarded Access Tucson with a plaque of recognition for promoting Aidswalk 2007. In your board packet you will find the DVD.

*-PEG Taskforce*

Sam B. notified the board that the PEG Taskforce met recently and will make the recommendation to the City of Tucson to award Access Tucson \$80,000 from the \$200,000 settlement that was part of the Cox renewal that they agreed to pay the city. He also added that the rest of the recommendation is Channel 12 -\$80,000, Tucson Unified School District – \$40,000.

*-Pima County License Renewal*

Sam B. informed the board about the presentation he made to the Pima County Board of Supervisors where he proposed new services and the estimated cost of \$675,000 per year. He will be meeting with the Supervisors in 2008.

Lisa Jones thanked Sam B. for doing such a terrific job on the Pima County license renewal presentation and the PEG Taskforce presentation she added that the information can be found on our website.

**Election to fill vacancy of at-large seat on Executive Committee discussion/action –**

Lisa Jones informed the board that an at-large seat is available since Michael Mulcahy resigned his seat. This item was tabled and moved for the next board meeting.

Sandee Brooke motioned to go into Executive Session. Gerald Harwood seconded the motion, which passed unanimously at 5:30 p.m.

**Executive Session – personnel matters**

**Executive Director compensation – discussion/action**

Dan Dougherty moved to reconvene regular session. Gerald Harwood seconded the motion. Regular session was resumed at 6:12 p.m.

Martha McGrath moved to give Sam Behrend a 5% raise retro-active to July 1, 2007 and in the event a contract is signed with Pima County Sam B. has the option to renegotiate the contract. Sandee Brooke seconded the motion, which passed unanimously.

**FY 2009 and 2010 budget pro-forma adoption – report/discussion/action**

Sam Behrend presented the board, in simplified form, the recommendation from the Fiscal Affairs Committee the budget as a pro-forma budget; he added that the budget is likely to change before July 1<sup>st</sup> but since the application for funding is due to the City tomorrow a two year budget was constructed under the guidelines represented to Access Tucson by the City. The recommendation passed unanimously.

**Strategic Planning Committee – report/update –**

Vicky Stromee reported on the following: (see attachment: D)

Strategic Planning Consultant Vicky Strommee updated the board on the progress and developments of the Strategic Planning Committee. She informed the board that the committee has met twice since the last retreat and announced that the second retreat has been moved from January to February 23<sup>rd</sup>. A draft report will be sent to the board regarding the work in progress. In the interim, Liz Burden or Vicki can provide you with an update. Vicky mentioned that all committee meetings are open to all. The next Strategic Planning Committee meeting will be held on January 7, 2008.

**Master Operating Agreement with the City – report/discussion/action**

Martha McGrath moved to table this item until the next board meeting. Dan Dougherty seconded the motion, which passed unanimously.

**Grants and Scholarship Committee – report/discussion**

Sandee Brooke explained to the board that the committee has been contemplating reinstating the grant fund program. A decision will be made whether to reinstate the grant fund program or to hold the funds for a safety net. Lisa Jones suggested discussing this item at a later meeting after the strategic planning is completed.

Sandee Brooke moved to table this item until the strategic planning is completed. Ben Jacobs seconded the motion, which passed unanimously.

**Date, time and agenda items for the next meeting** – Thursday, January 10, 2007 at 5:00 p.m.

**Adjournment** – Sandee Brooke moved to adjourn. Ben Jacobs seconded the motion, which passed unanimously. The meeting adjourned at 6:30 p.m.