

Public Access Corporation of the District of Columbia
FY17-18 Performance Oversight Questions
Committee on Government Operations
Councilmember Brandon T. Todd, Chair

I. Agency Organization

1. **Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision.**
 - a. **Include the names and titles of all senior personnel,**
 - b. **Please provide an explanation of the roles and responsibilities of each division and subdivision.**
 - c. **Please provide a narrative explanation of any changes to the organizational chart made during FY17 or FY18, to date.**
 - d. **Note on the chart the date that the information was collected.**

Please see the attached and dated organizational chart with names and titles. In FY18, the departments/Classes of functional expenses remain the same as in FY17.

In overview, the Public Access Corporation of the District of Columbia (DCTV) is a 501(c)(3) nonprofit organization, established by District statute (see the Cable Television Act), which allocates its initial cable channels and resources, and prescribes its mission, its responsibilities, and its basic organizational structure. In accordance with this statute, the organization's Board of Directors governs all assets assigned or committed to public access channels and activities in the District of Columbia, and creates policy and rules to fulfill the organization's mission, including to ensure nondiscriminatory access to these resources.

In accordance with Generally Accepted Accounting Principles, the Corporation's functional expense areas are divided into four main areas: Programming, Production, Education, and General and Administrative. Programming is comprised of Distribution, Community Engagement, and Membership. Production is comprised of Member Services, Creative Services and DCTV Productions. Education is comprised of Education and Youth Media Network. The organization structure mirrors these functional expense areas. General and Administrative functions support the integrated activities of the Programming/ Community Engagement, Education and Production to implement outreach, education, community programming, and experience in creating programming for the communities of the District of Columbia. Generally, as indicated on the organization chart, employees do not serve strictly within a single Class/department of activity.

In FY17, the organization structure was reviewed to determine the most effective means to achieve the organization's goals. There are no plans to change the Programming, Production or Administrative Classes of functional expenses in FY18. However, the Education Class is still under review and its subclasses may be adjusted in accordance with the goals of the Strategic Plan.

b. Explanation of the Roles and Responsibilities for Each Division and Subdivision

Operations: General for all classes and subclasses below

- Maintains and supports all production equipment and technical facilities, including remote equipment

- Maintains and supports all telecasting equipment and technical facilities, including system integration and routing
- Plans, installs, integrates and manages all technology refreshment and maintenance
- Maintains fixed asset database in accordance with CFO's procedures
- Manages, integrates, updates and maintains production/training/special needs/accounting- related IT
- Manages designated facility mechanical, equipment and software needs and maintenance
- Manages IT services
- Recommends and implements security for facilities

PROGRAMMING

Distribution

- Telecasts signals of Comcast channels 95 and 96, RCN 10 and 11, and Verizon 10, 11 and 28, 24 hours per day, 365 days per year
- Schedule programming and interstitials into daily, weekly and monthly schedules
- Designs and implements "on-air" appearance and promotions to market programming and expand viewership
- Receives and traffics programming through scheduling and telecast procedures
- Creates schedules for distribution via on-air cable guides, and publications (DCTV Website)
- Manages public's feedback on programming
- Assists members with program requirements and program submissions
- Recommends and implements updates for procedures for programming
- Creates Community Bulletin Board from incoming messages provided by organizations

Community Engagement

- *Assists non-profit organizations to integrate DCTV and media production with their media goals and strategies*
- *Provides support services, guidance and management of media services for non-profit organizations to easily participate with community programming, and benefit their organization media goals and strategy*
- Markets DCTV member services and DCTV programming
- Creates and implements outreach and membership plan
- Manages website and website communications
- Creates and manages Social Media; develops viewer engagement
- Develops, markets and coordinates special events for members, marketing initiatives, projects, special programming and outreach events for members and the public, including volunteer and producer award events
- Designs and implements activities to educate and involve individuals and organizations throughout the District to use public access channels
- Creates, reviews and monitors all DCTV (internal/external) communications.
- Designs and produces communications, marketing materials and initiatives
- Recommends and implements updates for procedures for communications
- Develops and conducts member orientation
- Generates annual report
- Solicits program underwriting (pending: planning underway to start in FY19)

Membership

- *Provides guidance and assistance to members to support their goals for obtaining education and participating in or providing community programming*
- *Manages and produces “Media Maker” submissions by individuals, and if needed, by organizations.*
- Supports management and updates to website at dctv.org and other domain names
- Processes, tracks, and maintains memberships and membership records
- Recommends and implements updates for procedures for membership
- Supports volunteer management

EDUCATION

Education

- Educates and certifies individuals and organizational representatives to effectively use production facilities, including producing in field production, studio production and editing
- Develops all education curricula and materials for training, including producers, basic and advanced studio production, basic and advanced field production, editing and career development.
- Develops and conducts career training and education, including experiential aspects.
- Develops customized courses for educating youth, advanced education and specialized seminars and workshops (e.g. audio, scriptwriting, lighting, new convergence technologies, etc.)
- Educates staff on all technology refreshment
- Provides and manages education and experience for Internships
- Recommends and implements updates for procedures for education

Youth Education

- Conducts all education involving youth initiatives, including curriculum development, education and managing grants.
- Manages Youth Media Network
- Recommends and implements updates for procedures for youth education activities

PRODUCTION

Member Services

- Provides member services supporting use of facilities and equipment to produce programming
- Initiates and manages all production projects
- Provides ongoing support, management, education and experiential opportunities for members, interns and volunteers
- Recommends and implements updates for procedures for use of facilities to protect the public’s investment and for the public’s use of production resources;
- Coordinates and schedules all facilities in accordance with operating rules and procedures
- Conducts production-related services and activities of special projects, special programming events, and grant funded programming (including youth initiatives), including production services and volunteer and producer awards

Creative Services

- Manages and Provides Creative Services to produce programming for members
- Recommends and manages updates for Creative Services procedures

DCTV Productions

- Develops plan for DCTV-produced programming based on provided goals
- *Produces programs and Public Service Announcements for non-profit organizations, to support accessible and manageable programming opportunities for non-profit organization participation, and to provide media formatted to serve their media goals and strategies*
- Produces DCTV programming for marketing, outreach and to provide community programming (e.g. election programming, promotional spots to market programming and community programming to expand viewership and engage viewers)
- Recommends and implements updates for procedures for DCTV Productions

General and Administration

- Ensures organization is operating efficiently and in accordance with all administrative, financial, security, personnel, procurement, and operating policies, and legal requirements
- Executes payroll, and administers employee benefits and evaluations
- Performs all accounting and financial transactions in accordance with GAAP standards and with well-designed checks and balances
- Prepares financial statements, budgets and budget reports, cash flows, financial analyses and reconciliations
- Maintains all records, accounts, journals and general ledger
- Handles all purchasing and bids, including executing and overseeing contracts
- Cooperates with independent auditor to perform annual audit
- Oversees HR services, including all hiring, employee records and evaluations, and compliance with applicable laws
- *Provides support to process, track, and maintain memberships and membership records*
- Works with and provides support to Board of Directors
- Manages designated building structure and grounds needs and upkeep

b. Organizational Changes

There were no changes to the organization structure during FY17.

A review of the organization structure was conducted in FY17, to determine the most effective means to achieve the organization’s goals, and the supporting revised workflow.

In FY18:

- There are no plans to change the Programming, Production or Administrative Classes/departments of functional expenses in FY18. The Education Class is under review and may be adjusted in accordance with the organization’s goals.
- Assessment of the resources, skills and new workflow needed for Community Engagment continues through FY18. During the assessment, a vendor is providing support for outreach and membership needs and activities.
- During FY17 and continuing through FY18 and FY19, most employees are participating in cross-training, to effectively provide support to coordinated activities across departments.

The organization chart is color-coded to show the approximate distribution of each position to functional activities.

- The functions of Community Engagement are being revised to support the organization’s goals, including a new, revised and expanded participation structure expected to be launched in the fourth quarter of FY18.
 - Generally, the net change overall is expected to add a maximum of 2 full time positions in FY18 and/or FY19 with the following distribution:
 - ¾ added to community engagement over the former outreach/membership positions (may be revised once assessment complete)
 - ¾ added to finance and administration, supporting the nonprofit best practice and organization goal to ensure successful (long term) transition, continuity and institutional knowledge. Search to fill a finance support position is underway.
 - ½ added to production and education, to meet increased needs for education, and for developing and providing easy, accessible means for more individuals and organizations to participate in community programming
 - 1 new position has been developed and filled—Manager Community Participation and Media Producer [serving Production, Education and Community Engagement]. It requires production, teaching, administrative, web and communication skills, providing support to:
 - production and program creation activities
 - teaching classes and developing curriculum
 - Guiding and assisting individual members to support their goals for obtaining education and participating in or providing community programming
 - Managing and producing “Media Maker” submissions by individuals and organizations. (This is a new form of participation, allowing members to submit content from their personal devices to be selected for inclusion in DCTV programs, including in response to DCTV calls for particular kinds of stories or perspectives.)
 - Communications, marketing and outreach
 - 1 or 2 positions are under development (revised from previous positions, currently vacant)
 - New positions under development incorporate requirements for cross-department skills and responsibilities.
 - Expand support for nonprofit organizations to include assistance with incorporating use of video and television with organizations’ media strategies and goals, providing management of and driving use of media services for the nonprofit organizations, and creating programming venues to highlight nonprofit expertise and show nonprofits’ impact in communities.
 - Expand services to nonprofit organizations.
 - Support development of community programming, and subsequently, business underwriting and possibly other forms of program support
 - Conduct marketing, including coordinating on-air presentation and engagement with marketing strategies; manage viewer engagement and outreach, develop and manage communications

- o 1 full time position [serving G&A and Community Engagement] has been developed and a search is underway to fill the position providing support to finance, administration and membership, and to ensure successful (long term) transition, continuity and institutional knowledge.

2. **Please attach in Excel a current Schedule A for the agency, as of February 1, 2018, with the following information for each position:**

- a. **Employee’s name, if the position is filled;**
- b. **Program and activity name and code as appears in the budget;**
- c. **Office name, if different from activity code;**
- d. **Title/position name;**
- e. **Position number;**
- f. **Grade, series, and step;**
- g. **Salary and fringe benefits (please separate salary and fringe and include the FY17 fringe benefit rate);**
- h. **Job status (e.g. continuing/term/temporary);**
- i. **Type of appointment (e.g. career, MSS);**
- j. **Full-time part-time, or WAE;**
- k. **Seasonal or year-round;**
- l. **Start date in the position (i.e. effective date);**
- m. **Start date with the agency;**
- n. **Previous office (program) and position (job title) with the agency, if relevant**
- o. **Position status (A-active, R-frozen, P-proposed, etc);**
- p. **Date of vacancy or freeze, if relevant; and**
- q. **Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).**

This information is provided under separate cover.

3. **For any term or temp position included in the schedule A and filled in FY2017 or FY2018, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.**

Not Applicable.

4. **Please provide the following information on any contract workers in your agency:**

- a. **Position name**
- b. **Organizational unit assigned to**
- c. **Hourly rate**
- d. **Type of work duties**

Name	Position	Organization Unit	Hourly Rate	Type of Duties
Angela Harper	Consultant	Outreach	\$27.03	Support for special projects and strategic planning implementation

5. Please complete the following chart about the residency of new hires in FY17 or FY18, to date:

Number of Employees Hired in FY 2017 and FY 2018 to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	3	1
Term	N/A	N/A
Temporary	N/A	N/A
WAE	N/A	N/A

6. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

Not applicable.

7. Please provide the Committee with a list of travel expenses, arranged by employee for FY17 and FY18, to date, including the dates of travel, amount of expenses, and reason for travel. Please specify whether employees may be reimbursed for out-of-pocket travel expenses; and, if so, please describe agency protocol and requirements for employees to apply for and receive reimbursements for such travel expenses, such as necessary documentation, timeframes, and other requirements.

TRAVEL							
FY’17				FY’18			
Name	Date	Amount	Reason	Name	Date	Amount	Reason
Enwezor, Jo-Ann	8/18-20/2016	1,569.08	ACM Conf.	Richardson, Eric	7/11-14/17	1,357.91	ACM Conf.
Kazim, Hafeez A.	9/28-30/2016	730.15	CPA Conf.				
White, Jasmine	8/18-20/2016	1,637.59	ACM Conf.				

The Corporation operates with limited funds. Thus, reimbursement for business expenses may not always be available although every effort will be made to fully cover such expenses. Employees will be made aware of the unavailability of funds *prior* to scheduling or agreeing to participate in conferences, travel, etc., and may decide to participate or not after having been told what portion of expenses, if any, the Corporation will reimburse. No employee will be required to participate when the Corporation cannot reimburse the entire expense.

Unless approved or assigned otherwise, travel arrangements will be made by the administrative department prior to business travel. When the arrangements are left to staff members, they are expected to exercise care and frugality in selecting hotels/motels, meals and transportation, and work within the limitations established by the Chief Financial Officer. All such arrangements are subject to approval by the Chief Financial Officer or his/her designee.

Unless approved otherwise by the Chief Financial Officer, whether arrangements are made by the administrative department or by the employee, the Corporation will directly pay for out-of-town travel, lodging and conference or attendance fees unless approved otherwise. Staff will be responsible for turning in receipts.

If an employee makes their own travel arrangements, in order to be reimbursed, all expenses (excluding expenses designated to be paid per diem) must be supported by proper receipts and turned in to the Chief Financial Officer or his/her designee with a summary form or memo requesting payment. No expenses will be reimbursed if a receipt is not presented for payment.

The types of expenses which are reimbursable are lodging, conference fees, mileage/transportation, parking fees (not tickets), business telephone calls, and meal costs if the employee is required to attend in the course of business.

In some instances, per diem will be established for expenses rather than reimbursing receipts. When an employee is on per diem, they will receive a cash advance, and are not eligible to be reimbursed for expenses above and beyond the per diem amounts. Employees are not required to maintain or provide receipts for expenses designated as per diem.

8. **Please provide the Committee with a list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

None.

9. **For fiscal years 2017 and 2018, to date, please list each employee separated from the agency, other than due to retirement. Also include:**
- a. **Amount of separation pay, if relevant;**
 - b. **Number of weeks of pay, if relevant; and**
 - c. **The reason for the separation.**

Employee	Separation Pay	Number of Weeks Paid	Reason for Separation
Angelica Hill	None	None	Resigned
Robert Thomas	None	None	Resigned
Jo-Ann Enwezor	None	None	Resigned
Jasmine White	None	None	Resigned

10. **Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY 2017 and FY 2018, to date, and identify:**
- a. **The employee receiving the bonus or special pay,**
 - b. **The amount received, and**
 - c. **The reason for the bonus or special pay.**

This information is provided under a separate cover.

11. Please provide the name of each employee who was or is on administrative leave in FY 2017 and 2018, to date. In addition, for each employee identified, please provide:
- a. Their position;
 - b. A brief description of the reason they were placed on leave;
 - c. The dates they were/are on administrative leave;
 - d. Expected date of return;
 - e. Whether the leave was/is paid or unpaid; and
 - f. Their current status (as of February 1, 2018).

None.

12. Please provide a list of each collective bargaining agreement that is currently in effect for agency employees.
- a. Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
 - b. Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
 - c. Please note if the agency is currently in bargaining and its anticipated completion date.

None.

13. Please list in chronological order, any grievances filed by labor unions against the agency or agency management in FY16, FY17, or FY18, to date, broken down by source.
- a. For each grievance, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

Not Applicable.

14. Please list in chronological order, any additional employee grievances or complaints that the agency received in FY17 and FY18, to date, broken down by source.
- a. For each, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

None.

15. Please describe the agency’s procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, and whether or not those allegations were resolved. Please describe the nature of such resolution.

NO ALLEGATIONS.

POLICY AND PROCEDURES.

Under Section IV, D. of the organization’s *Employee Handbook*, “[t]he Corporation will not tolerate verbal or physical conduct by any supervisor, employee, DCTV member, facility guest, volunteer, client, vendor or other person which creates an offensive, intimidating, or hostile work environment, or that disrupts or interferes with another’s work performance.” Harassment and prohibited conduct include sexual harassment, and are all defined in the *Handbook*.

Under Sections 100 and 975 of the *Policy Manual: Operating Rules and Procedures*, eligibility for membership can be suspended or revoked, at DCTV’s sole discretion, “for any individual that . . . acts disrespectfully or in a threatening manner towards any person in DCTV’s facilities or on DCTV field productions.”

Both the *Employee Handbook* and the *Policy Manual: Operating Rules and Procedures*, provide the complaint/reporting procedure, and the investigation procedure, and as appropriate possible follow-up actions (e.g. a DCTV member may be suspended from membership).

Generally, harassment or threats involving employees are to be handled according to the *Employee Handbook*; those involving members or guests to the facility as the subject of the complaint are handled according to the *Policy Manual*.

Employee Handbook:

“Any employee who believes that s/he has been the victim of discrimination or harassment of any kind based on any of the protected categories described above should report the matter *at once* to his or her supervisor or the designated HR representative. If the complaint involves the Chief Financial Officer, the employee should report the matter to the designated HR representative or Chief Executive Officer. If the complaint also involves the Chief Executive Officer, the employee should report the matter to the designated HR representative, or other senior manager.

- a. The Corporation responds promptly to complaints. Any supervisor receiving such a complaint will immediately notify the Chief Executive Officer or his/her designee as explained in the above paragraph.
- b. The Corporation will conduct a prompt, impartial and thorough investigation of all such complaints, which will be conducted in as confidential a manner as is possible.
- c. The nature of the investigation will depend upon the complaint. The intent is to obtain further information about the events/conduct complained of, to enable the person(s) named in the complaint to tell his/her side of the story, to determine whether discriminatory harassment has in fact occurred, and to develop an appropriate resolution. The complainant may be asked to put his/her complaint in writing, or the person with

whom the complaint is discussed might take notes and ask the complainant to sign them. All employees are expected to cooperate with any DCTV-sponsored investigation of a complaint of any type of harassment.

- d. There will be no retaliation or reprisal against any complainant for making such a report, or against any person participating or testifying in an investigation of a complaint, and no reprisal or retaliation against the complainant(s) by the person(s) who is the subject of the complaint will be tolerated.
- e. Any supervisor or employee who is determined to have violated DCTV's harassment policy, or who fails to cooperate with a DCTV-sponsored investigation of a violation of this policy, or retaliates, will be subject to appropriate disciplinary action up to and including termination, or termination with cause.
- f. When Members of the Public May be Involved:
 - 1. Staff should advise any member of the public who believes that s/he has been the victim at DCTV of discrimination or harassment based on any of the protected categories described above to report the matter *at once* to the Executive Vice President. If the complaint involves him/her, or in his/her absence, the member of public should report the complaint to the Manager of Production and Training or the Community Outreach and Media Communications Manager.
 - 2. Complaints brought by any member of the public will be handled as appropriate under the above or in accordance with the Producer's Manual, depending upon the nature and subject of the complaint. The manager receiving the complaint will consult with the designated HR representative for complaints alleging discrimination or harassment based on any of the protected categories described above.
 - 3. If an incident involves potential violations of the Producers Manual along with potential violations of harassment by employees, the matters will be separated and investigated and resolved separately."

Policy Manual: Operating Rules and Procedures, Section 975

"DCTV reserves the right to refuse services on a temporary or permanent basis or otherwise initiate suspensions of services, disciplinary actions, sanctions or other legal action against individuals or organizations interfering with or jeopardizing DCTV's operations or otherwise violating the policies and rules in this Manual under which DCTV provides training, equipment, facilities, channel space and other services to the public.

. . .

975.3 Any person who acts disrespectfully or in a threatening manner towards any person in DCTV's facilities, or who interferes with the orderly conduct of DCTV activities, facilities or programs, . . . will be required to immediately leave the premises and is subject to other sanctions up to and possibly including permanent revocation of privileges.

Summary of Process:

Report of Complaint, with details (date, time, location, people including witness(es), description of circumstances and what happened, other relevant information) is submitted to Manager.

Initial response and the subsequent investigation are handled as appropriate to the circumstances, depending upon the nature and subject of the complaint.

Investigation is assigned to a manager or executive (excluding the CEO), and is initiated as close to the event as possible, but no later than 3 days from the date.

- Depending on the circumstances, may involve immediate expulsion from the facility or suspension during the investigation.
- DCTV members/guests charged with Serious Violations or Major Violations will be notified in writing by the assigned DCTV Manager within 10 business days of when the violation occurs or becomes apparent, and informed of the nature of the infraction.
- A thorough investigation is conducted and documented.
 - Persons involved are interviewed (the DCTV member(s) or member(s) of the public involved)
 - Other pertinent information collected
 - The intent is to obtain further information about the events/conduct complained of, to enable the person(s) named in the complaint to tell his/her side of the story, to determine whether harassment has in fact occurred, and to develop an appropriate resolution.
- Determination made in accordance with the Policy Manual and applicable policies
- Offender is notified in writing.
 - Within 30 business days after the initial notice of infraction, unless this time is extended by notice in writing, the assigned DCTV Senior Management will notify the member in writing of sanctions to be imposed and the conditions for reinstatement in good standing.
 - Members charged with Minor Violations will be notified in writing of the violations, sanctions and conditions for reinstatement, within 10 business days of when the violation occurs or becomes apparent.
- Members may appeal any penalties, probationary sanctions or disciplinary actions imposed by the assigned DCTV Senior Management to the Chief Executive Officer. Appeals of the decision of the assigned DCTV Senior Management must be submitted in writing to the Chief Executive Officer no later than 6 pm on the 5th business day, with the first day beginning on the date of notification by the assigned DCTV Senior Management of disciplinary action.
 - The member's request for an appeal must clearly and briefly state the reason why the member believes the disciplinary action should be overruled or modified. Failure to state the reason may result in denial of the appeal.
 - The Chief Executive Officer will overrule, modify or sustain the decision of the assigned DCTV Senior Management.
 - Decisions of the Chief Executive Officer are final; a finding of threat or harassment (and the associated sanctions) is not appealable to the Board of Directors.

16. For any boards or commissions associated with your agency, please provide a chart listing the following for each:

e. For each member:

- 1. The member's name,**
- 2. Confirmation date,**
- 3. Term expiration date,**
- 4. Whether the member is a District resident or not, and**
- 5. Attendance at each meeting in FY17 and FY18, to date.**

f. List any vacancies.

g. Describe the board's or commission's responsibilities and activities in FY17.

h. Attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared.

a. Please see the attached spreadsheet summary.

b. Please see the attached spreadsheet summary which includes vacancies.

c. Activities: Please see the attached Minutes in question 16. d. below.

Responsibilities: Reference D.C. Code § 34-1253.02 The Board of Directors is the governing body of the Public Access Corporation of the District of Columbia, and is responsible for:

- facilitating and governing nondiscriminatory use by the public of those specifically designated and reserved noncommercial public access channels of a cable system.
- all matters related to the governance, management, time, equipment, facilities, and other services related to the public access channels.
- all resources and assets dedicated to the Corporation under this chapter, and any franchise agreement, or open video system agreement.
- ensuring that the statutory mandates and legislative intent of the Council shall be protected and promoted by the Corporation in the issuance of regulations guaranteeing nondiscriminatory use of the public access channels; in the development of opportunities within the community-at-large for training and experience in the field of telecommunications; and in permitting any resident of the District qualified to use the public access facilities to become a member of the Public Access Corporation
- ensuring an annual report of all the Corporation's activities, including a financial audit, be submitted to the Council for its information within 120 days of the end of each fiscal year of the Corporation

d. Please see the attached Agendas and approved Minutes of Board meetings for FY17 and FY18 to date, and the FY17 Annual Meeting. The minutes of the meeting of November 16, 2017 will be available after approval at the upcoming meeting of March 1, 2018.

17. Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

American Community Television, for monitoring, educating and promoting regarding PEG access at the federal level (e.g. Congress, Federal Communications Commission)

Center for Nonprofit Advancement, required to provide employees health insurance through CNA's Health Trust.

Public Access Corporation of the District of Columbia
Board of Directors

REVISED AGENDA

Regular Meeting of the Board of Directors
Monday, November 14, 2016 6:30 to 8:30 p.m.
Brooks Mansion, 901 Newton Street, NE, Studio A

1. **Call to Order**
- * 2. **Approval of Minutes**
May 18, 2016, Regular Meeting
June 15, 2016 Regular Meeting
June 15, 2016 Annual Meeting of Assoc. Members
- * 3. **Audit Committee (Freedman)**
Present FY16 Audit
Review and Consideration of FY16 Audit:
FS Taylor & Associates, P.C.
Terry W. Tyler, CPA
- * 4. **Finance Committee Report (Alfonso)**
FY16 Budget v Actual, Jul. 1, 2015 — June 30, 2016
FY17 Financial Statements, Jul. 1, 2016 — Sep. 30, 2016 (Unaudited)
- * 5. **Investment Committee Report (Freedman)**
Approve Banking Resolution
6. **Chair's Report (Nnamdi)**
7. **President's Report (Rickard)**
8. **Nominating Committee Report (Lightfoot)**
9. **New Business**
None
10. **Old Business**
None
- * 11. **Executive Session**
President's Report (legal and contract matters)
Strategic Plan (board development, confidential/proprietary information)
Proposed Hall of Fame Award Recipients (Hingoraney)
- * 12. **Meeting Schedule**
March 2016 (Strategic Planning: Participation Structure)
Late May 2016
(FY18 Budget, Strategic Planning: Implementation Plans)
Mid/Late-June 2016 (Board and Annual Meeting)
- * 13. **Adjournment**

[*= Item requiring vote]

**Public Access Corporation of the District of Columbia
Board of Directors**

901 Newton Street, NE
Washington DC
Studio A

**Regular Meeting
November 14, 2016**

Present: Kojo Nnamdi, Chair; Pedro Alfonso, Vice Chair/Treasurer; Cynthia Lightfoot, Secretary; Rishi Hingoraney; Kwame Holman; Michael Freedman; Janis Hazel. Nantz Rickard, President & CEO; Hafeez Kazim, VP Finance & Administration.

Guest: David Winston of F.S. Taylor & Associates, P.C.

Call to Order. Nnamdi's called the meeting to order at 6:57 pm.

Nnamdi noted Goldberg's excused absence.

Nnamdi welcomed David Winston of F.S. Taylor & Associates, P.C. who is joining the meeting to present DCTV's FY16 audit.

Agenda. Nnamdi proposed to revise the regular order of the meeting Agenda to move the Audit Committee, consideration of the Audit Report, to follow Approval of the Minutes as Item 3. Additionally, the Finance Committee Report will immediately follow as Item 4, and the Investment Committee Report will be moved to Item 5. The remainder of the items on the Agenda would be in the order as presented starting as Item 6.

There was no objection.

Nnamdi also noted that all of the items to be considered in Executive Session have been combined into one Executive Session, regardless of where the items for discussion fall on the Agenda. Nnamdi noted that there are legal and contractual matters in the President's report; potential discussion of proprietary information in our discussion of the Strategic Plan; and we may discuss award recipients that are to remain confidential until they are announced at the Voice Awards in January.

Minutes. Lightfoot moved to approve the minutes of May 18, 2016, June 15, 2016 Regular Meeting, and June 15, 2016 Annual Meeting. Hazel seconded. The motion carried unanimously.

Audit Committee.

AUDIT OF FISCAL YEAR 16

Freedman reported, noting that besides overseeing an annual audit, this Committee ensures our audit is ready to go to the Council on time, in accordance with the statute that created DCTV and requires our audit be submitted by 180 business days after the end of our fiscal year on June 30.

As previously reported, the RFP for audit services was sent to 5 companies. The Audit Committee reviewed proposals during a conference call June 13. Staff and Audit Committee met with Terry Tyler of FS Taylor and Associates June 23 and hired them for DCTV's audit of FY16.

FS Taylor has performed the audit and met or exceeded all timelines and deadlines. Last week, they provided the Committee the draft report that will be reviewed in this meeting with them.

Freedman said the audit went well. He introduced David Winston of F.S. Taylor & Associates, P.C. to present the FY16 Audit. Winston presented the audit and responded to questions.

Nnamdi asked if there were any further questions or comments. Freedman informed the Board that in FY17, some rule changes will be implemented to the auditing and reporting standards, including reporting on restricted, unrestricted and board-designated funds and regarding leases.

Freedman moved on behalf of the Audit Committee to recommend approval of the FY16 Audit as presented. Nnamdi noted that no second is needed when the motion is from Committee and called for a vote. The motion carried unanimously.

Finance Committee Report. Nnamdi asked Alfonso to present the FY16 end of year budget comparison, and the current financial statements.

Alfonso presented the FY16 Budget v. Actual report for July 1, 2015 — June 30, 2016. Alfonso presented the FY17 Budget versus Actual report and Financial Statements for July 1, 2016 through September 30, 2016 (unaudited). Alfonso said the organization is in good shape, had another good fiscal year of sound financial management, and commended continued good management of organization funds. Alfonso responded to questions.

Lightfoot moved to accept the Finance Committee Report. Nnamdi seconded. The motion carried unanimously.

Investment Committee. Nnamdi asked Freedman to present the Investment Committee Report. Freedman said that before taking up review of the investment and risk policies, the Committee reviewed banking services and investments. He reviewed the steps taken, including reviewing a proposal requests from Access National Bank, and developing and sending an RFP to seven banks to compare banking services, fees and offerings, and investment services.

Freedman reported that the Committee recommends that DCTV move its investments to Access National Bank, where DCTV will benefit from a more streamlined process for managing investment funds, and will be provided significant support and customer service.

Freedman presented the Access National Bank Corporate Authorization Resolutions. Holman moved. Freedman seconded. The motion carried unanimously.

Chair's Report. Nnamdi offered the Chair's report. He noted the main purpose of the meeting is to review the audit and ensure DCTV's audit is ready to go to the Council on time, in accordance with the statute that created DCTV and requires DCTV's audit be submitted by 120

business days after the end of DCTV's fiscal year on June 30. That review of the FY16 audit has now been completed, and staff will ensure the audit and annual report are delivered to the Council by December 18.

In other business, Nnamdi noted that the board has also already addressed the first steps in laying the groundwork for the Investment Committee to review DCTV's investment policy, and bring any recommendations to the Board for approval. Later in the meeting, the board will also set the meeting schedule for fiscal year 2017.

Nnamdi reported he has continued to monitor progress with lease discussions, saying he knows from prior experience that these kinds of things can be difficult to keep moving. He intends to make sure the Board is up to speed and available to step in as needed. He expressed appreciation to Lightfoot and Alfonso for keeping the Mayor apprised of DCTV's progress in this matter, and for speaking to her on DCTV's behalf to express our appreciation for her support.

Nnamdi said the next steps in the strategic planning discussion may involve matters concerning board development or confidential or proprietary information, so it will be held in Executive Session. He said there will be other confidential items to be updated in Executive Session including selection of Hall of Fame Awards, and updates involving legal and contractual matters. All of the Executive Session items have been combined into one Executive Session in the latter part of the meeting, regardless of where they would have otherwise been on the Agenda.

Nnamdi concluded the Chair's report, recognizing the Board has undertaken a lot this past year, and is making great strides in laying a very strong foundation for DCTV's future. He again thanked each and every Board member for all each has contributed, and said he is looking forward to working together, and seeing DCTV benefit from all the ways the Board is contributing towards making DCTV even better.

There were no questions.

President's Report. Rickard offered the President's Report. Rickard reported:

Programming Schedule: Rickard reported that as part of achieving the goals of the Strategic Plan, DCTV has initiated the plan and transition plan to re-align programming to better serve viewers and promotion of channels, and establish scheduling approach using consistent, regular high quality local programs along with DCTV programs as schedule anchors, more similar to the way broadcast affiliates program channels to build audiences. Additionally, and also to support achieving goals and objectives of the Strategic Plan, realignment of staff priorities and use of time is underway to provide the necessary capacity to substantially increase promotion of DCTV services and programming. Additional progress will be reported at the March Board meeting.

Media Workforce Development: The apprenticeship program in discussion with the Department of Employment Services has not yet moved forward. However, DOES asked DCTV to provide the formal education for participants of the Creative Economy Career Access Program (CECAP), where youth from DOES' LEAP Academy (Learn, Earn, Advance, Prosper) that serves public assistance families are being placed in year-long internships at small media companies around the city. The internships are to provide workplace experience in the media industry. The first seven participants just completed six weeks instruction designed and conducted by DCTV. The students provided great reviews to DOES regarding their education and experience at DCTV.

Installation of Equipment DCTV is adding a video wall to Studio A. Installation will occur in early December. The television/monitor in the Brooks Room is not working, and will be replaced with a larger television/monitor, currently planned for installation in January or February 2016.

New Vice President Programming and Production Rickard introduced Eric E. Richardson, the former executive director of the DC Office of Cable Television as DCTV's new Vice President Programming and Production, and briefly explained how his past experience and skills will support advancement of the goals and objectives of DCTV's new five-year Strategic Plan. The Board welcomed Richardson, thanking him for his long support of DCTV in his previous role at OCT, and expressing appreciation for joining DCTV at this important juncture.

After responding to questions, Rickard noted that additional items from the President's Report would be presented in Executive Session.

Nominating Committee Report. Lightfoot presented the Nominating Committee report. She welcomed back Goldberg and Hazel, both of whom were re-elected to serve 3-year terms. Lightfoot reported that based on the Board's discussions developing the strategic plan, the Nominating Committee will be focusing its search to fill the open seats to provide the skills and relationships needed to advance the organization's goals in the most effective way.

The general criteria for serving on the Board remains the same. However, the Committee is bringing a stronger focus in the search to:

- 1) bring a strong network and will actively identify and cultivate partnerships to advance our mission;
- 2) bring new capacity to diversify funding and expand resources by building DCTV's corporate and private funding base, including Youth Media Network and program underwriting

Lightfoot has discussed some ideas with Rickard, and reported the Committee is hoping some of the leads Rickard has followed up result in either prospective candidates to meet with the Committee, or will provide additional leads to prospective candidates. Lightfoot invited additional suggestions from the Board.

New Business

Nnamdi said there is no New Business or Old Business.

Old Business.

None.

Nnamdi reviewed the purposes for entering into Executive Session, and called for a motion to convene in Executive Session.

Executive Session.

Lightfoot moved. Hingoraney seconded. The motion carried unanimously.

Meeting Schedule

Nnamdi noted the Board has returned to the Regular Meeting and will complete the last item of business to set the meeting schedule

Nnamdi reviewed the business for the next two meeting dates, reminding the Board the meeting dates are set by resolution. The March meeting will be to review status of the Strategic Plan Implementation Plans. The timing will ensure staff have sufficient information to inform development of the FY18 budget. The May meeting will be to consider the FY18 budget recommendation. The June meeting will be the last board meeting of the fiscal year, to close out any business and, immediately afterward, to hold DCTV's Annual Meeting.

After discussion, Nnamdi asked for a motion to approve the dates of:

Wednesday, March 15, 2017 from 6:30 to 8:30 pm;

Wednesday, May 24, 2017 from 6:30 to 8:30 pm.; and

Wednesday, June 21, 2017 from 6:30 to 7:30 pm for the Board meeting and the Annual Meeting & Reception from 7:15 to 8:30, with the Annual Meeting starting at 8:00 pm.

Lightfoot moved. Hazel seconded. The motion carried unanimously.

Adjournment

Holman moved to adjourn. Lightfoot seconded. The motion carried unanimously.

**Public Access Corporation of the District of Columbia
Board of Directors**

AGENDA

**Regular Meeting of the Board of Directors
Wednesday, March 15, 2017**

6:30 to 8:30 p.m.

Brooks Mansion, 901 Newton Street, NE, Studio A

- 1. Call to Order**
- * **2. Approval of Minutes**
November 14, 2016 Regular Meeting
- 3. Chair's Report** (Nnamdi)
- 4. President's Report** (Rickard)
- * **5. Finance Committee Report** (Alfonso)
FY16 Financial Statements, Jul. 1, 2016 — Jan. 31, 2017 (Unaudited)
- 6. Nominating Committee Report** (Holman)
- * **7. Investment Committee Report** (Freedman)
Update Banking Change
Revision of Investment Policy Discussion
- * **8. Executive Session**
Approval of Executive Session Minutes, November 14, 2016
President's Report (legal and contract matters)
Strategic Plan (board development, confidential/proprietary information)
- 9. New Business**
Notice of Bylaws Amendment
Notice of Personnel Manual Amendment
- 10. Old Business**
None
- 11. Review Meeting Schedule**
May 24, 2016 (FY18 Budget)
June 21, 2016 (Board and Annual Meeting)
- * **12. Adjournment**

[* = Item requiring vote]

**Public Access Corporation of the District of Columbia
Board of Directors**

901 Newton Street, NE
Washington DC
Studio A

**Regular Meeting
March 15, 2017**

Present: Kojo Nnamdi, Chair; Pedro Alfonso, Vice Chair/Treasurer; Kevin Goldberg; Rishi Hingoraney; Kwame Holman; Michael Freedman; Janis Hazel. Nantz Rickard, President & CEO; Hafeez Kazim, CEO and Vice President.

Call to Order. Nnamdi's called the meeting to order at 6:55 pm.

Nnamdi noted Lightfoot's excused absence.

Minutes. Holman moved to approve the minutes of November 14, 2016. Freedman seconded. The motion carried unanimously.

Chair's Report. Nnamdi offered the Chair's report. He noted the main purpose of the meeting is to take next steps with the Strategic planning process, including to discuss the policy direction for an investment strategy, and to create an eighteen-month reserve fund.

Nnamdi said the strategic planning discussion may involve matters concerning board development and confidential or proprietary information, so it will be held in Executive Session. Nnamdi said there are also items to be updated in Executive Session involving legal and contractual matters. All of the Executive Session items have been combined into one Executive Session in the latter part of the meeting, regardless of where they would have otherwise been on the Agenda.

The audit and annual report were delivered to the Council on time December 14, in accordance with the statute that created DCTV. The statute requires the audit be submitted by 180 business days after the end of DCTV's fiscal year that ends June 30.

Nnamdi reported he presented the Hall of Fame awards to the two recipients selected and approved by the Board—Robyn Holden and former Councilmember Vincent Orange—as part of the Voice Awards held January 18. The recipients felt very honored and privileged, and in their acceptance speeches, they were both very appreciative of DCTV and all the organization has done. Nnamdi congratulated the Awards Committee—Goldberg and Hingoraney—on a great job.

Nnamdi reported that the budget timeline has been revised again this year. He noted that ordinarily the Board would have been considering the FY18 budget at this second meeting of the fiscal year. However, with so much being developed to implement the strategic plan, consideration of the budget has been moved to the next meeting in May, to allow the extra time

needed to make adjustments to FY18 that may result from changes to organization needs due to implementing the Strategic Plan.

There were no questions.

President's Report.

On-Air Schedule Guide

Rickard reported the RCN-TIVO PEG schedule issue is continuing. RCN subscribers can see the schedule guide for PEG programming, but not if they have Tivo. After many unsuccessful attempts to resolve directly, Rickard asked the Office of Cable Television, Film, Music and Entertainment to take up and resolve the issue.

Programming Lineup

Rickard reported that effective with the April schedule, DCTV will begin the transition to the new programming line-up that is constructed more like broadcasters, to better serve viewers, including establishing regular schedule times for programs as anchors for the more random submissions, and to greatly increase promotion of channels and our community programming.

Custom Education

DCTV conducted custom education courses for the DC Fire and Emergency Medical Services agency, and for a class of students through the DC Department of Behavioral Health. The Fire and EMS department had purchased an editing system and needed to learn how to use it.

DC Council Oversight

With the new Council session, DCTV is now overseen by the Council Committee on Government Operations, chaired by Councilmember Brandon Todd. The committee members are Councilmembers T. White, Nadeau, Evans and Silverman.

Rickard met with CM Todd on February 17 as an introductory meeting, and to discuss how he might help DCTV.

Rickard testified before the Committee on February 23, and said it went very well. Committee Chair Todd took time to ask about progress on amending the Brooks Mansion Lease and to review DCTV's needs in upcoming cable franchises. He also included questions to help DC residents watching the hearing to learn about DCTV. Councilmember Todd renewed his offer to support and assist DCTV with remaining in Brooks Mansion, to assist with ensuring DCTV's needs are met in cable franchise renewals, and to assist and support DCTV in any efforts we may undertake to expand media education, including possibly working with the UDC Community College if DCTV explores course accreditation, or providing media production courses for the Community College.

Rickard responded to questions.

Finance Committee Report. Nnamdi asked Alfonso to present the Finance Committee Report.

Alfonso presented the FY17 Budget versus Actual report and Financial Statements for July 1, 2016 through January 31, 2017 (unaudited). Alfonso said the organization is in good shape, and continues to be managed to maintain a strong financial position. Alfonso responded to questions.

Alfonso presented a motion from the Finance Committee, noting that a goal of the Strategic Plan is to create and maintain an eighteenth month operating reserve. He reviewed the current Board-designated funds, a six-month operating reserve and a fund that was established November 23, 2009 to cover a delay in income that was considered likely to occur as a result of the different timing of payments between the Comcast franchise payments and the new Verizon franchise agreement, which pays DCTV annually rather than quarterly. This was to be readily available to cover revenue shortfalls, to be able to implement the annual budget as approved. Alfonso said the income delay fund is no longer needed, and the Strategic Plan replaces the six-month reserve with an eighteen-month reserve.

The Finance Committee moved:

Of the corporation's unrestricted and board designated funds, designate an eighteen-month operating reserve, currently in the amount of \$4,165,522, to be automatically adjusted relative to the annual approved budget each year. This replaces all previous board designated reserve funds.

Nnamdi seconded, and asked if there is discussion or questions. Discussion addressed clarifying the purpose for establishing the income delay fund, and why the fund is no longer needed.

After discussion, the motion carried unanimously.

Goldberg moved to accept the Finance Committee Report. Alfonso seconded. The motion carried unanimously.

Nominating Committee Report. In Lightfoot's absence, Nnamdi asked Holman to give the Nominating Committee Report.

Holman reported the terms up in June 2017 are Nnamdi (in a 3-year seat), Lightfoot (in a 3-year seat), Hingoraney (in a 2-year seat), and Freedman (filling out the remaining two years of a 3-year seat).

Holman said the Committee has also been looking to fill a currently vacant 2-year seat, and the Mayoral and Council appointed seats.

Holman provided a handout with the updated criteria for candidates, noting that the general criteria is the same. Based on our discussions while developing the strategic plan, the Nominating Committee will be focusing our search to fill the open seats to provide the skills and relationships needed to advance the organization's goals in the most effective way. Specifically the focus in the search for candidates will be to:

- 1) bring a strong network and will actively identify and cultivate partnerships to advance our mission;

- 2) bring new capacity to diversify funding and expand resources by building DCTV's corporate and private funding base, including Youth Media Network and program underwriting

The election packet will go out to all members in good standing qualified to vote as of 30 days before the Annual Meeting. The notice will be by email and the balloting done electronically, except for any members who only provided a postal mailing address.

Holman noted the rules for the election will be the same as last year.

He asked Board members to advise the Committee of any leads or suggestions for potential candidates.

In response to questions, and during the resulting discussion, Holman said a strong focus is on building strong relationships that will have a ripple effect to increase community participation, investment in and support of DCTV. This includes building friendships and partnerships with leaders and corporations who are at the heart of successes across the wide range of organizations serving the city. Good candidates will have the wide range of relationships and friendships to help us expand and widen our circles of connection where we have not had a presence or strong relationships, including for increasing our opportunities for youth and expanding participation with Latino and Hispanic communities. Holman also said the Committee is exploring the possibility of good technology company candidates who might expand our vision of what's possible and help us achieve it.

Investment Committee Report. Nnamdi introduced the next agenda item, noting that as part of our Strategic Plan, the Board decided to review and if needed, update DCTV's investment policy.

Nnamdi said now that the Committee has completed review and improvement of DCTV's banking services, the Committee will be looking at investments and considering the investment policy.

Nnamdi asked Investment Committee Chair Freedman, as part of his report, to talk about risk in nonprofit investment policies, and some changes we might consider for DCTV. To provide the foundation for the Committee develop the policy, Nnamdi asked Freedman to lead discussion to get a sense of the Board's comfort level for any changes to the investment policy.

Freedman noted that a Strategic Plan goal is to increase revenue from non-cable sources, and there may be an opportunity for investment of reserves to contribute towards achieving this goal. He provided an overview of nonprofits' range of approaches to investments, the current policy, and how a new investment policy might work for DCTV, including taking into consideration planning for ensuring cash is available when needed. Freedman responded to questions about different instruments, including indexed funds and bond funds, and about fees. He asked for a sense of the level of risk that would be in the Board's comfort level. He provided examples of different levels of risk by the selection of investment types, and by using different ratios of allocation in balancing cash, CDs, bonds and equities.

Alfonso asked whether the organization has any legal restriction on investments. Goldberg said there are no restrictions in the Nonprofit Corporations Act. The current investment policy was discussed. Freedman responded to questions about whether nonprofits run into problems with investing. Freedman explained how investments can be another tool for prudent fiscal management, as long as funds are for the purpose of fulfilling the organization's mission. Goldberg added that it's an essential requirement for any nonprofit organization is to use its funds towards fulfillment of its mission.

After further discussion, Nnamdi asked Rickard to consult an attorney to determine whether there are any rules regarding investing that would affect decisions about DCTV's investments or investment policy.

In response to Alfonso's question regarding the appropriate amount of designated reserves, Nnamdi talked about the importance of striking the right balance to preserve the long-term viability of the organization. Noting that DCTV is uniquely situated and, unlike other nonprofits, the organization is almost entirely reliant on funding from a single source--the cable operators. Continued funding is heavily contingent on external factors out of DCTV's control, including if the law changes, or if the market changes to reduce revenues from cable services that provide the basis for DCTV's funding. Nnamdi asked whether knowing all this, what if the Board did not ensure a back-up strategy was in place. There was general agreement that the Board has fulfilled its responsibility to ensure a strategy is in place to protect the organization, that the back-up strategy is reasonable (including in recognition of 28 states where organizations like DCTV have reduced or lost funding), and with Goldberg noting that the organization is providing services and fulfilling its mission every year, the past three auditors have said in their opinion and experience that the reserves are reasonable, and the reasons Nnamdi cited for maintaining reserves are legitimate.

Hingoraney and Goldberg asked whether Unrelated Business Income Tax would apply to some or all income from any investments. Freedman responded that all would be exempt.

Goldberg asked if there needs to be consideration given to investing in certain kinds of investments that may not align with organization values or otherwise create a conflict. Freedman responded that these kind of questions and considerations are avoided by restricting investments to indexed funds.

Freedman asked for a trajectory of expenses to build the ladder of projected investments. Unless there is some legal restriction on investing that would preclude further work on developing a recommendation for an investment plan and policy, Rickard will provide expense projections for both operating and capital.

Freedman will work with the Investment Committee to develop a recommendation for the May 24 meeting. He will call a meeting as soon as the results from the legal question are available.

Nnamdi thanked Freedman and the Committee, and expressed his appreciation for the Board's good discussion and questions.

Nnamdi moved to the next item of business, noting that besides approving the Executive Session minutes from the last meeting, the Board has a few matters to discuss in Executive Session. The Strategic Planning discussion may involve matters concerning board development and

confidential or proprietary information. Other items involve confidential legal, contractual and proprietary matters. He asked for a motion to convene in Executive Session. Hazel moved to convene in Executive Session. Hingoraney seconded. The motion carried unanimously.

Executive Session.

New Business. Upon reconvening the regular meeting after Executive Session, Nnamdi reviewed that there are no action items under New Business for this meeting, and asked Rickard to present items that will be coming up in future meetings.

Rickard said that since DCTV does not fall under the DC Open Meetings Act, that she will prepare an amendment to the Bylaws that revises provisions about Regular Meetings, committee meetings, Open Meetings and meeting Notice requirements to provide for acting in accord with the spirit of the Open Meetings Act. The recommendation will be ready for the May 24 meeting.

Rickard said that with passage of DC's new law regarding family leave, DCTV will be fully reviewing its Personnel Manual, and preparing recommendations for revisions. She noted that DCTV was under the threshold for number of employees and so was never required to provide this type of leave, but for at least the past 23 years has self-insured to provide family leave to employees when needed, and has done so. The DCTV policies for supporting family leave are intertwined within the array of the benefits provided, and will involve a review of most benefits along with a benefits cost analysis, with a recommendation for revising or reducing benefits to integrate the new requirements.

Old Business. Nnamdi said there is no old business.

Review Meeting Schedule. Nnamdi reviewed the meeting schedule, noting the schedule has already been set for the fiscal year by resolution:

Wednesday, May 24, 6:30 – 8:30 pm. DCTV Studio A. (Consider the FY18 Budget)

Wednesday, June 21, 6:30 to 8:30 pm.. DCTV Studio A:

6:30 – 7:15 Regular Board Meeting (Consider Participation Structure Recommendation)

7:00 – 8:00 Reception with DCTV members

8:00 – 8:30 Annual Meeting of the Associate Members

Adjournment. Nnamdi asked for a motion to adjourn. Hingoraney moved. Freedman seconded. The motion carried unanimously. The meeting adjourned at 8:19 pm

**Public Access Corporation of the District of Columbia
Board of Directors**

901 Newton Street, NE
Washington DC
Studio A

**Regular Meeting
May 24, 2017**

Present: Kojo Nnamdi, Chair; Cynthiana Lightfoot, Secretary; Kevin Goldberg; Rishi Hingoraney; Michael Freedman. Nantz Rickard, President & CEO; Hafeez Kazim, CEO and Vice President.

Call to Order. Nnamdi's called the meeting to order at 7:11 pm.

Nnamdi noted the excused absences of Holman and Alfonso.

Agenda. Nnamdi asked if there was no objection, to add the Audit Committee to the Agenda as Item 7, in case they have anything they would like to report. There was no objection.

Minutes. Goldberg moved to approve the minutes of March 15, 2017. Freedman seconded. The motion carried unanimously.

Chair's Report. Nnamdi offered the Chair's report. He noted the business of the meeting is to consider the operating and capital budgets for FY 2018, consider any recommendations from the Investment Committee, consider amendments to the Bylaws, and for strategic planning, to discuss policy questions regarding the development of the new participation structure.

Nnamdi said there are items to be updated in Executive Session involving legal, contractual and personnel matters. All of the Executive Session items have been combined into one Executive Session in the latter part of the meeting, regardless of where they would have otherwise been on the Agenda.

Nnamdi reported that as the organization is implementing a strategic plan that affects every area of DCTV from how viewers experience our programming, to how outreach is expanded, to how participation is encouraged and supported by creating a broad range of options and opportunities that will keep people invested in and excited about DCTV, he is keeping up to date on where we are by meeting with Rickard and Kazim.

Nnamdi reported the Board-led initiatives are moving forward. The Board continues to maintain our very positive relationships with the Mayor and DC Council. The Board continues to maintain and upgrade DCTV's technology infrastructure. The Board has established a reserve account of 18 months of operating expenses. In this meeting, the Board will take next steps after hearing from the Investment Committee regarding a new investment policy to increase returns on investments as part of meeting our goal to raise our annual non-cable revenue to \$400,000 by 2021. Groundwork for developing strong partnerships that will support DCTV's resources, content, education and network of supporters is underway. The Nominating Committee will

report about a new Board member introduced by Pedro to help with advancing the strategic plan. Nnamdi said the remaining update regarding one of the Board's critical responsibilities will be presented in Executive Session.

There were no questions.

President's Report.

On-Air Schedule Guide

RCN-TIVO PEG schedule still an outstanding issue. RCN subscribers can see the schedule guide for PEG programming--unless they have Tivo. After unsuccessful attempt to resolve directly, we've notified the Office of Cable Television, Film, Music and Entertainment to step in and resolve.

Programming Lineup

The transition to the new programming line-up is underway, effective with the April schedule. We are starting with one program block on Friday evening to develop adjustments to workflow and to using different capabilities of the Protrack scheduling system. The new programming line-up is a very significant change, including involving designing schedules. Eric Richardson, Vice President of Programming and Production spearheaded and led a similar transition at the Office of Cable Television. The schedules are to be constructed more like broadcasters, to better serve viewers, including establishing regular schedule times for programs as anchors for the more random submissions, and to greatly increase promotion of channels and our community programming.

Launch of Media Maker Membership

The new Media Maker membership was launched on May 1 for individuals, and work is underway to launch the organization version.

Education

Two new courses were added, for June and July. Digital Mobile Media, creating high quality media using personal portable devices, such as smart phones and editing apps is open for registration now for June. Multi-Media Storytelling will focus on how to develop and put together effective stories that will engage viewers.

Over the past few months, each time there was demand for the Producing course that exceeded the number of available slots, additional courses were added.

Both of these are part of our initiatives to provide immediate ways to participate with DCTV programming and production to keep members excited and continuing to be involved.

Supporting System for New Participation Structure

We are well underway with the extensive work to identify, develop and implement a new data management system. We have hired a consultant, Infamia, who specialize in this kind of software to assess systems, provide development options to contain costs and other issues associated with customization, and to provide or supervise developers.

We are looking for a data management system that will directly support members working together on creating programs, and to track each member's experience by keying all their activities and interactions with DCTV and in social media to their individual record, and cross reference them so we can see if they are also part of an organization member, or associated with a partner or donor, and whether opportunity to upgrade their membership to a higher level.

We are also coordinating with a company that creates filters for big data sources, to integrate the system for greatly expanded outreach capabilities. The goal is to be able to create and target specific communications and outreach to many people around the city who are not familiar with DCTV, or have not engaged with us or our programming.

Rickard responded to questions.

Finance Committee Report. In Alfonso's absence, Nnamdi asked CFO Kazim to present the Finance Committee Report.

Kazim presented the FY17 Budget versus Actual report and Financial Statements for July 1, 2016 through March 31, 2017 (unaudited).

Lightfoot asked why funds are now designated as Donor Restricted. Freedman explained it is a reporting change for nonprofit organizations under the new accounting standards. In response to a question about how the reserves had been built up, and whether there is any risk to the organization of having excessive reserves, Rickard reviewed external risks that would substantially affect 85 to 90% of DCTV's funding, including changes in legislation; rulemakings at the Federal Communications Commission regarding what services and service providers are defined as cable providers under the federal Communications Act and thus subject (or not) to supporting public, educational and government access; and changes in the media industry resulting in less cable revenue, which is the basis for DCTV's funding. Lightfoot added that in projecting future needs, the Board identified many years ago that the future beyond DCTV's lease for its operating space was a complete unknown. And needed to build funds to ensure uninterrupted operating space for DCTV. Possibilities include purchase of the current building or some other building, and either the substantial buildout of a new space, or incurring substantial costs for infrastructure if the current lease is renewed. Freedman noted that all of these reasons for building fund reserves would be considered reasonable and prudent.

Nnamdi asked Kazim to present the FY18 Proposed Budget. Kazim presented the budget, noting differences from the previous year. Rickard and Kazim responded to questions.

Lightfoot moved to approve the proposed FY18 Budget. Freedman seconded. The motion carried unanimously.

Freedman moved to accept the Finance Committee Report. Lightfoot seconded. The motion carried unanimously.

Nominating Committee Report. Nnamdi asked Lightfoot to give the Nominating Committee Report.

Lightfoot reported the terms up in June 2017 are Nnamdi (in a 3-year seat), Lightfoot (in a 3-year seat), Hingoraney (in a 2-year seat), and Freedman (filling out the remaining two years of a 3-year seat).

Lightfoot said the Committee has also been looking to fill a currently vacant 2-year seat, and the Mayoral and Council appointed seats.

She referenced the updated criteria presented in the last meeting by committee member Holman, and reviewed the additional information provided by Holman about what the Committee is looking for based on the Strategic Plan discussions. As a foundation to build and expand in all the areas identified in the Strategic Plan, the Committee is focused on building strong relationships that will have a ripple effect to increase community participation, investment in and support of DCTV. This includes building friendships and partnerships with leaders and corporations who are at the heart of successes across the wide range of organizations serving the city. People with this kind of wide range of relationships and friendships will help us expand and widen our circles of connection where we have not had a presence or strong relationships.

Lightfoot reported that Alfonso had talked with a potential candidate who meets both our general criteria and these qualifications, and then recommended we be in touch to explore the candidate's interest. We had a great conversation, and we are pleased to announce that we will be presenting Barbara Davis Blum on this year's slate of candidates to fill the remaining elected seat on the Board. Lightfoot provided Blum's biography, noting that many of the board members probably know her or know of her, as is true for a wide range of business and nonprofit leaders throughout DC and the region.

Lightfoot reported that the Nominating Committee was recommending the following slate of candidates. All have agreed to serve.

Kojo Nnamdi
Cynthiana Lightfoot
Rishi Hingoraney
Michael Freedman
Barbara Davis Blum

The election packet will go out to all members in good standing qualified to vote as of 30 days before the Annual Meeting. The notice will be by email and the balloting done electronically, except for any members who only provided a postal mailing address.

Lightfoot noted the rules for the election will be the same as last year.

The Committee expressed much appreciation for Alfonso's help and great recommendation.

Lightfoot said the Committee is now focusing on additional leads to prospective candidates to fill the 4 government appointed seats. Lightfoot asked board members to advise her, Holman or Rickard of any suggestions for potential Board members. She added that the Committee will certainly be checking back with Pedro.

Nnamdi also thanked Alfonso, and noted what an outstanding addition to the Board Ms. Blum would be. Other Board members were enthusiastic and expressed their appreciation for Ms. Blum's offer to serve.

Audit Committee. Kojo asked Freedman if there were any updates from the Audit Committee. Freedman said there would be an update for the next meeting.

Investment Committee Report. Nnamdi introduced the next agenda item, noting that as part of our Strategic Plan, the Board decided to review and if needed, update DCTV's investment policy.

Nnamdi reviewed in the last meeting, the Investment Committee presented information about risk in nonprofit investment policies, and some changes we might consider for DCTV. Freedman also conducted a discussion to get a sense of the Board's comfort level for any changes to DCTV's investment policy, which the Investment Committee used in their work over the past months to assess and develop a policy.

Freedman reported that the Committee met after the last Board meeting and subsequently prepared a policy. Copies were provided to Board members. Freedman reviewed the policy, and explained the different classes and qualifications. He said that because of changes in interest rates and potential types of investments, that the policy allows sufficient flexibility to be strategic.

He reviewed and explained each section of the policy, noting that for the 18-month reserves, the investments would be liquid, and when certificate of deposits are used, that their maturity dates would be staggered to be able to obtain higher returns while also making sure the funds are available when needed. Goldberg suggested setting up the maturity dates for the 18-month reserve funds to maximize longer term CDs, while also spreading the maturity dates for making funds available, and doing so with consideration to reinvestment when funds are not needed upon maturity. Freedman said the bank will structure this for DCTV.

After further discussion, Freedman presented the motion to approve the investment policy. Nnamdi seconded. The motion carried unanimously. POLICY IS AT THE END OF THESE MINUTES.

Nnamdi thanked Freedman and the Committee for the good work, and expressed his appreciation for the Board's deliberation of this aspect of the Strategic Plan.

Nnamdi moved to the next item of business, noting that besides approving the Executive Session minutes from the last meeting, the Board has a few matters to discuss in Executive Session involving confidential legal, contractual, proprietary and personnel matters. He asked for a motion to convene in Executive Session.

Lightfoot moved to convene in Executive Session. Hingoraney seconded. The motion carried unanimously.

Executive Session.

New Business. Upon reconvening the regular meeting after Executive Session, Nnamdi reviewed that in the last meeting, discussion was held about amending the Bylaws and the basic

substance of the changes. He noted the actual language of the amendments was sent out with the Board packet, and the amendments are now before the Board for consideration.

Nnamdi asked Rickard to present the proposed amendments to the Bylaws.

Rickard presented the amendments, noting that since DCTV is not a government agency and does not fall under the DC Open Meetings Act, that the amendments change provisions about Regular Meetings, committee meetings, Open Meetings and meeting Notice requirements to act in accord with the spirit of the Open Meetings Act, but remove the requirement to apply the Open Meetings Act. A technical amendment is also proposed for the Governance Policy, section which lists the requirements for governance from the DC Cable Act, but had not previously included the standard from the Act by which the Board governs—“as though assets are held by the Corporation in trust for the citizens of the District...” AMENDMENTS ARE AT THE END OF THESE MINUTES.

After discussion, Nnamdi moved to approved the proposed Bylaws changes. Hingoraney seconded. The motion carried unanimously.

Old Business. Nnamdi introduced the next agenda item. He reviewed that in developing the new Participation Structure, the Board had considered and approved a set of principles and goals in our November 2016 meeting. One of the principles was that because non-residents do not pay for cable in DC, which is the basis of our funding, that all Non-resident members should pay extra. An additional principle was that effective with the new participation structure, only DC residents would be Associate Members.

As part of developing the specifics of the new participation structure, it would be helpful if the Board provide staff with more guidance.

Nnamdi presented two questions for discussion: 1) regarding limiting Associate membership to DC residents and organizations; and 2) regarding how to determine the difference between charging residents versus non-residents.

Nnamdi asked Rickard to provide information.

Rickard noted that when the DC Cable Act was passed, the prevailing view at the time was that public, education, and government access centers serve only the residents and organization in the jurisdiction served by the cable franchise. The statute states DCTV is to serve DC residents, and was/is silent on serving non-DC residents. It provided that DC residents were to serve in governance capacity. When DCTV’s Articles of Incorporation were created, they provided only one class of Associate members, whether resident or non-resident, and with all voting for the Board. At the time, all the area PEG centers restricted use and membership only to the residents and organizations of their respective jurisdictions. The Boards that served during the early years establishing DCTV similarly had in mind and wanted the entire focus to be to serve DC residents and organizations, just like the surrounding area jurisdictions. The surrounding jurisdictions (e.g. Arlington Independent Media, Montgomery Community Media) make some exceptions for programming or use of facilities, but limit both governance and voting for the Board to their County residents. Arlington’s governing documents were amended in 2016 to clarify this restriction. Montgomery recently abolished membership, and limits voting for the Board to its

Access Users, which, unless MCM makes an occasional discretionary exception, is Montgomery residents. Rickard said the principles voted on in November included this same restriction, which is possible for DCTV to add now that the Articles have been restated.

On the second question, Rickard said that DCTV has always charged DC residents and non-residents differently, because only DC residents pay the pass-through fees that fund PEG in DC. There was a discrepancy however; DCTV did not receive any revenue from non-residents who were only submitting programming. This was because submitting programming was free to Associate members, and the original Articles of Incorporation did not allow for other classes of membership. This limited the Board to establishing different pricing for use of services and training. This discrepancy can be addressed in the new participation structure, because the restated Articles do allow for additional classes of membership. Rickard asked for any ideas Board members have to provide a system or rationale for the difference in price, that could be used ongoing better than an a la carte approach. She offered one rationale for the Board's consideration—to use the pass-through franchise and PEG fees as the basis. If non-residents are charged the annual pass-through fee in addition to the resident membership fee, non-residents would be contributing at about the same level towards DCTV's funding base as residents. Rickard provided an example using an average cable bill of \$100/month. She noted that on average for the past 3 years, about 40% of individual members and 30% of organization members are non-resident, most of whom are submitting programming rather than using services that include the non-resident add-on fee.

On the question of having a membership for non-residents which is non-voting, discussion resolved that a different class of members for residents and non-residents can be created, but both would have the same voting rights.

On the question of charging non-residents differently, discussion resolved that non-residents should be charged more for all services and using DCTV, and in a way which would have non-residents paying to support DCTV just as residents do, rather than providing free services (including scheduling programming and using channel time) at DC residents' expense.

Nnamdi summarized, and said staff will use this information to complete development of a recommendation for a new participation structure.

Review Meeting Schedule. Nnamdi reviewed the meeting schedule, noting the schedule has already been set for the fiscal year by resolution:

Wednesday, June 21, 6:30 to 8:30 pm.. DCTV Studio A:

6:30 – 7:15 Regular Board Meeting (Consider Participation Structure Recommendation)

7:00 – 8:00 Reception with DCTV members

8:00 – 8:30 Annual Meeting of the Associate Members

Adjournment. Nnamdi asked for a motion to adjourn. Freedman moved. Lightfoot seconded. The motion carried unanimously. The meeting adjourned at 8:22 pm.

Board of Directors

May 24, 2017

**MOTION APPROVED
TO UPDATE INVESTMENT POLICY, and
TO CHARGE THE INVESTMENT COMMITTEE WITH MANAGING INVESTMENTS**

**Michael Freedman, CPA
Chair, Investment Committee**

I move the Investment Committee be charged with the responsibility to manage investments on behalf of the Board, and accomplish the investment objective through prudent investing and planning, as well as through the maintenance of the portfolio with asset classes and qualifications as follows:

The overall investment objective of DCTV is to maximize the return on invested assets through a very conservative approach to risk while minimizing expenses, and aligning availability of funds to projected organization needs.

1 Board Designated Fund of 18 Month Reserve (Reserve Funds)

Investment of Reserve Funds is with a primary objective of liquidity and maximizing returns of cash and near cash investments by aligning liquidity requirements with projected organization needs over an eighteen-month period.

- One sixth of Reserve Funds, sufficient to fund three months of activity, will be invested in Money Market funds to be immediately available if needed.
- One half of Reserve Funds may be invested in certificates of deposit, expiring in three to six month intervals, allowing funds to be available quickly if needed during months four through twelve requiring use of Reserve Funds.
- One third of Reserve Funds may be invested in near cash investments, such as US Treasury Bills, that are slightly longer-term investments but that could easily be converted to cash if needed during months thirteen through eighteen requiring use of Reserve Funds.

2 Funds that Exceed the Reserve Policy Available for Investment (Investment Funds)

The primary objective of investing the remaining Investment Funds is to maximize returns with a combination of very conservative high grade investments and high grade investments with a slightly higher risk, with consideration to a longer term view of the investment horizon, to achieve a greater return without jeopardizing the organization's overall financial position.

- Up to two-thirds of the remaining funds may be invested in high-grade bond funds or such similar investments that would be secure and would generate a yield above the current CD or money market funds.
- Up to but not exceeding one third of Investment Funds may be invested in equity mutual funds, or readily marketable investments that are substantially similar to equity mutual funds, and that align with the objective for Investment Funds.

Public Access Corporation of the District of Columbia
Board of Directors
 May 24, 2017

APPROVED AMENDMENTS TO BYLAWS

The following amendments are proposed, as described in the Board meeting of March 15, 2017, and in accordance with Article XIII. AMENDMENTS TO BYLAWS:

“These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority of the Directors present at any regular meeting or at any special meeting, if at least ten days’ written notice, including, to the extent possible, the actual language, is given of intention to alter, amend or repeal or to adopt new bylaws at such meeting.”

Article III, Board of Directors
 Section 4. Regular Meetings

The Board of Directors may change the date of meeting set by resolution so long a notice of the new time and place is given to all Directors and **the public through the Corporation’s website or other publicly accessible form of notification.** ~~any and all requirements of the DC Open Meetings Act, Section 1-207.42 and Sections 2-571 through 2-579, as the same may be amended or supplemented (“DC Open Meetings Act”) are satisfied.~~

Section 6. Open Meetings

All meetings of the Board of Directors ~~and all meetings of committees~~ of the Corporation shall be open to the public unless the Board or committee shall decide by a two-thirds (2/3) vote of the members of the Board of Directors ~~or committee~~ present to close the meeting upon a determination that the discussion and consideration of the Board of Directors will be devoted to (1) threatened or pending litigation, (2) personnel matters involving individuals, (3) violations of law or regulations of the Corporation, or (4) other lawful reasons in accordance with **the spirit of** the DC Open Meetings Act.

Section 10. Notice

In addition to the notice to each member of the Board of Directors, notice of each meeting of the Board of Directors ~~and any committee of the Corporation~~ shall be posted in the public areas of the offices of the Corporation or on the Corporation’s website **at least 2 regular business days before the meeting.** ~~and must also be submitted for publication to the District of Columbia Register.~~

The following proposed amendment incorporates the language of the D.C. Cable Act, Section 302(o), to include this standard of governance (*in red*) along with the other statutory requirements already listed in the Bylaws:

Section 16. ~~Adoption of~~ **Governance** Policies

Additionally, the Board shall govern **all assets as though the assets are held by the Corporation in trust for the benefit of the citizens of the District for the purpose of developing and implementing the use and programming of public access channels,** and shall conduct itself to ensure that the Corporation guarantees nondiscriminatory use of the public access channels, develops opportunities within the community-at-large for training and experience in the field of telecommunications, and permits any resident of the District of Columbia qualified to use the public access facilities to become a member of the Corporation.

Public Access Corporation of the District of Columbia

AGENDA

Annual Meeting

Wednesday, June 21, 2017

Brooks Mansion, 901 Newton Street, NE

7:15 to 8:00 p.m. *Reception, Green Room*
8:00 to 8:30 p.m. *Annual Meeting, Studio A*

Annual Meeting of the Associate Members

1. Introductory Remarks

Nantz Rickard, President and CEO

2. Convene Annual Meeting

Kojo Nnamdi, Chair, Board of Directors

3. Chair's Report

Presented by Kojo Nnamdi, Chair, Board of Directors

4. Finance Committee Report

FY16 Audited Financial Statement

Presented by Pedro Alfonso, Vice Chair/Treasurer, Board of Directors

5. Nominating Committee Report

Election of June, 2017 presented by Cynthiana Lightfoot,
Chair, Nominating Committee, Board of Directors

6. Closing Remarks

Kojo Nnamdi, Chair, Board of Directors

**Public Access Corporation of the District of Columbia
Board of Directors**

AGENDA

Regular Meeting of the Board of Directors

Wednesday, May 24, 2017

6:30 to 7:15 p.m.

Brooks Mansion, 901 Newton Street, NE, Studio A

Reception with DCTV Members 7:15 to 8:00 p.m.

Green Room

Annual Meeting of Associate Members 8:00 p.m. to 8:30 p.m.

Studio A

- 1. Call to Order**
- * **2. Approval of Minutes**
May 24, 2017 Regular Meeting
- 3. Chair's Report** (Nnamdi)
- 4. President's Report** (Rickard)
- * **5. Finance Committee Report** (Alfonso)
FY17 Budget v. Actual, Jul 1, 2016 — May 31, 2017 (Unaudited)
- 6. Nominating Committee Report** (Lightfoot)
- 7. Investment Committee Report** (Freedman)
- 8. Audit Committee Report** (Freedman)
- 9. New Business**
None
- (***10. Old Business**
Development of Participation Structure
- 11. Fall Meeting Schedule**
Date for week of November 6 or week of November 13
- * **12. Adjournment**

[* = Item requiring vote]

**Public Access Corporation of the District of Columbia
Board of Directors**

901 Newton Street, NE
Washington DC
Studio A

**Regular Meeting
June 21, 2017**

Present: Kojo Nnamdi, Chair; Pedro Alfonso, Vice Chair/Treasurer; Cynthia Lightfoot, Secretary; Kevin Goldberg; Rishi Hingoraney; Michael Freedman; Kwame Holman; Nantz Rickard, President & CEO; Hafeez Kazim, CFO/VP Finance & Administration.

Call to Order. Nnamdi called the meeting to order. He noted the excused absence of Hazel.

Minutes. Alfonso moved to approve of the Minutes of the May 24, 2017 meeting. Lightfoot seconded. The motion carried unanimously.

Chair's Report. Nnamdi offered the Chair's Report.

Nnamdi reviewed the business of the meeting is to close out business for fiscal year 2017, including arranging for an audit, and for strategic planning, to consider the development of the new participation structure and determine next steps.

Nnamdi said the items that were to be updated in the Board's last Executive Session are not time sensitive, and will be postponed until the next meeting. Nnamdi said in the event that any items require more immediate attention, he will be in touch with Rickard and determine if any action is needed.

Nnamdi said that as he reported in the last meeting, beginning with this fiscal year 2017, the organization is implementing a strategic plan that affects every area of DCTV from how viewers experience our programming, to how we expand outreach, to how we encourage and support participation by creating a broad range of options and opportunities that will keep people invested in and excited about DCTV. He said in the Annual Meeting tonight, I will be reporting primarily on DCTV's accomplishments in fiscal year 2016, along with presenting the principles of the 5-year Strategic Plan the Board adopted.

Nnamdi reported the Board-level initiatives are moving forward. We continue to maintain our critical relationships with city officials. We continue to maintain and upgrade DCTV's technology infrastructure. We have established a reserve account of 18 months of operating expenses. We adopted a new investment policy to increase returns on investments as part of meeting our goal to increase annual non-cable revenue in response to the changing cable industry. Groundwork for developing strong partnerships that will support DCTV's resources, content, education and network of supporters is underway; the Nominating Committee slate of

candidates includes a new Board member to help us with this critical aspect of implementing the Strategic Plan.

Nnamdi said for the last item in his report, we've received a letter from a member who submits programming, and has requested the Board to abolish use of "safe harbor" in scheduling programs, specifically addressing programs that contain violent images. Nnamdi said he would like to hear thoughts from Board members on this request. This will help determine what action or process may be needed to address the request.

Nnamdi reviewed the member's request. He asked Goldberg to provide an explanation of "safe harbor." Goldberg said "safe harbor" applies to broadcasters (over-the-airwaves transmission), and refers to scheduling of programming deemed indecent for children 17 and under years of age during the time period between 10 pm and 6 am, when children are less likely to be in the viewing audience. This "safe harbor" ensures adults have alternatives for receiving indecent programming. He said, however, that as a matter of course, broadcasters do include violence along with indecency. He said even though the term may not technically apply to DCTV, the question is whether DCTV should continue to apply the principle of scheduling content that is not suitable for children into the late-night hours in the programming schedule. Rickard reviewed the federal Cable Act and Supreme Court case that required editorial control of content and program scheduling on public, education and government (PEG) access channels is to remain with the organizations operating PEG channels (not with the cable operator); the Court said such organizations are responsible for the time, place and manner of programming on those channels.

Discussion was held about the principles of and reasons for scheduling according to time, place and manner, and what kinds of programming that have been submitted to DCTV have been scheduled as adult programming. Additionally, since all programs submitted to DCTV within a particular class are treated the same as all other programs in the class, applying the same policies, discussion was held about the potential effect overall of abolishing or revising the policy to limit scheduling of program content not suitable for children to the late-night time period. Excluded from the discussion were the DCTV member's program that was the basis for the request, other programs submitted by the requesting DCTV member, and examples from any programs submitted by other members that were scheduled as adult programming. The DCTV's member's general request and underlying rationale were discussed: "exposing youths to real violence instead of the make-believe violence they are exposed to *ad nauseum* on commercial television has a positive effect on young people's understanding of the world in which they live." The consensus was to take no action on the current policy; the organization will continue to schedule any adult program content during late-night hours.

There were no questions for the Chair's report.

President's Report. Rickard offered the President's Report. Rickard reported the following:

On-Air Schedule Guide

RCN-TIVO PEG schedule still an outstanding issue. RCN subscribers can see the schedule guide for PEG programming unless they have Tivo. After unsuccessful attempt to resolve

directly, we've notified the Office of Cable Television, Film, Music and Entertainment to step in and resolve. Resolution of this issue is currently on hold.

Programming Lineup

The transition to the new programming line-up is underway and continuing. As previously reported, the new programming line-up is a very significant change, including involving designing schedules. The schedules are to be constructed more like broadcasters, to better serve viewers, including establishing regular schedule times for programs as anchors for the more random submissions, and to greatly increase promotion of channels and our community programming.

Staff are visiting with the staff of other organizations that use the ProTrack scheduling system for the kind of programming lineup we are developing, and will be taking additional training with ProTrack. Programming staff will also be cross-training across all of the areas in the programming chain: program acquisition, schedule design, scheduling, and telecasting.

Launch of Media Maker Membership

The new Media Maker membership was launched on May 1 for individuals. Most of the inquiries have resulted in a regular Associate membership, rather than Media Maker, since the Associate membership allows the full range of participation for almost the same membership cost.

Education

Two new courses were added, for June and July. Digital Mobile Media, creating high quality media using personal portable devices, such as smart phones and editing apps is currently underway, with a lot of excitement. The class was full with 16 students in 16 spots. (\$25 Res/\$35 NRes.)

Multi-Media Storytelling in July will focus on how to develop and put together effective stories that will engage viewers.

In recent orientations, we had sufficient demand to add another Producer class, which is now underway, with 17 students—one student over the normal capacity of 16 spots.

Meeting demand with classes—both by expanding the range of topics and by ensuring sufficient classes are held to meet demand--are part of the initiatives to provide immediate ways to participate with DCTV programming and production to keep members excited and continuing to be involved.

Staff is developing a flexible training structure, that will allow a streamlined process for greatly expanding the range of offerings and to be able to be responsive to demand for a wide variety of topics. In the recommendation, staff will also be including options for non-members to take classes. Once criteria is developed for the training structure we'll present a recommendation to the Board for consideration.

Finance Committee Report. Nnamdi asked Alfonso to present the Finance Committee report.

Alfonso presented the FY17 Budget versus Actual and Financial Statements for July 1, 2016 through May 31, 2017 (unaudited), and responded to questions. He noted continued good management of financial resources

Lightfoot moved to accept the Finance Committee report. Holman seconded. The motion carried unanimously.

Nominating Committee Report. Lightfoot presented the Nominating Committee Report. The terms up in June 2017 are Nnamdi, Lightfoot, Hingoraney, and Freedman. There are two 3-year seats, the remaining two years of a 3-year seat, and one 2-year seat up for election.

The Committee developed a slate of five candidates. The election packet went out to all members in good standing qualified to vote as of 30 days before the Annual Meeting. The notice was sent by email and the balloting done electronically. A few were sent by regular mail with printed ballots. The rules for the election were the same as last year. Lightfoot expressed the Committee's great appreciation to Alfonso for his help and great recommendation to develop the slate. Lightfoot noted that Holman will present the Nominating Committee Report to the membership at the Annual Meeting.

Investment Committee Report. In response to Nnamdi's request for any updates from the Investment Committee, Freedman reported that the Committee would be meeting July 7 to discuss next steps and begin implementing the investment policy.

Audit Committee Report.

Nnamdi introduced the next agenda item, noting that one of the duties and priorities as a Board is to conduct an audit annually as required by the DC statute governing cable television. Each year, the Board ensures an audit is done, and the Board reviews and approves the audit, and presents it to the DC Council within 120 business days of the end of DCTV's fiscal year. Nnamdi reviewed that the Board had established an Audit Committee by resolution, as a Committee of the Board, with authority to act on behalf of the Board. The charge of the Audit Committee authorizes them to select the auditor, and oversee the audit on behalf of the Board.

Freedman reported that the Committee conducted a telephone meeting. The Committee decided to retain F.S. Taylor. He reported that the audit is scheduled to begin October 2, with a draft report prepared for the Board meeting in November.

New Business.

Nnamdi noted there is no New Business for this meeting.

Old Business.

PARTICIPATION STRUCTURE. Nnamdi introduced the next agenda item, noting that in developing the new Participation Structure, the Board had considered and approved a set of principles and goals in the November 2016 meeting. In the previous meeting, the Board discussed and re-confirmed that because non-residents do not pay for cable in DC, which is the

basis of funding DCTV and its channels, that all non-resident members should pay more than residents. At the same time, the Board discussed and decided that in the new participation structure, both DC residents and non-residents could be Associate Members.

Nnamdi presented the next steps in the process for consideration of the new structure. He said the Board has a recommendation for a proposed structure, noting the Board will be considering only the levels and associated benefits of the levels.

Once the Board has decided on a participation structure, staff will develop a proposal for the Board that combines pricing, and how it may be associated with a more general recruitment and retention strategy that may include one or more of a transition strategy for current members, incentives, referrals, partnership outreach, and member recognition.

Nnamdi reviewed that this is the most significant change to the organization's participation structure, which has essentially been the same for 30 years--since DCTV's startup. The approach of building the layers of the full new structure allows the Board to consider the different aspects very thoroughly, and also allows the Board to ensure that decisions in this area are integrated with the many other areas of our Strategic Plan.

Nnamdi asked Rickard to present the participation structure developed based on the Board's previous discussions.

During discussion, Board members requested that Rickard explore including family memberships and student memberships for adult full time students.

For outreach and expanding community participation, the idea was presented to explore talent contests to be held by schools (e.g. arts, music, science, sports) with the winner of each school competing against each other in a televised event, with the audience selecting the winner. For outreach and branding, the idea was presented to determine whether there is a strategic opportunity in the very high-profile event of the opening of the new Duke Ellington School for the Arts.

In response to questions related to engaging members, Rickard explained that the organization revised its approach to training, adding more classes, adding more topics, and quickly opening additional classes to meet demand from members. In addition, Rickard reported that in preparation to implement the participation structure, that resources, staff talents and creative skills, and workflows had been adjusted to efficiently and effectively support the new approach.

After further discussion of how the structure supports the content development, audience engagement, and expanded participation, including to people who may be new to the city, the discussion concluded.

Hingoraney moved to approve the participation structure, allowing some adjustment if needed to develop the pricing model that will serve Strategic Plan goals, and to incorporate discussion suggestions if feasible. Lightfoot seconded. The motion carried unanimously.

Meeting & Events Schedule.

Nnamdi reviewed that for the November meeting, the Board will meet as in previous years to consider and approve the audit in time to meet the deadline to send it to the Council by the

required date, noting that as usual, the meeting will be one or two weeks before the Thanksgiving week. The meeting must be scheduled after the work is done to develop the draft audit report, and will either be in the week of November 6 or November 13. The primary business for that meeting will be to consider the FY17 audit.

Nnamdi suggested that rather than set the November meeting date at this meeting, he will entertain a motion to approve a meeting date and time to be set by poll at a later time.

Goldberg moved; Lightfoot seconded. The motion carried unanimously.

Nnamdi said that at the November meeting, the Board will set our meeting dates for the rest of the fiscal year.

Adjournment

Nnamdi reviewed that the Board will convene the Annual Meeting of the Associate Members at 8:00 pm. He thanked the Board members for their reports and ongoing work. Nnamdi and Board members expressed appreciation to Rickard for a lot of work, and well done. Rickard credited and expressed appreciation to DCTV staff, and thanked Board members for all their great support and ideas, and their hard work.

Alfonso moved to adjourn the meeting. Freedman seconded.. The motion carried unanimously.

**Public Access Corporation of the District of Columbia
Board of Directors**

901 Newton Street, NE
Washington, DC
Studio A

**Annual Meeting
June 21, 2017**

Present: Kojo Nnamdi, Chair; Pedro Alfonso, Vice Chair/Treasurer; Cynthia Lightfoot, Secretary; Kevin Goldberg; Rishi Hingoraney; Michael Freedman; Kwame Holman; Nantz Rickard, President & CEO; Hafeez Kazim, CFO/VP Finance & Administration. DCTV staff; members and guests

President's Introductory Comments

At 8:00 p.m., Nantz Rickard welcomed the members and guests. Rickard commended the committed and tenacious volunteers who create the many hours of valuable community programming on DCTV's channels.

Rickard offered appreciation for the staff, noting the many ways they offer their skills, experience, commitment and passion for the organization's mission to help our members achieve their goals.

STAFF:

Programming and Operations

Karen Beasley
Jacque Reardon
Carmen Stanley

Production and Training

Jasmine White
Mark Leeke
Jamie Fain
Brian Barber

Support: Maurice and Shaun Rosa

Special Projects

Angela Harper

Executive Team and Administration

Hafeez Kazim
Eric Richardson
Robin Waley

Rickard presented the Board of Directors, saying that DCTV is very fortunate to have a very outstanding Board of Directors, and said how very appreciative she is of their excellent leadership and stewardship of DCTV, saying they offer an incredible depth of knowledge and experience. She thanked them for their hard work and dedication, and all they bring to making DCTV a success, including their great insights and imagination in developing and forming DCTV's future. She thanked them personally for all their care, support, guidance that support her to be able to do her best for the organization. Rickard introduced the members of the Board,

Pedro Alfonso, Vice Chair & Treasurer

Cynthiana Lightfoot, Secretary

Kevin Goldberg

Rishi Hingoraney

Kwame Holman

Michael Freedman

Janis Hazel

Rickard introduced the Chair, Kojo Nnamdi, with special thanks for all he does to lead DCTV, and for being an excellent mentor to Rickard.

Convene Annual Meeting of the Associate Members

Chair Kojo Nnamdi convened the meeting.

Thank you for coming out tonight to DCTV's Annual Meeting of the Associate Members. I enjoyed spending time at the Reception with you, and I hope you are enjoying your evening with us.

I will offer the Chair's Report summarizing DCTV's vision and successes over the past year, followed by reports on our fiscal year 2016 financial statements and from the Nominating Committee.

I'd like to start my Report by thanking the members of DCTV, and congratulate you on your outstanding work.

I started out with DCTV in its earliest years. Over the years, I have seen DCTV members grow in so many ways, including increasing the impact of community programming, and the programming getting better and better in every way!

A recent Cable Needs Assessment survey conducted by the District showed that over $\frac{3}{4}$ of DC residents believe these cable access channels are important, and that a very large number of people watch DCTV: about 1 in 5—watch at least a few times per week, and about 2 out of 3 people watch at least a few times per month. This reflects very highly on your outstanding work and the great programming you provide!

Chair's Report

I'd also like to thank our Board of Directors for all their outstanding work again this past year. I have had the pleasure of working with this committed group of individuals who provide their extensive expertise, excellent grasp of the issues, and deep commitment to our mission and to advancing DCTV and how we serve our many communities around the city.

I'd like to thank the staff of DCTV, who all serve our members so well, working diligently to provide their expert skills, assistance and commitment to your success every day!

I know that I speak for the Board when I say that we had an important year in fiscal year 2016 advancing DCTV as a leader in community media and as an institution that is having significant impact in our neighborhoods all over the city.

Through a collaborative effort of staff, the Board of Directors, volunteers, and our members, we tackled the hard questions about the best way to develop DCTV's future and our unique niche in an evolving media landscape. Many of you provided information that we found very valuable and used to help us chart our direction over the coming years. With the help of your suggestions, thoughts, survey responses and other contributions, we are well on our way to creating a stronger DCTV.

All of this substantial work and exploration resulted in completing and approving a substantive 5-year Strategic Plan that leverages DCTV's unique role in our city and in media. We started implementation in fiscal year 2017. The Strategic Plan, will:

- expand the range of opportunities for participating with community programming and DCTV, including for youth;
- increasing viewer engagement and interaction with DCTV's local community programming and programmers;
- expanding media education and educational opportunities; and
- respond to the changes in the cable television industry by diversifying revenue to increase the amount of non-cable revenue to a larger part of its budget annually.

We used a robust process for obtaining the information we need and developing the ideas and priorities to implement the next generation of DCTV's service to District residents. As part of this,

- DCTV will be finding creative ways to reach out to new people moving into DC, and continuing to develop our relationships with communities all over the city.
- We are developing and implementing plans to serve more nonprofits and meet their media and communications needs, and expand the use of DCTV's valuable offerings beyond the approximately 220 organizations who used DCTV's channels in FY16.

- We are looking at how we can better serve the business community.
- We are re-imagining and widening opportunities for District residents to easily contribute to and participate in local community programming.
- And we are building on our strong base and years of experience providing hands-on, practical media education, to expand education for people seeking careers in media. We've been approved by the DC Apprenticeship Council to be the sole provider of education curricula and services for the program providing workforce education and skills to meet the needs of media and production employers in DC.

We'd like to express our appreciation again to each of you taking your valuable time to provide your thoughtful insights, to let us know ways DCTV can serve the city's communities.

You've already seen some of the results. We piloted—and then adopted—the Free Equipment & Facilities program. It provides members who are DC residents—and who are also certified—with the opportunity to use equipment and facilities at no cost when volunteering to create content for DCTV's channels. We also increased the amount of time allowed for field package checkouts from one day to 48 hours. The goal of these initiatives was to increase the amount of locally produced content for DCTV's channels, reduce financial obstacles for certified producers, and increase volunteer opportunities for certified technicians. Overall, the result was an increase in use of equipment and production facilities. As envisioned, we experienced an increase in local, original programs produced at DCTV, and experienced increased participation, including by newly certified members. In FY16, 675 programs were produced under this initiative.

We continue to provide opportunities for people interested in media to gather, network and explore possibilities. We continue to conduct the Voice Awards, honoring our volunteers, and recognizing the great work of our members. Our Media Mixer networking events provided quarterly happy-hour events to encourage our vibrant members to collaborate and work on each other's projects. DCTV created "Indie in DC", presenting guest speakers who are independent media makers in DC to share best practices and their perspectives, experiences, and conversation.

One of the events we held in FY16 was "Indie in DC: Hosting 101", included guests Karen Hudes, host of *Network of Global Corporate Control* (live on DCTV), along with Markette Sheppard, host of *Great Day Washington* airs (live on WUSA –CBS), and Guy Lambert, radio journalist at WPGC-95.5. All of the guests gained experience at DCTV. Over 60 people attended the standing room only event.

We are working on expanding into new ways to participate with DCTV, opening up a range of possibilities for many more people to engage with DCTV. We are developing ways to increase viewer engagement and interaction with DCTV programming.

- In FY16 and this fiscal year, we developed our new Media Maker membership, launched a few months ago, offering an easy way for DC residents to contribute to programs.

- This year, we also started work on our new Participation Structure, expanding the range of options to engage or participate with DCTV, including expanding opportunities for participation in our education initiatives, and for engaging with DCTV and our programming..
- With this new approach to membership and participation, we are expanding the types of memberships and relationships, including developing more ways to serve nonprofits and meet their media and communication needs.
- We plan to complete and announce the new participation structure in FY18.

To support our members and our initiatives to expand participation, we launched a new website in fiscal year 2016. We wanted a better platform for our members, to make your work as media creators and collaborators easier.

Audience engagement is an important initiative under our Strategic Plan, to create the greatest impact of community programming. We wanted our website to beautifully present DCTV's programming, and to refocus to present DCTV to visitors who may not be familiar with us-- getting them excited about DCTV, and inviting and encouraging them to be a part of what we do.

The website now has full capability for submitting programs via FTP. Since activating this capability just a little over a year ago, now almost all programs are submitted electronically through this site.

The award-winning website added better, and easier-to-use, member-only capabilities for collaborating on programs. We are now in development to increase the capabilities for identifying technical support from other members, and for finding upcoming programs that might be of interest as volunteer opportunities for you.

From our members and many others, we heard that our communities are looking to us to create programming that positively highlights DC's communities as part of our new programming strategies.

- In FY16, DCTV premiered *Laugh But Not Least*, a program that spotlighted DC comedians, hosted by local comedian Niki Moore. The first show featured local comedians Brandon T. Jackson from films "Roll Bounce," and "Tropic Thunder" and Tony Woods who has made appearances on Comedy Central and HBO's Def Comedy Jam. The show has a large social media following, actively expanding as a new season of the show is in production.
- Additionally, in FY16, DCTV worked with Traycee Gayles to complete and telecast the series, *Gospel Access*.
- *Studio 901*, produced by DCTV was successfully launched in 2016, a magazine style show with a focus on Both shows will return to the DCTV programming schedule shortly. *Studio 901* is now produced in a magazine style show spotlighting creative in our vibrant arts communities. The show has now expanded to other DC-focused stories of

interest, and added segments highlighting the work of members who have graduated from DCTV's education classes.

- In FY16, DCTV, in partnership with WMATA, began airing *Metro Focus*. This half-hour magazine format show takes viewers on a journey to booming hotspots, hidden gems and behind-the-scenes of destinations the Metro system serves by rail and bus. *Metro Focus* plans to be a two-year series documenting the changes on the WMATA system .
- Of course, our election programming is highly valued by candidates and viewers. It's the only place to see every candidate individually featured running for election to the offices of DC Council, Mayor, Attorney General , and the House of Representatives in Special, Primary and General Elections. The candidates are provided an opportunity to present themselves to District voters, and DCTV telecasts the programming for the entire month preceding the election. The programs were available to over 400,000 viewers via cable and to 30,000 viewers online via DCTV. Campaigns were provided a copy of the program for their websites and reached additional viewers through their individual websites. In FY16, almost every candidate took advantage of this valuable opportunity; for the Primary and General Election, DCTV produced and telecast 22 programs..

As part of our Strategic Plan, all of the DCTV productions are planned and scheduled to help market community programming, and draw larger audiences by creating an audience-friendly approach and continuity in the overall programming schedule.

Additionally, after extensive discussion, we've expanded our concept of our work with youth as an important part of our overall community engagement strategies—of which education is one essential aspect.

DCTV has served youth for almost 30 years, providing youth education, internships and opportunities.. We give young people the means to learn hands-on about careers in media, and to learn, understand and create media to make positive changes in their communities. Our work with youth will be further developed over the coming years. In fiscal year 2016:

- DCTV works with the Department of Employment Services' Marion Barry Summer Youth Employment Program-- as we have for almost 30 years--creating opportunities for DC youth to learn new media technologies, create content for DCTV's channels and social media networks, and to learn workplace skills. We hosted 9 participants in FY16. They created projects focused on DC Statehood, a profile piece on So Others Might Eat (SOME), a video package about the health benefits of drinking water, and project highlighting resources for homeless LGTBQ youth in DC.

DCTV also:

- created customized training opportunities for RizeUp Technology program, where participants learned producing and videography and were certified as a result of the boot-camp style education course.

- hosted 17 youth from National Capital Area YWCA for a hands-on workshop about media literacy, and how to create media that inspires young girls to be leaders in the world. Participants created an in-studio Public Service Announcement focusing on empowering young women.
- welcomed the International Visitor Leadership Program, with 5 youth leaders and policy specialists from the Ukraine, Northern Ireland, Russia and Sweden. The group came to DCTV to exchange ideas around youth using media as an agent of social and political change in the community.
- featured the work of Richard Wright Public Charter School students on DCTV; and
- for the 8th consecutive year, DCTV participated in the Cesar Chavez Public Charter School for Public Policy Fellowship Program by hosting three students and creating a curriculum which focused on the role of media in public policy.
- We also continue to conduct tours, including hosting elementary school classes or other youth programs.

Our education programs continue to be a vital part of our mission. DCTV's media education classes continue to be an outstanding way to learn production skills, including our Summer Workshop series providing hands-on-training focused on specific production techniques, and on increasing the production quality of our members' shows.

- Our education classes and workshops are not just for youth; DCTV's media education classes, including our new Summer Workshop series, continue to be an outstanding way to learn production, media and communication skills. And DCTV continues to subsidize 75% to 85% of the cost of our education classes for DC residents.
- DCTV's education classes include: Studio Technician, Videography, and Editing. DCTV also conducts training in television production (the Producer's class) that focuses on the non-technical skills required for producing television programs. In FY16, DCTV added an advanced-level course: DSLR Production, which focus on narrative, film-style production techniques. Also in FY16, DCTV created and launched free Adobe Premiere Transition Workshops for DCTV members to get acclimated and certified in DCTV's upgraded editing systems. DCTV's FY16 Summer Workshop Series continued to assist members to build new skills by focusing instruction on the Adobe Creative Suite.
- As part of the strategic plan, we are in development to expand the range of class offerings, including to dynamically address a broader variety of topics, to respond to suggestions you provide, and to address specific areas identified by our members, and to provide advanced classes for many of our experienced producers who would like to continue to increase their skills.

Students of all ages in FY16 received over 44,265 hours of education across the full range of disciplines offered in our catalog of classes.

In the coming years, we are also seeking to expand more into career development, providing District residents expanded opportunities to develop careers in our media-rich city.

This will allow us to bring our experience over the past 30 years into this important area of education. For instance, in FY16 and FY17, DCTV created the curriculum and managed and conducted training for the Mayor Muriel Bowser's Creative Economy Career Access Program (CECAP), a pilot workforce development initiative for DC residents interested in media jobs.

Finally, we remain committed as we have in the past to providing up-to-date technology and facilities for producing and telecasting the highest quality programs, and support our members in attaining media skills relevant to current technology. We are now an all-HD facility, up to our signal transmission. We have been upgrading sets, including adding a video wall to Studio A. And we've integrated use of DSLR cameras for field shooting.

As you can see, we are well underway implementing new strategies that

- invite to DCTV an extensive, expanded participation and engagement of our diverse and growing population and communities,
- develop even stronger programming and increased impact of community programming,
- build upon the successes of our progressive learning and education platform; and
- all while continuing to build and maintain our strategic foundations.

We envision a future where DCTV has been developed into an even more powerful communications platform than it is today.

Before I conclude, DCTV has some very special people and partners we'd like to thank.

We appreciate the continued support of the Mayor and the DC Council who strongly support public access and are instrumental in making sure that DCTV receives ongoing support for our activities. Councilmember Vincent Orange was Chair of the Committee that oversees cable television through the first half of fiscal year 2016, and we appreciated his strong, unwavering support and assistance and expertise that has ensured strong public, education and government access in our city. Councilmember Brandon Todd is now Chair of the Committee, and has taken up the mantle as a leader for community media, and strong supporter of DCTV and our important mission.

The DC Office of Cable Television, Film, Music and Entertainment has gone to great lengths on our behalf to make sure DCTV has what it needs to support our community programming. I'd like to take a moment to offer our appreciation to Director Angie Gates for all her support and assistance.

We greatly appreciate the generosity and support of Comcast of the District, RCN Corporation and Verizon. These companies and their commitment to our communities provide the foundation for DCTV's ability to provide you the resources for creating and distributing community programming. They provide our cable channels, our fiber lines, and almost all our funding.

I'd like to extend a special appreciation from the Board of Directors to all the DCTV members and friends who have supported us during the long process of renewing cable franchises with Comcast and RCN, to help ensure the new franchise agreements continue to provide channels and significant support to DCTV.

And finally, we extend our thanks to our DCTV members and producers, whose creativity, hard work, dedication, and commitment to our communities is the dynamic foundation of all our successes together!

This concludes the Chair's Report for the 2017 Annual Meeting.

Finance Report.

Nnamdi introduced Vice Chair and Treasurer of the Board of Directors, Pedro Alfonso, to present the finance report on the organization's audited financial statement for fiscal year 2016.

Alfonso delivered the Treasurer's Finance Report to the Membership. He reported that the audit of DCTV's financial statements was conducted by the accounting firm of F.S. Taylor & Associates, P.C. Alfonso reviewed the FY2016 audit and offered the opportunity to ask questions.

He closed by saying a summary of the Audit Report for Fiscal Year 2016 ending June 30, 2016 can be found in the Annual Report on DCTV's website at dctv.org.

Nominating Committee Report

Nnamdi asked Kwame Holman to present the Nominating Committee Report. Holman delivered the Nominating Committee Report to the Membership:

Holman reported:

The Nominating Committee is empowered by the Board to establish rules for the election, seek prospective Board members and finalize a slate of candidates to present to the membership for election in accordance with the organization's Bylaws.

The Nominating Committee works year-round to identify and interview prospective candidates, and members are encouraged on an ongoing basis to provide potential candidates for Board service.

Prospective Board members who are interested in applying may send a letter of interest and current resume to the Nominating Committee at DCTV through DCTV's website, or they may interview with any member of the board or nominating Committee to determine whether to send in the letter of interest and current resume.

The seats being elected are five (5) Directors to serve on the Board of Directors to fill two 3-year terms, the remaining two years of one 3-year term, one 2-year term, and the remaining year of one 2-year term.

Criteria is established seeking board members who are committed to the principles of the First Amendment, who understand and support the city-wide mission of the Public Access Corporation of DC, and who will bring specific skills towards advancing DCTV's mission, activities, and need for resources.

Criteria this year included:

- 1) an extensive network to identify and cultivate strong relationships that will have a ripple effect to increase community participation;
- 2) capacity to diversify funding and expand resources by building DCTV's corporate and private funding base, by bringing funding and resources to support the strategic plan, including Youth Media Network, the development of community programming and underwriting, and other mission-focused initiatives; and
- 3) maintaining Board capacity of strong financial skills

Every member who was current and in good standing 30 days prior to the election received the notice and election information by email, and were able to vote online. A few members received the notice and election information by regular mail.

Voting closed as of 7:45 today.

Holman thanked all those who provided prospective candidates during the past year, and thanked everybody for participating in the election

The results of this year's election are as follows:

Kojo Nnamdi and Barbara Davis Blum will be serving 3-year terms; Cynthiana Lightfoot and Rishi Hingoraney tied for serving the 2-year terms, and Michael Freedman will serve the remaining year of a two-year term.

Chair Closing Remarks

Nanmdi closed the meeting:

As we bring our 2017 Annual Meeting to a close, I'd like to thank you again for your suggestions and ideas of how DCTV can best serve you and our city. Staff are always working to improve our services and have responded to many of your suggestions. All of us here at DCTV take your thoughts and suggestions into account when making decisions. Please also keep talking to staff and letting us know how you think public access might evolve and develop to best serve you and our communities. We will continue to look to you for your insights and suggestions as we implement the strategic plan and chart DCTV's future.

Thank you for all your great programming, and all you do in our city's communities!

This brings to a close DCTV's 2017 Annual Meeting.

**Public Access Corporation of the District of Columbia
Board of Directors**

AGENDA

Regular Meeting of the Board of Directors

Monday, November 16, 2017

6:30 to 8:30 p.m.

Brooks Mansion, 901 Newton Street, NE, Studio A

- 1. Call to Order**
- * **2. Approval of Minutes**
June 21, 2017 Regular Meeting
June 21, 2017 Annual Meeting of Assoc. Members
- 3. Chair's Report** (Nnamdi)
- 4. President's Report** (Rickard)
- * **5. Finance Committee Report** (Alfonso)
FY17 Budget v Actual, Jul. 1, 2016 — June 30, 2017
FY18 Financial Statements, Jul. 1, 2017 — Sep. 30, 2017 (Unaudited)
- * **6. Audit Committee** (Freedman)
Present FY17 Audit for Review and Consideration (Freedman)
Audit Conducted by FS Taylor & Associates, P.C.
- 7. Investment Committee** (Freedman)
- 8. Nominating Committee** (Lightfoot)
- 9. New Business**
None
- 10. Old Business**
Participation Structure: Fees
- 11. Executive Session**
President's Report (legal and contract matters)
- * **12. Meeting Schedule**
March 2017 (Election of Officers, Strategic Plan Review)
Late May 2016
(FY19 Budget, Strategic Planning: Implementation Plans)
Mid/Late-June 2017 (Board and Annual Meeting)
- * **13. Adjournment**

[*= Item requiring vote]

II. Budget and Expenditures

18. Budget

- a. **Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2016, 2017, and the first quarter of 2018. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).**

Included as 3 attachments.

- b. **Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 for each program and activity code.**
- c. **Attach the cost allocation plans for FY17 and FY18.**

Not Applicable.

- d. **In FY16 or FY17, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.**

Not Applicable.

19. Please provide a table listing all intra-District transfers for FY17 and FY18 (YTD), as well as anticipated transfers for the remainder of FY18.

- a. **For each transfer, include the following details:**

- i. **Buyer agency;**
- ii. **Seller agency;**
- iii. **The program and activity codes and names in the sending and receiving agencies' budgets;**
- iv. **Funding source (i.e. local, federal, SPR);**
- v. **Description of MOU services;**
- vi. **Total MOU amount, including any modifications;**
- vii. **Whether a letter of intent was executed for FY or FY18 and if so, on what date,**
- viii. **The date of the submitted request from or to the other agency for the transfer;**
- ix. **The dates of signatures on the relevant MOU; and**
- x. **The date funds were transferred to the receiving agency**

- b. **Attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.**
- c. **Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.**

Not Applicable.

20. Please provide a table listing every **reprogramming** of funds (i.e. local, federal andd SPR) into and out of the agency for FY17 and FY18, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY18. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer’s request memo and the attached reprogramming chart. For each reprogramming, include:
- a. The reprogramming number;
 - b. The sending or receiving agency name;
 - c. The date;
 - d. The dollar amount;
 - e. The funding source (i.e. local, federal, SPR);
 - f. The program, activity, and CSG codes for the originating funds;
 - g. The program, activity, and CSG codes for the received funds; and
 - h. A detailed rationale for the reprogramming.

Not Applicable.

21. Please list, in chronological order, every **reprogramming** *within* your agency during fiscal year 2017 and 2018, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
- a. The date;
 - b. The dollar amount;
 - c. The funding source (i.e. local, federal, SPR);
 - d. The program, activity, and CSG codes for the originating funds;
 - e. The program, activity, and CSG codes for the received funds; and
 - f. A detailed rationale for the reprogramming.

Not Applicable.

22. For FY17 and FY18, to date, please identify any **special purpose revenue funds** maintained by, used by, or available for use by the agency. For each fund identified, provide:
- a. The revenue source name and fund code;
 - b. A description of the program that generates the funds;
 - c. The revenue funds generated annually by each source or program;
 - d. Expenditures of funds, including the purpose of each expenditure; and
 - e. The current fund balance (i.e. budget versus revenue)

Not Applicable.

23. Please list all all **memoranda of understanding (“MOU”)** and memoranda of agreement (“MOA”) entered into by your agency during FY17 and FY18, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)
- a. For each MOU, indicate:

- i. The parties to the MOU or MOA
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
 - iii. The date on which the MOU or MOA was entered,
 - iv. The actual or anticipated termination date,
 - v. The purpose, and
 - vi. The dollar amount.
- b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- c. Please list any additional MOUs and MOAs planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

MEMORANDA OF UNDERSTANDINGS/AGREEMENTS					
FY'17 and FY'18					
The Parties	Date of MOU/MOA	LOI Date	Term Date	Dollar Amount	Purpose
Alonso Landscaping, LLC	04/19/2017	N/A	04/28/2018	\$5,710.00	To provide landscaping and snow removal services of the DCTV grounds and parking lot.
Blackbaud, Inc.	11/27/2017	N/A	11/27/2020	\$74,702.16	Professional and consulting services to implement and integration of RENXT Pro and LO Pro and integration of RELO.
Blue Water Media, LLC	10/15/2015	N/A	09/30/2018	\$9,480.00	Provided upgrade, design, development and integration of DCTV website; continues to provide site management and monthly maintenance. Agreement automatically renews annually after term.
Commonwealth Digital Office Solutions	03/22/2013	N/A	03/22/2018	\$22,078.80	Sixty-month lease of copier equipment and printing supply service
CroppMetcalf Pest Control, Inc.	04/04/2013	N/A	Ongoing	\$660.00	Provides pest/rodent monitoring/eradication service
impactHR, LLC	01/07/2014	N/A	Ongoing	\$28,800.00	Provides HR consulting and onsite support on management practices, procedures and processes.
DC Department of Employment Services	11/17/16	N/A	11/17/16 – 09/30/17	\$12,750.00	Provide 7 workforce development participants in the Creative Economy Career Access Program instruction in basic broadcast media skills in production and post production
DC Office of Cable Television, Film, Music and Entertainment	09/06/17	N/A	09/06/17 – 09/30/18	\$14,775.00	Provide 6 workforce development participants in the Creative Economy Career Access Program instruction in basic broadcast media skills in production and post production
Infamia, Inc.	05/23/2017	N/A	06/01/2018	\$47,520.00	Consulting services to select and implement a new CRM software system.
Global High-Tech Solutions, LLC	07/01/2017	N/A	06/30/2018	\$71,500.00	Provides IT services that includes equipment upgrades, installations (hardware/software), repairs and maintenance of DCTV's IT systems.
Maslow Media Group, Inc.	07/01/2017	N/A	06/30/2018	N/A	Provides contract employment services at a rate of 26.52% of contractor's salary (if recruited by DCTV) or 41.52% of contractor's salary (if recruited by MMG)
Noyes Air Conditioning, Inc.	10/21/2013	N/A	08/31/2017	\$12,508.00	Provided quarterly maintenance of HVAC systems (\$3,127). Additional cost for repairs or new equipment installations.
Smithsonian Institution – National Museum of Natural History	10/13/2017	N/A	12/31/2018	N/A	Collaboration to create, film and edit up to twenty (20) TED-Ed style videos for NMNH interns
Spectaveris, Inc.	09/26/2016	N/A	06/15/2017	\$73,662.22	Phase IV upgrade integration and implementation of DCTV technology systems

Tenleytown Trash, LLC	03/29/2012	N/A	Ongoing	\$1,500.00	Dispose of waste material. Automatic annual renewal.
Tyco Integrated Security, LLC	04/11/2014	N/A	Ongoing	\$2,621.33	Monitor and maintain building security system
Warfield & Sanford, Inc.	01/30/2006	N/A	Ongoing	\$3,708.00	Maintenance agreement for elevator; automatically renewed on contract's anniversary date.

24. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including projects that are managed or overseen by another agency or entity. Please provide:

- a. A brief description of each project begun, in progress, or concluded in FY16, FY17, and FY18, to date;
- b. A status report on all capital projects including:
 - a. The amount budgeted, actual dollars spent, and any remaining balances;
 - b. Start and completion dates; and
 - c. Current status of the project.
- c. A list of which projects are experiencing delays and which require additional funding;
- d. A status report on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23; and
- e. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

DCTV's capital projects are not part of the District's financial plan, or budgeted through the city budget. A list of capital projects follows, with a brief description and the amount of the project.

Capital projects for FY19, FY20, FY21, FY22 and FY23 have not been considered or approved by the Board of Directors.

Because DCTV maintains restricted fund for capital projects, and in accordance with Generally Accepted Accounting Principles (GAAP) and financial reporting standards applicable to nonprofit organizations, restricted funds for such projects are released from restriction when used. As a general practice, DCTV does not use unrestricted (operating) funds for capital projects.

Fiscal Year	Project Name	Project Description	Project Budget Cost	Project Cost to Date	Project Start Date	Project End Date	Project Status
FY' 16	Leasehold Improvement – Landscaping Upgrade	Design and installation of qty-3 signs on property	\$25,000.00	\$11,784.23	01/20/2015	10/16/2015	Completed
FY' 16	Leasehold Improvement – Building Upgrade	Installation of hardwood flooring in CFO's office		\$2,492.76	07/14/2015	8/14/2015	Completed
FY' 16	Leasehold Improvement – Programming Department	Installation of qty-5 spot coolers for edit suites		\$7,918.08	01/05/2016	03/01/2016	Completed
FY' 16	Leasehold Improvement – Production Department	Installation of exhaust fan in Production Department		\$8,175.29	02/23/2016	06/29/2016	Completed

FY'17	Leasehold Improvement – Equipment Upgrade	Chiller compressor replacement		\$13,350.00	07/07/2016	08/15/2016	Completed
FY'17	Phase IV Technology Upgrade – Studio B	Tricaster production HUB upgraded from 850u to 8000u (includes Panasonic robotic cameras)	\$36,990.00	\$44,219.25	07/12/2016	07/29/2016	Completed
FY'17	Phase IV Technology Upgrade - Brooks Room	Purchased qty-8 flip tables and qty-24 mesh chairs and 80” Panasonic Touchscreen	\$17,218.00	\$17,152.47	08/10/2016	12/15/2016	Completed
FY'17	Phase IV Technology Upgrade – Studio A	Installation of 55” LCD Video Wall on mobile cart, including new macro computer and 34” wide screen monitor	\$59,000.00	\$55,691.26	12/07/2016	12/15/2016	Completed
FY'17	Phase IV Technology Upgrade – Master Control	Installation of Channel CG Bulletin Board and cable installation	\$22,000.00	\$12,700.70	12/07/2016	12/15/2018	Completed
FY'18	DSLR Camera – Outreach Department	Purchased replacement camera used to shoot photos and videos for social media messaging		\$480.00	07/25/2017	07/25/2017	Completed
FY'18	Technology Upgrade – Classrooms	Software and hardware upgrades for classroom instruction		\$10,155.25	08/28/2017	01/30/2018	Completed
FY'18	Leasehold Improvement – Building Upgrades	Installation of qty-2 400WATT LED outdoor lights; Painting of interior and exterior of bldg		\$25,276.70	09/25/2017	11/01/2017	Completed
FY'18	Leasehold Improvement – Equipment Installation	Purchase of 3HP Century Marathon Motor Air Handler for 3 rd floor		\$2,182.66	10/19/2017	10/19/2017	Completed
FY'18	CRM Software System	Implementation and integration of a new CRM software system and support services		\$86,352.40	11/27/2017	11/26/2018	In Progress
FY'18	Studio Suite Software System Upgrade	Customization and installation of products and facilities management software		\$7,764.51	12/14/2017	01/16/2018	Completed
FY'18	Technology Upgrade – Production	Apple memory upgrade for Edit Suites and Production Dept.		\$3,275.87	12/18/2017	02/01/2018	Completed
FY'18	Technology Upgrade – Outreach Department	Purchase of 27” iMac		\$3,499.68	02/01/2018	02/01/2018	In Progress

25. Part I. The committee would like to better understand the agency’s programmatic needs and the associated budgetary costs. Please submit copies of your FY19 budget submission to the Mayor’s Office of Budget and Finance (OBF). In FY19, this includes:

- a. The Operating Budget Submission Memo;**
 - a. Attachment A, Vacancy List;**
 - b. Form 1 (Impact of Agency’s Marc);**

- c. **Form 2 (Enhancement Requests); and**
- d. **Attachment B, List of intra-districts.**

Not Applicable.

Part II: In addition, please identify:

- a. **Which of your agency’s MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept) ; and**
- b. **Which of your agency’s enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency’s FY19 budget).**

Not Applicable.

For FY16 and FY17, please include each fiscal year’s information for #24 Part I and Part II. Please indicate if your agency is willingly omitting any information requests in Part I and Part II.

Not Applicable.

26. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY17 and FY18, to date. List the following:

- a. **Source,**
- b. **Purpose,**
- c. **Timeframe,**
- d. **Dollar amount received,**
- e. **Amount expended,**
- f. **How the grant is allocated if it is a multi-year grant, and**
- g. **How many FTEs are dependent on each grant’s funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.**

GRANTS or SUBGRANTS RECEIVED					
FY’17 and FY’18					
The Parties	Date of MOU/MOA	Term Date	MOUDollar Amount	Amount Received	Purpose
DC Department of Employment Services	11/17/16	11/17/16 – 09/30/17	\$12,750.00		Provide 7 workforce development participants in the Creative Economy Career Access Program instruction in basic broadcast media skills in production and post production
DC Office of Cable Television, Film, Music and Entertainment	09/06/17	09/06/17 – 09/30/18	\$14,775.00	\$14,775.00	Provide 6 workforce development participants in the Creative Economy Career Access Program instruction in basic broadcast media skills in production and post production

27. Please describe every grant your agency is, or is considering, applying for in FY18.

Currently, NONE

28. Please list each contract, procurement, and lease leveraged in FY17 and FY18 (year-to-date) with a value amount of \$10,000.00 or more. “Leveraged” includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Not Applicable.

Part I

- a. Contractor/Vendor Name;
- b. Contract Number;
- c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- d. Description of contractual goods and/or services;
- e. Contract’s outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Contract Administrator name and title assigned to each contract and/or procurement;
- i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);
- l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency’s contract);
- m. CBE status;
- n. Division and activity within DOES utilizing the goods and/or services;
- o. Requisitions and purchase order numbers established under each contract;
- p. Corresponding, obligated amounts for each purchase order;
- q. Corresponding, expended amounts (actuals) for each purchase order;
- r. Funding source for each requisition and purchase order;
- s. Index and PCA codes used each requisition and purchase order;
- t. Activity code and name for each index and PCA used under requisitions and purchase orders;
- u. Total contract or procurement value in FY17;
- v. Total contract or procurement value in FY18 (YTD);
- w. Period of performance (e.g. May 31 to April 30);
- x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Not Applicable.

29. Please list each grant awarded by your agency during FY17 and FY18 (year-to-date) for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response: [LIST KNOWN GRANTS]. For each grant, please include the following information, where applicable:

NONE.

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Grantee Name;
- d. Description of goods and/or services;
- e. Grant's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Program Manager name and title assigned to each grant;
- i. Grant Administrator name and title assigned to each grant;
- j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- m. Solicitation method (e.g. competitive RFA or sole source);
- n. CBE status;
- o. Division and activity within DOES utilizing the goods and/or services;
- p. Requisitions and purchase order numbers established under each grant;
- q. Corresponding, obligated amounts for each purchase order;
- r. Corresponding, expended amounts (actuals) for each purchase order;
- s. Funding source for each requisition and purchase order;
- t. Index and PCA codes used each requisition and purchase order;
- u. Activity code and name for each index and PCA used under requisitions and purchase orders;
- v. Total grant award value in FY17;
- w. Total grant award value in FY18 (YTD);
- x. Period of performance (e.g. May 31 to April 30);
- y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Not Applicable.

PUBLIC ACCESS CORPORATION OF D.C.

**Actual vs Budget Report
For The Fiscal Year Ended June 30, 2016
(Accrual Basis)**

	Actual Rev & Exp. FYE 6/30/16	Approved Budget FYE 6/30/16	Actual over (under) Budget	Percent over (under) Budget
REVENUES:				
Support from Cable Companies: Unrestricted	2,153,131	2,077,477	75,654	3.6%
Support from Cable Companies: Restricted for Cap.	934,801	-	934,801	100.0%
Membership	17,020	18,930	(1,910)	-10.1%
Member Services	14,790	7,800	6,990	89.6%
Creative Services	12,097	18,050	(5,953)	-33.0%
Training	24,255	18,410	5,845	31.7%
Interest	18,544	20,000	(1,456)	-7.3%
Other Income	4,686	3,100	1,586	51.2%
Net Assets Released from Restrictions:				
Capital Projects	224,175	220,000	4,175	1.9%
Total Revenues	3,403,499	2,383,767	1,019,732	42.8%
EXPENSES:				
Advertising & Promotion	16,596	27,700	(11,104)	-40.1%
Conferences and Meetings	51,178	55,884	(4,706)	-8.4%
Contract Services	174,073	262,846	(88,773)	-33.8%
Salaries and Benefits	1,225,765	1,296,380	(70,615)	-5.4%
Information Technology	117,978	109,757	8,221	7.5%
Insurance	21,144	18,000	3,144	17.5%
Occupancy	210,302	208,400	1,902	0.9%
Office Expenses	35,582	38,940	(3,358)	-8.6%
Telephone, Cable & Internet	25,125	22,000	3,125	14.2%
* NFF Loan Interest and Principal	42,014	31,600	10,414	33.0%
DCTV Productions	13,928	40,800	(26,872)	-65.9%
YTI Training	6,033	24,660	(18,627)	-75.5%
Other Expenses	11,947	11,800	147	1.2%
Contingency	-	15,000	(15,000)	-100.0%
Capital Purchases	224,175	220,000	4,175	1.9%
Total Expenses	2,175,838	2,383,767	(207,929)	-8.7%
** Change in Net Assets	1,227,661	-	1,227,661	

PUBLIC ACCESS CORPORATION OF D.C.

Budget vs Actual

For the Fiscal Year Ended June 30, 2017

	FY'17 Actual	FY'17 Budget	Actual Over (Under) Budget	Percent Over (Under) Budget
REVENUE:				
Membership	16,400	28,000	(11,600)	-41.43%
Member Services	22,993	10,140	12,853	126.75%
Creative Services	1,940	16,971	(15,031)	-88.57%
Education	53,095	22,930	30,165	131.55%
Underwriting	-	27,000	(27,000)	-100.00%
Support from Cable Comp: Unrestricted	2,226,441	2,137,874	88,567	4.14%
Support from Cable Comp. Rest. For Cap.	742,147	-	742,147	100.00%
Grants	-	18,000	(18,000)	-100.00%
Interest Income	81,369	25,000	56,369	225.48%
Other Income	27,270	7,100	20,170	284.08%
TOTAL REVENUE	3,171,655	2,293,015	878,640	38.32%
EXPENSE:				
Salaries & Benefits	1,183,213	1,378,895	(195,682)	-14.19%
Contract Services	162,494	314,387	(151,893)	-48.31%
Advertising & Promotion	5,713	28,860	(23,147)	-80.20%
Office Expenses	31,767	48,550	(16,783)	-34.57%
Telephone, Internet, & Cable	26,108	26,262	(154)	-0.59%
Information Technology	139,903	117,587	22,316	18.98%
Occupancy	249,711	209,185	40,526	19.37%
Conferences & Meetings	23,224	55,165	(31,941)	-57.90%
Insurance	19,336	20,000	(664)	-3.32%
Other Expenses	19,843	14,375	5,468	38.04%
Contingencies	-	79,749	(79,749)	-100.00%
TOTAL EXPENSE	1,861,312	2,293,015	(431,703)	-18.83%
Change in Net Assets	1,310,342	-	751,368	

	Total Actual	Projected Revenue	Actual Over (Under)
CAPITAL REVENUE:			
Cable Revenue: Restricted for Capital	742,147	-	742,147
Total Restricted Capital Received	742,147	-	742,147
	Actual	Budget	Over (Under)
APPROVED CAPITAL BUDGET:			
Net Assets Released from Restriction:	236,448	365,000	(128,552)
Capital Projects: Purchases	236,448	365,000	(128,552)
Unexpended Capital	128,552		
Total	365,000		

PUBLIC ACCESS CORPORATION OF D.C.

Unaudited

Budget vs Actual

For the Six Months Ended December 31, 2017

	Fiscal YTD Actual	Fiscal YTD Budget	Actual Over (Under) Budget	Percent Over (Under) Budget	Annual Budget
REVENUE:					
Membership	5,580	20,575	(14,995)	-72.88%	41,150
Member Services	3,335	5,888	(2,553)	-43.35%	11,775
Creative Services	4,375	9,770	(5,395)	-55.22%	19,540
Education	16,126	22,180	(6,054)	-27.29%	44,360
Youth Media Network	-	3,750	(3,750)	-100.00%	7,500
Support from Cable Comp: Unrestricted	813,767	1,109,079	(295,312)	-26.63%	#####
Grants & Event Sponsors	1,500	5,000	(3,500)	-70.00%	10,000
Interest Income	26,920	25,000	1,920	7.68%	50,000
Investment Income	11,622	-	11,622	100.00%	-
Other Income	3,224	4,050	(826)	-20.39%	8,100
TOTAL REVENUE	886,449	1,205,291	(318,842)	-26.45%	#####
EXPENSE:					
Salaries & Benefits	511,260	693,536	(182,276)	-26.28%	#####
Contract Services	72,925	194,351	(121,426)	-62.48%	388,702
Advertising & Promotion	4,615	15,500	(10,884)	-70.22%	31,000
Office Expenses	12,210	17,661	(5,451)	-30.87%	35,322
Telephone, Internet, & Cable	12,857	11,895	962	8.09%	23,790
Information Technology	59,084	80,533	(21,450)	-26.63%	161,067
Occupancy	121,397	118,257	3,140	2.66%	236,515
Conferences & Meetings	24,699	26,308	(1,609)	-6.11%	52,615
Insurance	11,250	11,000	250	2.27%	22,000
Other Expenses	4,919	6,250	(1,331)	-21.30%	12,500
Contingencies	-	30,000	(30,000)	-100.00%	60,000
TOTAL EXPENSE	835,216	1,205,291	(370,075)	-30.70%	#####
Change in Net Assets	51,232	(0)	51,233		-

	Total Actual	Amount Budgeted	Actual Over (Under)
CAPITAL REVENUE:			
Cable Revenue: Restricted for Capital	290,713	-	290,713
Total Restricted Capital Received	290,713	-	290,713
APPROVED CAPITAL BUDGET:			
Net Assets Released from Restriction:	110,055	732,000	(621,945)
Capital Projects: Purchases	110,055	732,000	(621,945)
Net Remaining Capital to be Expended	621,945		
Total	732,000		

III. Agency performance, evaluation, and disputes

30. Please list all pending lawsuits that name the agency as a party.
- Provide the case name, court, where claim was filed, case docket number, and a brief description of the case.
 - Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation.
 - Please provide the extent of each claim, regardless of its likelihood of success.
 - For those identified, please include an explanation about the issues involved in each case.

NONE

31. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, including any covered by D.C. Code § 2-402(a)(3), which requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years. For each, provide
- The parties' names,
 - The amount of the settlement, and
 - If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case, or
 - If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

NONE

32. Please list in chronological order, all administrative grievances or complaints filed by parties outside the agency against the agency in FY17 or FY18, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any judicial forum.
- For each grievance or complaint, give a brief description of the matter as well as the current status.
 - Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

NONE

33. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any that were completed during FY17 and FY18, to date. Please attach copies of any such document.

NONE

34. Please provide a copy of the agency's FY17 performance accountability report.
a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY17 and which were not.
b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
c. For any objective not met or completed, please provide an explanation.

NOT APPLICABLE

35. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY17 or FY18, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

NOT APPLICABLE

36. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency.
a. Include the number granted, partially granted, denied, and pending.
b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

NOT APPLICABLE

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:
a. The name,
b. Status, including actual or expected completion date,
c. Purpose,
d. Author, whether the agency or an outside party,
e. Reference to the relevant grant or contract (name or number) in your responses above, and

f. Source of funding (program and activity codes) if not included in responses above.

NONE

38. Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include

- a. The statutory code or regulatory citation;**
- b. Brief description of the requirement;**
- c. Any report deadlines;**
- d. Most recent submission date; and**
- e. A description of whether the agency is in compliance with these requirements, and if not, why not.**

- a. Annual Report and Financial Audit, due annually. D.C. Code § 34-1253.02 (i)
- b. “[A]n annual report of all the Corporation’s activities, including a financial audit, be submitted to the Council for its information within 120 days of the end of each fiscal year of the Corporation.
- c. The deadline to submit the annual report and audited financial statements for fiscal year 2017 was December 22, 2017.
- d. The annual report and audited financial statements for fiscal year 2017 were submitted to the Council Secretary’s Office electronically on December 13, 2017.
- e. The Public Access Corporation has been in full compliance with this requirement every year.

39. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

Professional development training and continuing education are critical elements for the DCTV staff. In an effort to support the growth of our employees, DCTV has presented numerous training and continuing education opportunities to ensure employees have skills that highlight trends and technologies in a wide variety of areas.

<u>Training</u>	<u>Names of the trainers</u>	<u>Number of employees trained</u>
Project Management	Bonnie Biafore	3
Film Editing Pro	Various (online)	6
Understanding Yourself	Kunhee Lee	1
Public Speaking	Cheri Ward	1
Social Media for Nonprofits	Olivia Uribe-Mutal	1
After Effects	Chad Perkins	3
Premiere Pro	Jason Osder	3
Database Marketing	Adriaan Brits	3
Web Motion	Tom Green	2

Photoshop CC	Julieanne Kost	1
Canva	Justin Seely	3
CRM Fundamentals I	Blackbaud—Various (online)	7
CRM Fundamentals II	Blackbaud—Various (online)	7
CRM Fundamentals III	Blackbaud—Various (online)	7
Employee Cross Training	Employees	9

While we have not discovered any training deficiencies, we are making provisions to support training centered around leadership, productivity, and communications in the near future.

40. Please discuss performance evaluations.

a. Does the agency conduct annual performance evaluations of all its employees?

Yes

b. Who conducts such evaluations?

Supervisors and Senior Management

c. What steps are taken to ensure that all agency employees are meeting individual job requirements?

All evaluations include goals and job performance standards, which are assessed according to a weighted scoring system. Supervisors conduct regular meetings throughout the year (usually monthly), to ensure progress on goals, answer questions, and provide feedback to help employee perform at their best and are aligned with organization goals and objectives in their work.

41. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY16, FY17, or FY18, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

NONE

IV. Agency Operations

42. How did the agency address its **top five priorities** in FY17? What are the agency's top five priorities in FY18? Please explain how the agency expects to address these priorities in FY18.

FY17

- *Strategic Foundation*
SECURE CRITICAL SUPPORTING RESOURCES: Participate in cable franchise renewals, potential updates to related DC statutes, and complete a long-term commitment for DCTV to remain in Brooks Mansion (901 Newton St. NE in Ward 5; currently near the end of a 20-year lease with the District of Columbia)
 - Worked with OCTFME on Comcast and RCN cable franchises and potential updates to related DC statutes
 - To advance the process on a long-term commitment for DCTV to remain in Brooks Mansion, communicated with and provided information to various Administration officials to advance the process to complete a long-term commitment for DCTV to remain in Brooks Mansion.
- *Community Engagement*
EXPAND PARTICIPATION: Develop revised Participation Structure, and conduct search for Client Relations Management software system to support revised Participation Structure
 - Work on revised Participation structure by Board and staff conducted throughout FY17.
 - Documented business workflows and software requirements.
 - Contracted and worked with Infamia, a software company, to assess potential Client Relations Management software systems in relation to DCTV's requirements.
 - Conducted software search.

EXPAND PARTICIPATION: Assess workflow paths of registering for membership, training, and programming, and revise to improve efficiencies and members' accessibility; cross train employees and provide professional development.

 - Completed assessment.
 - Implemented streamlined workflows
- *Education*

EXPAND EDUCATION OPPORTUNITIES: Assess, then adjust and expand education offerings, including revising associated resources if needed; conduct career training program

- Assessment of current education offerings completed.
 - Scheduling and timing of classes revised to make the education path easier for members.
 - Experiential projects applying class skills upgraded, including adding personalized professional instruction to experiential projects.
 - Creative Economy Career Access Program (CECAP) training completed for first cohort; workplace experience underway.
 - Production and programming employees cross training initiated, to expand range of classes taught by each employee.
- *Programming & Community Engagement*
MAXIMIZE COMMUNITY ENGAGEMENT VIA “ON-AIR” CONTENT STRATEGY:
Increase capacity for DCTV original productions
 - Streamlined staff activities in production and training; cross trained in production skills and course instruction to allow greater flexibility
 - Realigned resources to increase availability of resources for DCTV original productions
 - Upgraded production software capabilities

FY18

- *Strategic Foundation:*
SECURE CRITICAL SUPPORTING RESOURCES: Participate in cable franchise renewals, potential updates to related DC statutes, and complete a long-term commitment for DCTV to remain in Brooks Mansion
 - Worked with OCTFME on Comcast and RCN cable franchises and potential updates to related DC statutes
 - To advance the process on a long-term commitment for DCTV to remain in Brooks Mansion, worked with OCTFME Director Angie Gates; and provided information to, and had favorable conversations with various Administration officials in the Mayor’s Office and the Department of General Services. The DGS Portfolio Director has done an initial inspection of Brooks Mansion, and is scheduling the building condition inspection.
- *Community Engagement:*
EXPAND PARTICIPATION: Implement revised Participation Structure and conduct outreach.
 - New Participation Structure approved by Board November 20, 2017.

- Plan for implementation and outreach in development, timed in relation to installation and activation of supporting Client Relations Management software system
- *Community Engagement & Strategic Foundation:*
 IMPLEMENT INFRASTRUCTURE TO SUPPORT EXPANDED PARTICIPATION: select and implement Client Relations Management software system, and update associated workflows, including for website and Studio Suite (production management software); cross train employees and provide professional development.
 - Client Relations Management software system (by Blackbaud) selected November 2017, and development for implementation is underway, with an expected date of activation April 2018.
 - Studio Suite upgrade installation completed January 2018.
 - Staff training for Studio Suite upgrade completed. Staff training for Blackbaud CRM system underway and ongoing. Cross training of staff continues. Professional development for staff to build skills continues.
 - Website revisions to integrate with CRM, and to support revised workflows underway.
- *Education:*
 EXPAND EDUCATION OPPORTUNITIES: Update and expand education offerings, including developing new education offerings in accordance with FY17 assessment; conduct career training program
 - New courses added in use of mobile media and photography.
 - Creative Economy Career Access Program (CECAP) training completed for second cohort; workplace experience underway.
 - Production and programming employees cross training continued, to expand range of classes taught by each employee.
- *Programming:*
 MAXIMIZE COMMUNITY ENGAGEMENT VIA “ON-AIR” CONTENT STRATEGY: Re-align and update presentation of programming to benefit viewers and DCTV branding via strategic positioning of anchor programming
 - Activated and integrated capabilities of transmission technology to revise approach to scheduling
 - Developed new scheduling approach
 - Trained staff on new technology capabilities, and cross trained all employees working in Distribution to expand range of skills, and provide greater flexibility

43. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

In FY17 and FY18, DCTV implemented several initiatives to expand or enhance services provided to the community, increase visibility and expand community conversations. Please see response to *Question 42*.

Community Engagement Collaborations

In FY17, DCTV continued its partnership with WMATA, airing *Metro Focus*. This half-hour magazine format show takes viewers on a journey to booming hotspots, hidden gems and behind-the-scenes of destinations the Metro system serves by rail and bus. *Metro Focus* plans to be a two-year series documenting the changes on the WMATA system.

DCTV had the privilege of partnering with Street Sense Media to create customized video production training for their new film collective project. For 10-weeks, students received hands-on technical video production training, videography and editing skills, culminating with a screening of two PSAs they produced, *Healthy Eating and Housing Is a Human Right*, which air on all three channels. The outcome resulted in the participants reaching various communities throughout the city.

Additionally, in partnership with Menkiti Group, a DC based realty company, DCTV treated local residents to three outdoor family movie nights. Over 200 residents enjoyed food, fun and entertainment under the stars while mixing and mingling with their neighbors and making new acquaintances. The movies included, *Sing!*, *Finding Dory*, *Moana*.

DCTV also continues to collaborate with several nonprofit, civic and professional organization including Brookland Civic Association, Dance Place, Busboys and Poets, and the Exposure Group.

Education

In FY17, and continuing in FY18, DCTV expanded the focus of our Education Department that not only provides a comprehensive and progressive learning approach from basic through advanced skills, but that also addresses a broader range of skills and educational opportunities that reflect new facets of the ever-expanding use of media and technology.

In FY17 DCTV began to expand its education offerings, providing “Transition from Final Cut to Adobe Premiere” to re-certify editors in a new editing software environment, and “Tricaster”, for studio direction and operation of the virtual sets and green screen environment in Studio B.

In FY17 DCTV launched the following new learning opportunities to assist members build a skills across a broad spectrum of media use:

- Multi-Media Storytelling
- Digital Mobile Photography
- Digital Mobile Media

DCTV continues to subsidize 75% to 85% of the cost of training for DC residents.

During FY17, DCTV members received a total of 58,429 hours of instruction in training courses valued at \$465,033.

DCTV interns receive hands-on production training which includes crewing field and studio productions, pre-production, booking, location scouting, serving as on-air talent and post production. DCTV strives to empower and educate students with the resources, tools and guidance to help them share their stories.

In FY17, as part of the total education hours received, youth received 2,655 hours of media production education.

DCTV continues to serve as a learning environment for young people in the Mayor's Summer Youth Employment Program (SYEP) and has done so for almost 30 years. In FY17, DCTV hosted 5 SYEP participants who gained on-the-job media production experience by creating 6 separate projects focused on DC Statehood, a profile piece on So Others Might Eat (SOME), a video package about the health benefits of drinking water, and project highlighting resources for homeless LGTBQ youth in DC.

In FY18, SYEP participants gained on-the-job media experience through participating in productions, and producing a program for District Buzz, *Say Less*, profiling Lester Cofield, a DC entrepreneur, as he made a way from high school student to successful fashion designer

In FY17, for the ninth consecutive year, DCTV participated in the Cesar Chavez Public Charter School for Public Policy Fellowship Program by hosting three students and creating a curriculum which focused on the role of media in public policy. In addition to writing op-ed pieces and creating PowerPoint presentations. Students created a public service announcement, *Get Involved*, a PSA that encouraged youth to get up and get active in the social issues that plague their world.

In FY17, DCTV worked with students through the DC Department of Behavioral Health. The customized education program involved 6 youth and 2 instructors from DBH. The students participated in two productions, *Mental Health Day*, and *Peer Specialist Graduation*, and produced:

- *Our Time*—promotional skit/video for the DBH Our Time program
- *ADD PSA*—bringing necessary awareness about Attention Deficit Disorder
- *Message from the People*—a MOS styled show that asked the burning questions that we all want to know

In FY16 and FY17, DCTV created the curriculum and beginning in FY17, managed and conducted training for the Mayor Muriel Bowser's Creative Economy Career Access Program (CECAP), a pilot workforce development initiative for DC residents interested in media jobs. DCTV also was an employer work site for the program, hosting a program participant to gain on-the-job experience in FY17 and a second CECAP participant in FY18.

In FY17, CECAP participants produced 2 videos:

- *Black Communities Matter*: A short cultural package conferring the dialogue and trends, topics and needs of surrounding communities.

- *Dangers of the K2 Drug*: A short video educating the community on the dangers of engaging in K2 drug use.

DCTV produced four promotional spots highlighting DCTV’s education program using testimonials from CECAP participants. These marketing pieces feature all CECAP participants discussing benefits of DCTV’s education program and advice for other novice learners.

CECAP Registrants: 8

Registrants training hours received: 324

Funding: Department of Employment Services, \$12,750.

In FY18

In FY18, CECAP participants worked on the following productions:

- I. (5) Produced five Individual Media Maker videos on various places in DC
- II. (3) Produced three DC Break episodes
 - Pilot Episode—Meridian Park
 - Episode #1—The Yard
 - Episode #2—Annual Food Truck Event
- III. Participated in Productions
 - a. DSLR class’ October production
 - b. CECAP experience interviews
 - c. Georgians (Player’s Lounge) segment for Studio 901
 - d. What the Fact Episode #4 (instructional video)
 - e. Karen Hudes Live shoot
 - f. 2017 Voice Awards Production

Full Group Registrants training hours received: 540

CECAP Registrants: 6

Funding: Office of Cable Television, Film, Music and Entertainment, \$14,775.

Programming

PRESENTATION ON CHANNELS: The presentation of programming on the channels is being re-aligned and updated, including strategic use of interstitials and short programs, and the positioning of anchor and series programming, to benefit viewers and DCTV branding.

NEW LOCAL PROGRAMS: Individuals and organizations continue to participate in creating local programming for DC’s communities. In FY17, DCTV members spent more than 8,333 hours using DCTV facilities and equipment, the use of which is valued at \$748,761. There is no cost for use of equipment and facilities by DC residents and DC-based organizations who are certified to use equipment, editing or studios and are volunteering to create community programming.

DCTV continued production of *Studio 901*. The program is now produced in a magazine style and includes a more inclusive production team consisting of DCTV staff, producing members and other independent content creators. As a result of the new approach, DCTV is able to

produce the show more frequently and creates a greater aptitude to gain a larger audience by creating continuity in the programming schedule.

Election FY18 For Political Candidates – “Meet the Candidates” programs

In FY18, DCTV will continue to host Board of Elections-certified candidates. DCTV produces programs for every bona-fide candidate for the offices of Mayor, the DC Council, DC Attorney General, Delegate to U.S. House of Representatives, and United States Representative, as appropriate for the election year. Programs are produced and telecast both for the primary and general elections. The programs provide candidates the opportunity to introduce themselves to residents and provide key information about their campaign platforms in a non-debate format. DCTV is the only local television channels to provide candidates such an opportunity since 1988. The programs are available to over 450,000 viewers via cable and to 30,000 viewers online via DCTV. Campaigns are provided a copy of the program for their websites and reach additional viewers through their individual websites.

44. Please list each new program implemented by the agency during FY17 and FY18, to date.

For each program, please provide:

- a. A description of the program;**
- b. The funding required to implement to the program;**
- c. The program and activity codes in the budget; and**
- d. Any documented results of the program.**

Program Description

In collaboration with the Smithsonian Institution’s Youth Engagement (through Science YES!) internship program DCTV gave teens from diverse and underrepresented communities in STEM careers the opportunity to produce a TED-style talk to share their stories and experiences related to working with Smithsonian scientists and other experts. These young people from the greater Washington, D.C., area work on science research projects and get science communication and college preparation training over the course of the program.

Funding

No funding was required to implement this program.

Program and Activity Codes

N/A

Documented Results

27 TED-Ed styled student presentations (Qrius capstone projects) produced as separate interstitial packages and two 1-hour shows
Expanded outreach, audience growth, extended educational opportunities to youth population.

45. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY17 and FY18, to date, which significantly affect agency operations.

NONE.

46. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Please explain.

NOT APPLICABLE

47. Please discuss any legislation your agency plans to submit to the Council in FY18 or FY19.

In FY18 and FY19, we expect legislation to come before the Council that affects DCTV.

- It is our understanding that any commitment by the city for DCTV to remain in Brooks Mansion will be required to be considered and approved by the Council.
- We understand there may be amendments to the DC Cable Act which may affect DCTV. Although any such amendments will be brought by OCTFME to the Committee on Business and Economic Development for consideration, we ask that Chairman Todd's Committee of Government Operations help ensure any such amendments continue to protect the District's interests in its public right of ways, including the continued strength of the District's PEG operations.
- Two cable television franchise agreements are up for renewal, Comcast of the District and RCN, and will come before the Council as the franchising authority of the District of Columbia for consideration, including to ensure the terms are acceptable, and for approval.

Besides offering outstanding services to DC residents, a very high priority for DCTV is the renewal of Comcast's and RCN's franchise agreements. Payment for the use of the District's publicly owned right of ways is via franchise fees, funding, PEG (public educational and government) channels and other cable support (e.g. INet, cable services to schools, firehouses, police, etc.).

The Comcast franchise agreement expired in December 2012. The Office of Cable Television, Film, Music and Entertainment (OCTFME) worked closely with us and other stakeholders to ensure a very effective process for identifying needs as a basis for the terms of the agreement. OCTFME has conducted and updated a Community Needs Assessment, including conducting a technical review, holding public hearings and conducting two surveys designed to achieve statistically significant results that can be extrapolated across the District's residents. DCTV participated throughout, and OCTFME has consistently maintained strong support and advocacy for DCTV's needs.

Because the franchise agreements provide for the structure, funding and cable channels that provide the core support of DCTV's mission, the importance of this long-term agreement between the city and Comcast cannot be understated. We respectfully restate our emphatic request that Chairman Todd, this Committee and the Council continue to ensure strong public, educational and government access as in the best interest of the city and its residents.

Very importantly, the franchises are structured so that the cable companies are in parity with each other, even though they fulfill the terms to reach parity in different ways. The approach has been that whatever is in the Comcast agreement—or absent from it—is substantially reflected in the RCN and Verizon agreements. Thus, it is critical that the requirements of the Comcast agreement are not reduced, since it will result in the requirements of all three franchise agreements being reduced, with the consequence of lowering the overall value of the city's publicly owned right of ways, even while the value of the city's right of ways is increasing.

For example, if Comcast is allowed to reduce funding for DCTV, or for PEG in general, or is allowed to provide low resolution channel capacity, then those terms would be substantially mirrored in the RCN agreement which is also up for renewal, and Verizon would be allowed to reduce the terms it has already agreed to as well. On the other hand, terms benefitting the PEG channels and DCTV, such as carriage of programming over HD channels and continuing the same level of funding, carries over to the RCN and Verizon agreements as well.

DCTV cannot afford to go backwards—and attempt to serve the increasing needs of District residents on shrunken resources.

A full report of DCTV's future needs was provided to the Council previously. As previously reported to the Council and Administration, DCTV's future needs include:

FUNDING

- Ensure DCTV's funding and resources does not decrease:
- Maintain the current 1% of gross revenues paid quarterly at the same time the franchise fees are due and paid, and the payment continues to be paid directly to DCTV.
- Ensure the definition of Gross Revenues does not have the effect of decreasing PEG funding or franchise fees.
- Ensure Comcast continues to provide the same level of support overall: 5% Franchise fee plus 2% for PEG Capital, including DCTV, and the equivalent of an additional 1% (e.g. INet and other resources. (If the same or better level of support is not achieved, DCTV's funding will decrease via the terms of the RCN and Verizon franchises.)
- CHANNELS & CHANNEL CAPABILITIES
 - Provide for 3 public access channels (increasing from the current 2 channels)
 - All public access channels transmitted in HD format, or best format used by local affiliate broadcasters
 - All PEG channels continue to be available to all cable subscribers
 - Ensure full scheduling information is on cable channel guide
 - Ensure full functionality of channels (e.g. scheduling and recording DVR, Video on Demand capability, fully functional STB program guide for recording, advance programming and reminders) for all subscribers

- Provide for Video on Demand capability accessible through Comcast's program scheduling guide
- Re-align DCTV's channels to dial locations near DC government channels, and no further change to channel placements
- AD INSERTION SPOTS FOR MARKETING PEG CHANNELS
 - Ad Insertion Spots for all PEG channels to use to market programming and brand PEG channels
- OTHER
 - Other technical terms, such as no charge to provide and maintain transmission of PEG channels were provided to the Office of Cable Television
- These provisions are to provide for the potential to:
 - increase funding for operations and capital,
 - effectively serve DC residents with local programming and services,
 - maintain state of the art technology,
 - expand services to youth and nonprofits, and very importantly,
 - ensure DCTV is able to develop and increase internships, advanced training and professional career training opportunities for DC residents

DCTV respectfully requests that Chairman Todd, this Committee and the Council continues their full support regarding the terms of the Comcast Cable Franchise Agreement in the upcoming renewals to come before the Council, to ensure strong public, educational and government access as in the best interest of the city and its residents. While the new franchise agreements will be brought by OCTFME to the Committee on Business and Economic Development for consideration, we ask that Chairman Todd's Committee of Government Operations help ensure franchise agreements to protect the District's interests in its public right of ways, including the continued strength of the District's PEG operations.

We will continue to work closely with the Office of Cable Television, Film, Entertainment and Music and this Committee to address these issues, along with others that will support our continued vibrancy and growth, and expansion of community programming.

48. Please identify any statutory or regulatory impediments to your agency's operations.

NONE.

49. Please list all regulations for which the agency is responsible for oversight or implementation.

- a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.**

- b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

NOT APPLICABLE.

50. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY16 and FY17.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2017? Please provide a copy as an attachment.

NOT APPLICABLE.

51. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked or maintained within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

1. ProTrack

- a. ProTrack is a television program scheduling system. ProTrack is utilized by DCTV to:
 - Schedule, track and report on programs for telecast
 - As the front end for automated playout of programming via Harmonics and Crispin Systems
- b. The system has been online since February 2, 2015.
- c. The database is for internal use only, with varying permission levels, and is not accessible to the public or members.

2. Crispin

- a. Crispin provides quality control of scheduled programs. Crispin is utilized by DCTV to:
 - Receive playlists from schedules created in Pro Track
 - Ensure optimum playback quality of programs for telecast
- b. The system has been online since February 2, 2015.
- c. The system is for internal use only, with varying permission levels, and is not accessible to the public or members.

3. Harmonic

- a. Harmonic is an automated playout system of programming. Harmonic is utilized by DCTV to:
 - Play on air the program playlists which are identified by the Crispin system
 - b. The system has been online since February 2, 2015.
 - c. The database is for internal use only, with varying permission levels, and is not accessible to the public or members.
4. AlterMedia “Studio Suite XII” (SSXII):
- a. SSXII is a television production management software. SSXII is utilized by DCTV to:
 - Schedule, track and report on track facilities/equipment usage
 - Provide cost estimates and invoices
 - Manage DCTV’s Fixed Assets and Depreciation
 - Manage projects
 - Confirm Certifications and permission to utilize production equipment and facilities.
 - b. The previous version of the system was 5 years old and was partially upgraded in FY16. A full upgrade to version XII was installed in January, 2018. Additional development in FY18 and FY19 will integrate SSXII with the new CRM (see 7. “eNoah” below) to provide live bi-directional flow of data between the two systems.
 - c. The database is for internal use only, with varying permission levels, and is not accessible to the public or members.
5. Total Channel
- a. Total Channel is an advanced digital signage system. Total Channel is utilized by DCTV to:
 - Interface with PowerPoint to create Video Bulletin Board announcements
 - Create stagnant and/or video emergency alerts
 - Set automatic appearances of DCTV hashtag on the channel(s), and
 - Utilize RSS feed for weather, sports, and news.
 - b. The system was installed in December 2016; training was conducted in FY17 and the system implemented in FY17.
 - c. This system is for internal use only, with varying permission levels, and will not be accessible to the public or members.
6. SQL Server
- a. SQL Server is a server system, and is utilized by DCTV as the backhand membership information for Studio Suite. In addition, as of February 2016, a shared server has been designed and installed as a central documents server. Most enterprise documents have been transferred.
 - b. The system is approximately 13 months old (having replaced its five-year-old predecessor) and is upgraded as each upgrade is made available.
 - c. The database is for internal use only, with varying permission levels, and is not accessible to the public or members.
7. J&L Systems “eNoah”/being replaced by RE/LO:

- Noah is a membership record and member activity management software. It is utilized by DCTV to:
 - Maintain member records, including training certifications and volunteering
 - Create and track course and workshop enrollments
 - Create, manage, and track program proposals and other documents related to a particular member's use of DCTV resources and facilities
 - The system is 6 years old, and full integration was completed in FY12 to allow financial reports and selected data to integrate with AlterMedia Studio Suite (version 10) and to provide reports to DCTV's accounting department. The integration was completed in FY14.
 - In November 2017, a Client Relations Management (CRM) system was selected—Blackbaud's Raiser's Edge and Luminare Online (RE/LO)—is currently being configured, and is scheduled to be implemented beginning in FY18, with additional features developed and implemented in FY19.
 - The new CRM system will:
 - Support the revised Participation Structure, approved November 2017;
 - automate tasks currently performed manually, and
 - provide more robust tracking and use of data.
 - With the current system and with the new CRM, DCTV members can:
 - Update their profile
 - Renew membership
 - Enroll and pay for classes and workshops
 - Submit requests and search for volunteer crew to work on their productions
8. Bluewater – CMS Website at DCTV.org, launched October 2015.
- a. DCTV's website, launched October, 2015, is a content management system (CMS)-type website, which includes database backhand for content management, and is integrated with JL Systems "eNoah." It is a communication tool used to provide information to and receive information from the public.
 - b. The website is about 30 months old and continues to be refreshed. The website connects to the automated telecast system program schedules and allows the public to access DCTV's programming streamed over the internet. The website functionality is planned to be connected to and aligned with the new Client Relations Management software, Raiser's Edge and Luminare Online (RE/LO). It is slated to be connected to RE/LO in FY18, and re-aligned to improve navigation and workflow with the RE/LO system in late FY18 or FY19.
 - c. Since launching the website in October 2015, we received more 2250 visitors on average each month, with an estimated 27,000 visits during the year. Our communications strategy is to drive traffic in two ways: from programming to the website and vice versa.
 - d. The public is granted access as follows:
 - The general public have access to all information provided via the website that has not been segregated to the member's only sections.

- Viewers are able to obtain DCTV’s channels streamed over the internet and submit membership applications and other editable documents online.
- The public can also access DCTV’s Video Bulletin to electronically submit community activities, events, and workshops. Such requests are posted on the channels within 48 hours upon receipt.
- DCTV members are able to submit editable documents to DCTV (e.g. program submissions, program proposals, membership renewals, training classes, and workshops).

9. Quickbooks:

- Quickbooks is an accounting and financial database system used to track and record in the general ledger and journals all transactions, to create checks, to create financial reports, and to calculate and disburse payroll.
- The software is fourteen years old and is upgraded every year.
- The system is for Internal use only, with varying permission levels, and is not accessible to the public or members.

52. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY17 and FY18, to date, or anticipated for the remainder of FY18.

- Include the cost, what it does, and the budget program and activity codes that fund it.**
- Cross reference to any relevant contracts (name or number) in the responses above.**
- Please explain if there have there been any issues with implementation.**

Fiscal Year	Project Name	Description	Project Name	Project Cost to Date	Implementation Issues?
FY' 17	Leasehold Improvement – Equipment Upgrade	Chiller compressor replacement	Allows existing chiller to cycle off and rest, while A/C continues to operate. Replaced failed unit.	\$13,350.00	No
FY' 17	Phase IV Technology Upgrade – Studio B	Studio B—Tricaster Upgrade. Tricaster production switcher hub upgraded from 850 unit to 8000 unit; new Panasonic robotic cameras replaced existing cameras.	Studio B: Refreshed switcher and upgraded capability for virtual sets in green screen environment. Refreshed robotic cameras with current technology.	\$44,219.25	No
FY' 17	Phase IV Technology Upgrade –Brooks Room	Brooks Room: 80” Panasonic Touchscreen Monitor, Custom Stand, 24 mesh chairs, 6 fliptop (portable) tables	Brooks Room: 80” Touch Screen Monitor adds capability for education, allowing use of monitor as a “white board”, and to receive mobile device stills and video in real time for demonstrations, or played back from devices as examples. Stills and videos can also be “marked”. Operated from wireless laptop, so instructor can move around the room. Replaced furniture to	\$17,152.47	No

			add flexibility to room setup and increase seating capability.		
FY' 17	Phase IV Technology Upgrade – Studio A	Installation of 55” LCD Video Wall on mobile cart, including new Mac Pro computer and 34” wide screen monitor; added AJA video recorder	Video wall used for television program sets, as background or as additional source of information or remote “talent” during programs; Mac Pro and 34” monitor are control hub for video wall. AJA hard drive video recorder is used to ISO--isolate recording of a single camera in addition to recording the multi-camera switched feed for productions in studio A	\$55,691.26	No
FY' 17	Phase IV Technology Upgrade – Master Control	Installation of Channel CG Bulletin Board and cable installation	New system is an advanced digital signage system on the channels, allowing static and video messages for nonprofit organizations, RSS feeds for weather, sports and news, support for DCTV’s social media engagement with viewers, and emergency alerts.	\$12,700.70	No
FY' 18	Technology Upgrade – Classroom Upgrade	65” LCD Monitor 2 MacBook Pro laptops; 2 iPads Apple TV	Software and hardware upgrades for classroom instruction. New monitor allowed students to better see the information being displayed. Besides education iPads also support Production and Membership; laptops also support Production, Membership and Outreach. Apple TV allows monitors connectivity to any Apple device, to allow for streamlined, real-time interaction with monitors for stills and video during classes, meetings, events, screenings.	\$10,154.57	No
FY' 18	Leasehold Improvement – Equipment Installation	Purchase of 3HP Century Marathon Motor Air Handler for building.	Allows cycling off of air handler motor at pre-programmed times, to save energy and to lengthen the life of the equipment. Replaced failed unit.	\$2,182.66	No
FY' 18	Leasehold Improvement – Building Upgrades	Installation of qty-2 400WATT LED outdoor lights; Painting of interior and exterior of bldg	Part of transition to all-LED lighting.	\$25,276.70	No
FY' 18	Studio Suite Software System	Customize and install upgraded version of production & facilities management software	Last upgrade (version 10) was the 2013 version, upgraded in FY14. New version 12 is web-based and adds integration capability with REST API and with Outlook calendars. Software is used for equipment checkouts, assets register, facility bookings, staff and contractor scheduling for productions.	\$7,764.57	No
FY' 18	CRM Software System	Implementation and integration of a new CRM software system and support services	New system is a Client Relations Management system, which will support DCTV’s new participation structure, automate processes currently being done manually, and provide robust tracking and use of data.	\$86,352.40	In Progress, none so far

			Replaces membership database installed 2010, which no longer supports organization needs or business requirements.		
FY'18	DSLR Camera for Outreach	Canon Rebel T6	Replaces 2006 camera. Used to shoot photos and videos for social media messaging.	\$480.00	No
FY'18	Technology Upgrade – Production	Apple memory upgrade for Edit Suites and Production Dept.	System supports expanded use of software with greater processing and memory requirements.	\$3,275.87	No
FY'18	Technology Upgrade	Purchase of 27" iMac	System allows use of software with greater processing and memory requirements.	\$3,499.68	In Progress, none so far