

**SPJA Board of Directors
Open Board Meeting Minutes
23rd of September 2009
9:00 PM**

Agenda

Ongoing Items:

- CEO Report
- CFO Report
- Anime Expo Report
- Office Report

New Items:

- Thank you: Ross Johnson
- New Board Member: Ruby Wang
- New CEO: Michael Lattanzio
- Membership Committee - Update
- Question/Answer Session
- Adjourn meeting

Meeting called to order at 9:07 PM by Chairman Marc Perez.

Roll call of Board Members was taken by Interim Secretary Hank Wong.

Present at SPJA Office:

- Marc Perez – Chairperson
- Saied Rezayat – CFO
- Michael Lattanzio – CEO
- Thai Nam Pham – Manager of Accounting & Archives
- Jo Ann Faustino – Office Manager
- James Nenstiel – Co-chair, Membership Committee
- Kim Groomes - incoming Director of Administration, Marketing, and Corporate Communications

Online (called in):

- Hank Wong – Interim Secretary
- H. Roderic Onodera – Board Member
- Paul Wilson – Vice Chair
- Ross Johnson – Former Board Member
- Joyce Lim – Acting Chairperson, Anime Expo

- Joseph Kitzman – AX Programming

CEO Report (Michael Lattanzio)

- New time sheets are now in use. Issued through CFO Office, tracks time and description of hours worked.
- Coordinating meetings with LACC and LA Live in the next few weeks.
- 3 decorator bids are in negotiation in the upcoming weeks. We will be following the 3-bid policy for quotes.
- Staff changes:
 - SPJA core group: Kim Groomes starts 10/5 as Director of Administration/HR (new SPJA division).
 - HR handbook and guidelines to be formalized.
 - Thai Nam Pham is now Manager of Accounting and Archives, reporting to CFO.
 - Jo Ann Faustino is now permanent Office Manager.
 - Office Hours are now 10-5 Monday-Thursday and 10-4:30 Friday.
 - Still reviewing resumes for permanent AX2010 Chair.
 - Saturday meeting scheduled with AX senior management.

CFO Report (Saied Rezayat)

- Final clean up for the financial report for August and July- in progress.
- Handling one more LACC bill that came in from 2009. Other than that, all major expenses for July/August have been paid.
- 2010 budget: Target for review in October.

Anime Expo Report (Joyce Lim)

Joyce Lim was offline, report was not given.

Office Report (Jo Ann Faustino)

- If you need to hold a meeting at the office, please let us know in advance by either phone or email.
- Old policies will remain in place.
- Please keep the office clean and turn off AC when leaving the office.

New Items:

Ross Johnson's term ended on 9/9. Marc Perez will be purchasing a gift (with his personal funds) as a token of thanks for Ross' service. Thai Nam Pham and Hank Wong also express their thanks for Ross' service.

New Board Director Ruby Wang was unable to attend tonight.

New CEO Michael Lattanzio

- Background includes NBC Universal and other companies.

Kim Groomes

- Experience in the entertainment industry.

Membership Committee Report (James Nenstiel)

- Thanks the Membership for making this past election a success.
- Currently 5 open seats on the Board, 4 open seats on the Membership Committee. Resumes are still being accepted for both.
- Membership cards- work in progress.
- Observes that campaigning might be a good way in future elections to inform the Membership.
- Nomination for open seats
- Hank Wong asks about acknowledgement of applications and how long this application period will be open. James Nenstiel answers:
 - An acknowledgement should be sent when the application is received.
 - After review, will follow up with the candidate in a couple of weeks.
 - Resumes will be accepted on an ongoing basis until positions are filled. A formal ongoing process is in the works.

Marc Perez explains duties of Board Chair vs CEO. Questions on the separation of powers between the two positions can be sent to either Michael Lattanzio or Marc Perez. Encourages managers to attend Saturday's meeting w/ CEO.

Question/Answer Session

No questions.

Marc informs everyone if there are any questions to please contact him or Michael.

Meeting adjourned at 9:38PM by voice vote.

Meeting Minutes prepared and submitted by Hank Wong, Interim Secretary, SPJA Board of Directors.