

**Meeting of the Board of Directors of the  
Midpeninsula Community Media Center  
Monday, November 15, 2021, 4 PM - 6 PM  
Agenda**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

1. Welcome and Introductions
2. Announcements/Acknowledgements/Public Comment
3. Approval of Outstanding Minutes
  - ACTION: Approve August 16, 2021 and October 9, 2021 minutes
4. Committee Reports:
  - a. Finance Report - Sato/Cooper
    - i. Investments Update - Paola Ramos, Client Advisor, Mercer Advisors
    - ii. Q3 Financials Update - Stokstad/Elaine Orgain, Silicon Valley Accounting Solutions
      1. ACTION: Approve Q3 Financials
5. FY22 Budget Presentation - Sato/Stokstad
  - a. ACTION: Approve FY22 Budget
6. Executive Director/CEO Report
7. Organizational Planning Calendar for 2022
  - ACTION: Approve Organizational Planning Calendar for 2022
8. Recess to Closed Session
  - a. Personnel - ED/CEO position and Board Guidance going forward, and handoff of duties to Tilak  
Report out of Closed Session
9. Adjournment

**2021 Meeting Dates/Agenda Items**

1/25/2021	Monday	4 pm	Annual meeting; Election of Officers; <b>Q4 20 &amp; FY 20</b> Review
1/28/2021	Monday	4 pm	<i>Special meeting; Closed Session</i>
3/22/2021	Monday	4 pm	<i>Short and Long Term Strategic Planning, Development; ED Review</i>
4/19/2021	Monday	4 pm	<b>Cancelled</b>
5/3/2021	Monday	4 pm	<b>Special Meeting - Q1 21</b> ; Staff Report
8/16/2021	Monday	4 pm	<b>Q2 21</b> ; Midyear Budget Review
10/9/2021	Saturday	9 am	<i>Board/Staff Retreat; Organizational Goals Review</i>
11/15/2021	Monday	4 pm	<b>Q3 21; Approval of FY 22 Budget</b>

ZOOM MEETING INFORMATION:

WEBSITE: <https://zoom.us/join>

MEETING ID: 856 5540 5077 CALL IN PHONE NUMBER: (669) 900-6833

**Public Comment**

Public comments also may be submitted in advance of the meeting via email to [info@midpenmedia.org](mailto:info@midpenmedia.org). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting.

**Accessibility for Individuals with Disabilities**

Upon request, the Midpen Community Media Center will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [info@midpenmedia.org](mailto:info@midpenmedia.org) or submitted by phone at 650-494-8686. Requests will be granted whenever possible and resolved in favor of accessibility.