

Media Factory Board Meeting, 9/18/23 6 pm

In attendance: Jess Wilson, Seth Mobley, Keith Oppenheim, Art Bell, Jason Raymond, Shelagh Connor Shapiro, Deb Ellis, Colleen Goodhue, Katherine Biewala-Stamper, Dean Pierce, Chris Dissinger (remote), Eric (remote).

1. Call to Order - 6 p.m.
2. Welcome to new board member Colleen Goodhue, who briefly introduced herself.
3. Public Comment (None)
4. Approve Minutes: July 17, 2023; Dean moved, Shelagh seconded approval of the minutes.
5. Financial Report
 - a. Chris: Things look good. Report looks as we would anticipate.
A couple of things to look at:
 - i. Income from cable looking good, though funding from Burlington Telecom is down a bit. (Seth to address in a minute.)
 - ii. Other income looking good.
 1. Production ahead of year-end total budgeted.
 2. 4100 - Grants Income going up by \$17K or so (Jess to address in a minute) ; Bridge funding of \$45K from state of VT will be reflected in 4100 as well.
 - iii. Expense

1. Health care a bit low. Cash in lieu higher.
 2. Dues & Subscriptions looks a bit high because all paid up through the year already.
 3. Website development low, but WBTV site to be revised.
 4. Professional fees down due to lack of bookkeeper for so long.
- iv. Seth: Burlington Telecom low
1. Some documentation was missing when the numbers came in and Seth has just gotten it, but how we can allocate those funds will depend on this: Operating at 93%, Capital at 97%. Seth to look into.
 2. New Bookkeeper coming in, and so that expense will again go up soon.
 3. Web development
 - a. Progress is slow, layer of governance involved, some discussions about direction.
 - b. Last week an email from Drew Frazier saying now is a good time to look in a new direction than LocalEyz collaborative in its current form.
 - c. One option is Blue House Group, referred by one of our radio programmers, who did

some pro bono work for us in the past. Good experience. Reaching out to them soon.

d. Chris asked a question regarding Drupal front end, different back end. Seth will know more after they meet with Blue House.

v. Jess re: Grants

1. Recent grant success

- a. VT Arts Council: giving MF \$3,000 to help support CrowdSource Toy Story (this year's project). Will help support accessibility and an event.
- b. Grant from VT Dept of Labor - \$14,000 to fund internships: specifically a "360" internship to help someone learn about the whole organization. (Existing employee Kendra was an intern before coming on board, and that went really well, obviously.)
- c. State general fund - a million dollar bridge fund to be split by VAN organizations. This will mean \$45,000 for MF, which will help us work on a bill that concerns our funding as it decreases from changes to cable funding. The idea is that the fund will grow, making up for decline of the fees we've always relied

on. The fund will include fees brought in by utility companies from poll attachments.

- i. Brief discussion of the details of this fund and how it will work. Covid helped the public and the legislature better see the value of community media, and this looks promising (though industry will likely push back).
- ii. Shout out from Chris and Keith about MF being lead on these grants. Jess credited Gin and Ross as well.
- iii. Katherine moved, Eric seconded the approval of the financial report.

6. Board Appointment/Recruitment

- a. One seat is open on the board, vacated by Melo when her term ended.
 - i. Seth: At the last meeting, we talked to Melo and Kevin (a potential board member who expressed some interest) about their capacity to serve on the board at this time.
 1. Kevin has not gotten back.
 2. They are working on a meeting with Melo to discuss board involvement and board-related concerns. They reached back out but communication fell off there as well.

ii. So this leaves one seat (that was Melo's seat) open. If anyone has ideas and the individual in mind is interested, please forward their details to Keith and he'll reach out to discuss how to move forward.

1. Art: do board members have to be Chittenden County residents? Jess: No, just elected board officers.

2. Katherine: are there particular skill sets that we're looking for that aren't now represented on the board?

a. Keith: (not that aren't represented on the board, but) possibly financial understanding, and general interest in the organization. Board experience is always a good thing.

b. Jess: Marketing or engagement backgrounds are helpful, too.

7. Committee Assignments and Reports

a. Keith: three committees: Marketing (Art, Jason); Inclusion (Keith, Chris, Eric); Programming (Shelagh, Dean, Deb, Katherine)

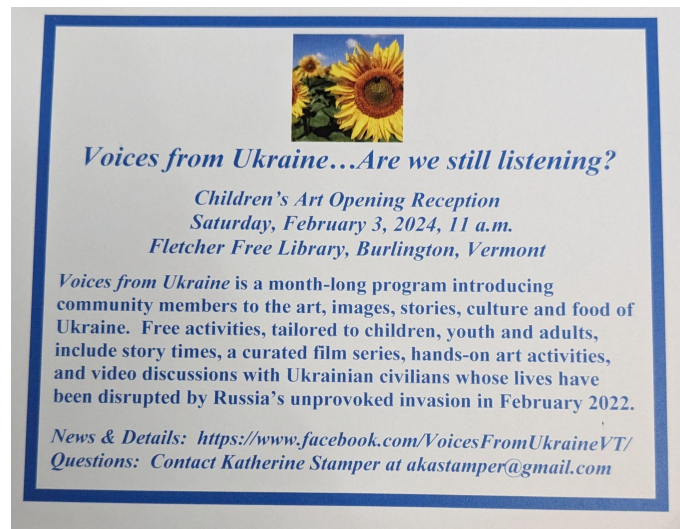
b. Discussion of the purpose, function, and progress of these committees.

c. Colleen expressed interest in joining the Marketing Committee.

d. Jess explained that non-board members who we know (who might be passionate about the work being done by a particular committee) are welcome to join and help out.

8. New business

a. Katherine is going to be gone 9/29-12/4. Working with Ukrainian refugees. She handed out a card regarding a Feb. 3 Children's Art Opening Reception. Jess and Seth encouraged her to reach out about MF services at this reception.



b. Shelagh mentioned her gratitude for MF services at the upcoming Green Mountain Book Festival.

9. Eric moved to adjourn, Art seconded. Meeting adjourned at 6:54 p.m.