

# Media Factory Board Meeting

February 20, 2023 at 6 pm

**In attendance:** Seth Mobley, Jess Wilson, Jason Raymond, Keith Oppenheim, Deb Ellis (Remote). Dean Pierce (remote; periodically left), Katherine Stamper

**Meeting called to order at 6:08 p.m.**

## 1. Public Comment -

- a. No public comment.

## 2. Approve Minutes from 11/21/22

- a. Katherine noted a correction in the minutes that she was in attendance last month.
- b. Katherine moved to approve the minutes.
- c. Dean/Eric seconded.

## 3. Treasurer's Report and Review of Financial Statements

- a. Seth reported the highlights (from notes from Chris)
  - i. Fourth quarter income from Comcast was a bit lower than projected (also projected in Q1 for 2023) because Sara reports ahead based on the Comcast prior funding. Seth noted that MF may want to keep an eye on it and monitor for subsequent planning, although there is plenty in reserves. (Projection for Q1 based on Q4 2022)
  - ii. MF received an unexpected grant of \$1000 from a donor
  - iii. Unrealized gains/losses investment is showing some improvement
  - iv. Outreach - Events \$1500 listing in Q1 2023 is from prior year recently billed
- b. Dean inquired about the process for how the quarterly cable company payments (Comcast and Burlington Telecom) are communicated
  - i. Seth noted that these numbers reflected a projected quarterly payment (Sara booked ahead for the previous quarter to project ahead and then adjusts when the payment is received)
  - ii. Katherine moved to approve.
  - iii. Deb seconded.

## 5. Comcast Negotiation Update and HD Channels

- a. Seth outlined some preliminary concerns for the negotiation process...VAN communicated that Comcast may be ready to move to HD channels which may change some language within the contract, and required additional negotiation around who will pay to support the new technology required for the broadcasting process (line of demarcation..due to new technology). It is currently unclear what additional expenses may be required.

- b. Seth and Jess inquired for more clarity for the contract breakdown to further clarify potential future costs (and determining factors involved in formulating the costs), and determine costs for the overall VAN and also potentially individual center (AMO).
- c. VAN asked these questions to Comcast in late January
- d. Keith inquired about the developing relationship between MF and VAN
- e. Katherine noted the importance of the relationship between centers within VAN to not sign individual contracts that would set a precedence for other smaller centers
- f. Keith inquired about the mood moving forward; Seth and Jess both noted that the relationship continued to be amicable and documented

## **6. 2023 Media Factory Board Election**

- a. Seth communicated board elections are every year (April 2023)...and that board members should begin considering candidates; Board elections are often an opportunity for outreach to potential candidates in the future; At the current time one additional board member will be considered.
- b. Open board seat positions are communicated in MF newsletter, social media, and within MF offices
- c. Katherine inquired on the length of the term (two year term; vacancies for remainder of term) and wondered about specific skills sets or attributes we might be looking for on the board moving forward
  - i. Katherine also noted the need for diversity (racial, genders, socio-economic, etc) and for
- d. Keith noted that often people on the board are more media-creation first and business second
- e. Seth will also share out a spreadsheet of terms for existing board members

## **7. Committee Updates**

- a. Marketing- Art has yet to communicate with Melo, Jason to begin the process (and include Gin in the meeting)
- b. Inclusion- Eric is the head of the committee;
  - i. Met on January 26th
  - ii. Considering what the agenda will be for the committee and how to incorporate a more holistic approach to the work
  - iii. Chris has agreed to provide minutes for these meetings
  - iv. Chris will also meet with a consultant who has worked with the Flynn
  - v. Katherine noted that integrating trainings and workshops within the organization/board may be essential to fully and continuously incorporate inclusion within the organization's practices
  - vi. Next meeting for the committee will be on March 9th
- c. Programming-
  - i. Katherine has joined the committee, but no meetings have been scheduled.

## **8. Other Business**

- a. Legislative update from Jess (VAN advocacy workgroup) - One time \$1million general funds (for bridge funding considering declines in cable company revenue); More updates will be provided.
  - i. Some testimony may be required (typically 2 minutes) to support bills to continue creating bridge funding based on trends in future revenue declines.
- b. Additional sustainable funding is also being pursued at a national level

## **9. Deb moved to adjourn the meeting. Seconded by Eric.**

**Adjourned at 7:10 pm**