

## **Media Factory Board Meeting**

**When: September 16, 2021 at 6 pm**

**In attendance: Jess Wilson, Art Bell, Seth Mobley, Gary Lambert, Janine Fieri, Katherine Bielawa Stamper, Jason Raymond, Melo Grant, Chris Dissinger, Shelagh Shapiro.**

**Meeting was called to order by Gary at 6:03 p.m.**

1. Public Comment – none
2. Chris moved to approve minutes from 8/18/21. Katherine seconded the motion. Approved.
3. Treasurer's Report and Review of August 2021 Financial Statements
  - a. Seth shared his screen to show budget and PNL
  - b. Chris's only comment: repairs and maintenance expenses will be large for last quarter of the year. That particular line item seems to be far below, but will probably catch up for the most part. This is not an unusual sort of event.
  - c. Seth reminded board that CDARs had been in four-week, lower-interest-rate options. Updated the group that he's been talking with a rep at Northfield Savings Bank – preliminary investment strategy discussion. This might take a bit of time. In the meantime, the CDARs have been put into another 4-week option, with slightly higher interest rates than that first go round. Next four weeks they'll be thinking and deciding what to recommend.
  - d. Art: should we consider other banks, that might offer better options in order to get our business?

- e. Katherine: VT Community Foundation can accept funds from various non-profits and they manage the funds for different groups. They have some heavy hitting advisors. Might be an additional option to consider. She can look into this and follow up.
  - f. Shelagh: Didn't we recently choose NSB after some research and change? Seth and Jess, yes, based on a number of factors (in the past few years). Katherine concurred that NSB has a record of doing good work along these lines.
  - g. Seth: A few things on the shared budget and PNL were not up-to-date in recent reports, but that's being updated. (Getting a combined QB license in order to have multiple people looking at the books at the same time. This has slowed people down in being able to get their work done.)
  - h. Seth then updated the board on some of the items whose numbers aren't where they expected them to be (such as Leasehold Improvement, Signage, Website Development, Salary... )
  - i. Shelagh moved to approve the financial report. Janine seconded. Approved.
4. Co-Directors' Updates: Staffing, Covid-19, Cable Contracts
- a. Jess: Staffing – Athena K. left back in July and MF took that opportunity to consider the radio station (in light of the merger as well). They decided to add production support in the facility but not replace Athena with a new full-time staff member at this time. Production team working to develop a comprehensive task list to help people support the station and the facility. Also staffing coverage of meetings, events, etc. Staff does a lot and is cross-trained. Two new hires taking to the work really well, too.
  - b. Seth: Seth is in the facility and Wendy is back.

- c. Jess: Covid-19 – nothing new since last month (masking in common/public spaces; masks can come off in the studio and in enclosed spaces where an individual is alone; Symptoms? don't come in; Also, everyone is signing in to ascertain not symptomatic, for contact tracing purposes. One employee had been exposed and stayed home until receiving negative test.)
- d. Jess: Comcast Update – ball in MF's court right now, but their contact Melissa is on vacation. In last interaction, MF questions weren't all answered (HD). Another subject is support for ads. New contracts state reimbursement for two ads per year should be reimbursed. An older contract (RETN) was different (\$3500 reimbursement). After a conversation, agreed that at minimum, \$3500 will be recaptured for ads placed THIS year based on timing of merger. Going forward, talks need to update this point.
- e. Jess: with Burlington Telecom, MF attorney is making recommended changes in light of merger and planning to get it to BT's attorney. No issues anticipated, but TBD.

## 5. Committee Appointments and Charter Discussion

- a. Gary: shared with Jess and Seth the list he's come up with. No surprises.
  - i. Inclusion: Dan, Chris, Melo, Deb, Janine
  - ii. Programming: Jason, Shelagh, Keith, Art, Gary
  - iii. Katherine may work toward developmental support in place of being on one of the committees. Janine offered to support her there.
- b. Gary: Next step might be committees getting together to discuss definitions of mission, structure, schedules.

- c. Jess: some tasks already flagged for committees to discuss. Staff support can be expected (Seth and Jess, and also perhaps some other staff support).

## 6. Finalize Board Meeting Schedule

- a. Does the 3<sup>rd</sup> Thursday at 6 pm work for future meetings for all/most? (No conflicts other than a possible occasional lateness due to an earlier meeting – Janine.)
- b. Historically we've taken a couple months off each year. (December for a holiday gathering and also a summer month.) Should we do that in the coming year? Should we consider a holiday celebration? Should we have a board retreat? For now, no objections to a December gathering, and so we have a plan for the rest of the year. We'll discuss the other party/gathering in '22.
- c. Jason: will we continue to meet virtually? Seth: hopefully we can meet in person soon, but it depends on Covid 19. Janine: health dept has just returned to virtual meetings, which she sees as wise for the time being.

## 7. Other Business

- a. Melo: question about ARPA funds - money the city has and is taking applications for projects/ideas. Are we going after any of those funds? (Later - make sure Farrington knows about ARPA funds.)
  - i. Jess: VAN lobbyist keeps them in the loop around ARPA funding.
  - ii. She believes those funds are mostly around capital projects. She wasn't aware of Burlington opening that up. She will look into this.

- b. Art: question around the main entrance to the building – will it change, given parking lot construction? Seth: no. (Partly due to existing entrance for physically disabled.)

But...

- i. Some offices are changing around, including Seth, Matt, others. (He enumerated some of these changes.)
- ii. With Matt moving, plan is to turn that area into more welcoming reception area. Production tech will sit there when available, for one thing.
- iii. New ramp being considered and options to further repair and/or preferably replace (failing) elevator.

8. Committee next steps:

- a. Can one person from each committee contact their group to work out next steps, set a meeting time, and cc Seth and Jess?
- b. Yes. Janine for inclusion, Shelagh for programming.

**Katherine moved to adjourn. Art seconded.**

**Meeting adjourned at 7:06 p.m.**