

Media Factory Board Meeting

When: April 17, 2023 at 6 pm

Location: Media Factory Classroom, 208 Flynn Avenue,

In attendance: Katherine, Deb, Eric , Jess, Seth, Keith, Jason, Shelagh, Dean.

1. Call to Order: Katherine made a motion to start the meeting.
Jason seconded. All in favor.
2. Public Comment (none)
3. Approve Minutes from 3/20/23 - Jess shared her screen. Jason moved to accept the minutes. Eric seconded. Minutes approved.
4. Treasurer's Report and Review of Financial Statements
 - a. Jess - P&L pretty current. All production related invoices. Completed billing through end of March. On trend or ahead of budget.
 - i. Cool new project concerning Overlook Cafe and blind employee (main focus) - project with VT division of the blind and visually impaired.

- ii. Ross & Gin working on other video storytelling as well, through their internship program.
- iii. Other projects are coming up (as well as graduation season).
- iv. Facilities, fees, income will come later in the year.
Income related to use of the tech core by Ch 17.
- v. Unrealized Gain/Loss is related to investment.
Bookkeeping item Seth is in the process of learning more about (re: how Sarah logged the journal entry).
Modest gains in the investment.
- vi. Ch. 17 has been working with a bookkeeper since Sarah's passing. They plan to hire him. There will be opportunities for us to work with him as well. More on that to follow after meeting more with him and discussing options.

vii. Grants income discussed; Katherine's input has been valuable. Related conversation about DEI consulting work and the budget.

1. Katherine is happy to help facilitate the grant writing for DEI as well.

viii. Expenses: on track and nothing new to report that hasn't been discussed in previous board meetings.

ix. WBTV expenses will probably go over budget. Not a lot of money in terms of the overall budget, though. Upgraded mixcloud account to help programmers be able to upload their shows and publish/archive online. Discussion of what this means for the station. mixcloud rules for plays, pirating limitations, etc.

x. Cable revenue should be coming in soon.

b. Balance sheet shared for viewing.

c. Katherine moved to approve the financial report. Shelagh seconded. Motion passed.

5. Directors' Update

- a. Ken French is retiring and Adam Walker has been brought in to take his position as the Municipal Services Manager. Has been freelancing since Dec. Came in officially as of 4/3.
- b. Jude Domski is leaving the Media Factory. Her work with students and producers has been particularly helpful and she will be missed.
- c. Internship update: 360 Internship has wrapped up for the year. Summer internship launches soon. 24 applicants for 2 positions (and counting). CrowdSourced Cinema is back, Toy Story is the film.
- d. Jess serves on the VAN Board. She updated the board on the multipronged legislative strategy work. Cautiously optimistic about this year's \$1 million dollar funding (which will mean \$24,000 for the Media Factory).

- e. She also reviewed the Funding Bill. Community Media Public Benefit Fund. Telephone-Pole-related technology to measure cable revenue and provide support for PEG funding. Jess can share the summary with anyone who might like to review.
 - f. VAN annual meeting coming up 5/5 in Rutland. Great opportunity to meet other board members and staff from Community Media Organizations around the state.
 - g. Brief discussion of a film making class that happened recently. (Production Assistance.)
 - h. HR: considering remote work policy guidelines. Seth says they'd love to see any other remote work policies from other non-profits with which board members might be involved.
6. 2023 Media Factory Board Election Update/Annual Meeting Planning
- a. Deb Ellis will run.

- b. Election is a huge outreach for MF. Big part of how the organization presents itself to the public, and brings in more community members to become more involved.
- c. Annual Meeting is in a month. Before the merger, VCAM and RETN did things a little differently from each other. Last year it was remote due to some COVID cases/exposures. This year, in person. Some of what's included on the agenda:
 - i. Strategic planning
 - ii. Dept updates
 - iii. Financial updates
 - iv. Announce election results
 - v. Public question opportunities
- d. Shelagh asked about titled positions and any changes.

Does that happen at the annual meeting? No.

Reorganization meeting happens in June.

7. Committee Updates

- a. Marketing Committee: Discussion of when the marketing committee will meet. Friday at noon, though Jason probably can't make it. Might be able to Zoom in.
- b. Inclusion Committee: Keith shared Chris's email about CQ Strategies, a consulting firm re: DEI. Eric will set up a meeting in early May with that group for Chris, Keith, and Eric.
- c. Programming Committee - nothing new since last month, application wise.
 - i. We can also revisit the committee's charter and what work we want to take on in the coming year, perhaps in June. Producer Peers to hear policy concerns, disputes, things like that. Review of Bylaws and adherence issues.
 - ii. Shelagh will reach out to the committee to set up a meeting in June to discuss our contributions.

iii. Eric asked about the possibility of hosting an international film group. Seth and Jess: as long as the group has the rights to show the film, this can probably happen.

8. Other Business - none

Deb moved to adjourn. Katherine seconded. Adjourned at 7:18 p.m.