

# Media Factory Board Minutes

June 16, 2025 at 6pm

**In attendance:** Seth Mobley, Keith Oppenheim, Jason Raymond, and Jim Heltz present at Media Factory. Colleen Goodhue, Dean Pierce, Jane Chou, and Ted LeBlanc participating online. **Media Factory Staff:** Gin Ferrara, Patrick Heltz, Adam Walker.

## 1. Call to Order

- a. Meeting was called to order by Keith at 6:04 p.m.
- b. Jim Heltz was welcomed to the board.

## 2. Public comment

- a. None

## 3. Executive Committee (Officers)

- a. Keith is willing to continue as board chair (president)
  - i. Dean moved that Keith continue as chair (president) . Ted seconded. Motion approved.
  - ii. Dean asked about procedures for committee member appointment/election.
- b. Keith inquired about interest board members might have in the other officer positions.
- c. Colleen moved that Jason serve as vice president. Jim seconded. Motion approved.
- d. Jane moved that Deb serve as Treasurer. Ted seconded. Motion approved.
- e. There were no nominations or motions regarding the Board's Secretary. Dean agreed to prepare minutes for the meeting.
- f. Officer Results:
  - i. Keith Oppenheim (President of Media Factory)
  - ii. Jason Raymond (Vice-President)
  - iii. Deb Ellis (Treasurer)
  - iv. \_\_\_ (Secretary)

## 4. Approval of Minutes:

- a. Dean moved approval of the minutes for the May meeting. Colleen seconded. Motion approved.

## 5. Review of Election Results

- a. Seth and Keith provided a brief introduction to the topic.
- b. Jason moved that the board enter executive session, with an invitation extended to Seth to be present for the first part of the session. Jim seconded. The motion was approved.
  - i. The board entered executive session at 6:25 PM.
  - ii. Upon motion, the board exited executive session at 7:05 PM
- c. Dean moved that a committee be created, with Ted as Chair, to develop recommendations on electoral processes. Jason seconded. The motion was approved.

## 6. Board Appointments

- a. Deb's appointment to the board was formalized. Dean moved, Colleen seconded, and the motion was approved.

- b. There are two remaining board vacancies. One is a one year seat, and the other is a two year seat.
- c. Four individuals have expressed interest in serving: John Billingsley, Duane Peterson, Olivia Hartwig, and Rae Kantrowitz.
- d. The experiences and qualities of the individuals were described by those present who knew them. Discussion ensued.
- e. Jim moved that Olivia Hartwig be appointed to the board to fill the seat with one year remaining. Jane seconded, and the motion was approved.
- f. Colleen moved that Duane Peterson be appointed to fill the remaining (2 year) seat. Ted seconded. And the motion was approved.

## **7. Strategic Planning Check in**

- a. There was a brief update on the Strategic plan, which is in final draft form.
- b. The committee guiding creation of the strategic plan committee must meet before the draft will be released, but the meeting has not yet been scheduled.
- c. MediaFactory's leadership team has begun creating a work plan in support of the strategic plan. The term of the work plan is three years but most items included would occur in years 1 and 2.
- d. Documents will be presented to the Board in July.

## **8. Other business**

- a. Gin announced that the slide presentation shared at the annual meeting has been printed and is available upon request. Digital copies also are available.
- b. Adam gave an update on Media Factory's success providing services at nine high school graduations. Materials distributed at the time are helping increase public awareness of the organization and drive people to our website.

## **9. Adjournment**

- a. Keith moved, with Ted seconding, that the meeting be adjourned.
- b. The motion was approved. The meeting ended at 7:45 PM.