Media Factory Board Minutes (DRAFT)

June 22, 2026, meeting

In attendance: In-Person: Deb Ellis, Jason Raymond, John Billingsley, Eric Agnero, Colleen Goodhue; staff members Seth Mobley and Patrick Heltz. **Via Zoom:** Dean Pierce.

1. Call to Order Meeting was called to order at 6:03 pm by Seth Mobley, who was presiding until the election of a new board president.

2. Executive Committee Appointments The board proceeded with the election of officers for the upcoming year.

- **President:** Deb Ellis indicated her willingness to serve, though she expressed some hesitation regarding her proficiency with Roberts' Rules of Order. Seth Mobley noted that staff and the board could support her in that area.
    - *Dean Pierce moved to elect Deb Ellis as President. Colleen Goodhue seconded. Motion passed unanimously*.
- **Vice President:** Jason Raymond expressed interest in remaining in the Vice President role.
    - *Dean Pierce moved to elect Jason Raymond as Vice President. Colleen Goodhue seconded. Motion passed unanimously*.
- **Treasurer:** John Billingsley expressed interest in the role. Deb Ellis shared that her experience as Treasurer was a valuable way to learn about the organization's operations.
    - *Dean Pierce moved to elect John Billingsley as Treasurer. Eric Agnero seconded. Motion passed unanimously*.
- **Secretary:** Dean Pierce indicated he would be willing to serve.
    - *Colleen Goodhue moved to elect Dean Pierce as Secretary. Jason Raymond seconded. Motion passed unanimously*.

3. Public Comment None.

4. Approve Minutes: April 20, 2026 Seth Mobley reviewed the contents of the April minutes.

- *Eric Agnero moved to approve the minutes. Colleen Goodhue seconded. Motion passed*.

5. Financial Report Seth Mobley presented the financial report, noting several key items:

- **State Funding:** Positive news was shared regarding $1.8 million in the state budget for PEG access organizations and $90,000 to support radio stations. The specific formula-based amount for Media Factory is not yet finalized.
- **Production Income:** The organization is performing reasonably well but is slightly behind budget due to recent gaps and transitions in staffing.
- **Expenses:**
    - **Health Coverage:** Numbers are fluctuating due to staff turnover, but the overall impact is expected to be neutral.
    - **Insurance:** Life and disability insurance costs are slightly higher following a change in provider, though a credit is expected.

    - **Leasehold Improvements:** The primary expense in this category is the rooftop generator installation. Electrical work is largely complete, but a shipping delay has pushed the final installation to early July. A grant extension is being processed as a result.
- **Generator Context:** Seth clarified the generator provides emergency capacity to keep the radio station and cable channels operating during power losses, a major topic of statewide discussion for access centers.
    - *John Billingsley moved to accept the financial report. Eric Agnero seconded. Motion passed unanimously*.

6. Committee Appointments The board discussed the existing committee structure (Executive, Programming, Marketing, and Inclusion) and the challenge of spreading a small board across four committees.

- **Structure:** It was noted that the Marketing Committee is not a standing committee in the bylaws, whereas the others are.
- **Committee Interests:**
    - **Programming Committee:** Dean Pierce and John Billingsley expressed interest in remaining. Deb Ellis will check with Olivia Hartwig regarding her continued interest.
    - **Inclusion Committee:** Eric Agnero and Colleen Goodhue are willing to continue to serve.
    - **Marketing Committee:** Current members are Jason Raymond, Duane Peterson, and Deb Ellis.
- **Future Action:** The board will continue discussions regarding committee membership; discussion will potentially include reducing the number of committees, which could require a bylaw change.

7. Board Recruitment for Open Seats There are currently three open seats on the board, each for a two-year term. Board members were tasked with identifying potential candidates for discussion at the next meeting.

8. Meeting Schedule and Annual BBQ

- **August Meeting:** Due to a schedule conflict for Seth Mobley on July 20, the next regular meeting was moved to August 3, 2026.
- **Annual BBQ:** Scheduled for August 24, 2026, at 5:00 pm.

9. Other Business

- **Internships:** In response to a question from Eric Agnero, Seth Mobley provided an update on student internships and efforts to engage students from the local tech center.
- **Technical Support:** Discussion occurred regarding staff providing technical sound assistance at a local theater and addressing sound issues at events such as the one at Shelburne Farms.

10. Adjournment

- *Jason Raymond moved to adjourn. Colleen Goodhue seconded. Motion passed. Meeting adjourned at* 7:10 pm.