Media Factory Executive Committee Meeting Notes

Date: July 31, 2026 **Time:** 9:00 AM – 9:40 AM **Participants:** Deb Ellis (Chair), John Billingsley (Treasurer), Dean Pierce (Secretary), and Seth Mobley (Executive Director).

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1. Housekeeping: Meeting Minutes and Open Meeting Law

The committee held an extensive discussion regarding the formalization of Executive Committee meetings.

- **Open Meeting Law (OML) Compliance:** Dean Pierce emphasized that as required by the Public Utility Commission (formerly Public Service Board) rule, the organization needs to adhere to OML requirements, including posting agendas, taking minutes, and providing public notice.
- **Transparency:** Dean argued that formalizing the process ensures transparency and prevents any perception of secrecy.
- **Legal Counsel:** Seth Mobley noted that interpretations of OML vary among access centers. He agreed to research the specific requirements for Media Factory and proposed consulting attorney Paul Phillips, potentially in collaboration with Vermont Access Network (VAN) colleagues as a cost-saving measure.
- **Action:** Dean Pierce volunteered to provide minutes for this session to establish a record.

2. Financial Report Preparation

Seth Mobley and John Billingsley (attending his first meeting as Treasurer) discussed the financial reports for the upcoming Monday board meeting.

- **Account Cleanup:** Seth identified a few misallocated expenses. Specifically, staff education expenses for the ACM conference were mistakenly booked under "production travels, meals, and lodging".
- **Capital Budget:** Seth plans to meet with the production department to review "internal capital" accounts in the 7000s that currently appear over budget.
- **Coordination:** Seth and John agreed to connect over the weekend or on Monday morning to finalize the treasurer’s report and ensure John is comfortable presenting it to the full board.

3. Executive Committee Scheduling

The committee discussed establishing a regular meeting schedule as stipulated in the bylaws.

- **Action:** Seth will utilize a tool such as "LettuceMeet" or a Doodle poll to determine a recurring day and time that accommodates the members' schedules, noting that Friday mornings often present conflicts for some.

4. Board Meeting Agenda Planning (August 3)

The committee reviewed key items for the Monday board meeting agenda:

- **Board Recruitment:** The committee discussed strategies for filling open appointed seats. Seth suggested using a skills and community network matrix to identify gaps. Dean suggested using Front Porch Forum and social media to broadcast the invitation for new members.
- **Strategic Planning:** This will be a standing item. Seth will provide a brief update on staff progress regarding 2026 benchmarks.
- **Executive Session:** Seth requested a brief executive session for Monday to provide a legal update on "positive developments".

5. Adjournment

The meeting adjourned at approximately 9:40 AM to allow participants to attend other scheduled 10:00 AM meetings.