

Media Factory Board Meeting

April 21, 2022. 6 p.m.

In attendance: Seth Mobley, Chris Dissinger, Gary Lambert, Katherine Bielawa Stamper, Jess Wilson, Shelagh Shapiro, and (later) Deborah Ellis, Dan Cahill, Melo Grant.

Meeting called to order 6:03 pm.

1. Public Comment

- a. Deb asked how it works to be invited into the meeting.
 - b. Post-COVID explanation offered for how the public is informed about how to participate.
2. Katherine moved to approve **Minutes** from 3/22; Chris seconded. Motion approved unanimously.

3. Treasurer's Report and Review of Financial Statements

- a. Seth shared his screen with Budget sheets, etc.
- b. Chris spoke about production income being higher – performing well.
- c. Unrealized gains/losses – adjustment about investment portfolio. Not to be reviewed weekly, but over time, given interest income fluctuations.
- d. Expenses:
 - i. Education is a little low, but COVID affects this. More professional development opportunities will be taken.
 - ii. Outreach, other – Scott Campitelli scholarship is there.

- iii. Legal fees account low, given merger legal-work timing. Expected to increase.
- iv. Maintenance investments. Trending mostly to budget. Time of year affects this.
- v. Seth:
 - 1. Related to unrealized gains/losses and interest income – might want another conversation with Sarah about details of what to do here.
 - 2. Education: Jess and Seth have a lot of requests from staff coming in for professional development. Online forum has been employed to help them apply, plan and organize. Next year they may want to bump up the number again.
 - 3. Working with VSAC re: Campitelli scholarship.
 - 4. Keith: where are people doing professional development?
 - a. Mainly Alliance for Community Media Conference – lots of people want to go. (Ross and Gin presenting a panel, too, which is good for the MF.)
 - b. Drone licensing request from a member of staff. Will submit a summary proposal of what it will entail and cost.
 - c. Ross has made a request re: project management.
 - d. Drew attended a conference as well.
 - e. Chris thought it might be worth overspending here, since it's been so long since people could attend these

conferences. Discussion seemed to support this idea, and also support employees presenting their conference experiences to the rest of staff upon their return.

5. Jess: VAC project that Gin and Ross are working on. Overall good news on the income front.

e. Shelagh moved to approve the budget report; Katherine seconded. Budget report was unanimously approved.

4. Board Policy Review and Discussion

a. Wording shared of new board policy about staff and board conflict and grievance resolution. Gary offered further explanation of the process of writing this document.

b. Discussion of the new policy.

c. Keith moved to approve the language of the Media Factory Board and Staff Grievance Policy. Katherine seconded. Approved unanimously.

d. Gary: next step should perhaps be a communication put out to publicize this to staff. Jess and Seth to handle this staff communication, in communication with Gary.

5. Board Recruitment and Election

a. Seth: So far, one nomination. They'd love more. People can self-nominate. Keep in mind who might fit well into this role.

Melo Grant joined the meeting, and Deb Ellis had to leave.

6. Annual Meeting Planning for Next Month (5/19/22)

- a. Gary: how are people feeling about an in-person meeting?
- b. Keith: what's the location?
- c. Jess: some need for AV and tech, so classroom space is good if it's big enough.
- d. Discussion of logistics, gatherings, health and safety, agenda, etc.
- e. For now, planning an in-person classroom meeting with Zoom option.
- f. Agenda discussion
 - i. Departmental concerns
 - ii. Honoring Dan's and Gary's board service. Possibly also Janine's service, if she has to step down.
 - iii. Election winner announcement

7. Committee Updates

- a. Neither of the standing committees has met this month.
- b. Both are hoping to meet soon. Hopefully before annual meeting.

8. Other Business

- a. Melo brought up grievance policy discussion and was caught up re: earlier discussion and passing of grievance policy wording. She requested further discussion.
 - i. Seth: Staff concerns about pay rates, growth in the company never actually happened to the extent that has been indicated in board conversations.
 - ii. Melo: this isn't what was shared individually with her. She has a concern about a morale problem in the organization. Discussion about policy, openness, transparency.

b. Melo: Recommendation to post agenda.

Shelagh moved to adjourn. Katherine seconded. Approved unanimously. Meeting adjourned, 7:17 pm.