

Media Factory Board Meeting

When: June 19, 2023 at 6 pm

Location: Media Factory Classroom, 208 Flynn Avenue,

In attendance: Jess Wilson, Seth Mobley, Keith Oppenheim, Art Bell, Jason Raymond, Shelagh Connor Shapiro, Deb Ellis, Dean Pierce. Melo Grant, and Chris Dissinger joined remotely.

1. Call to Order 6:02 pm
2. Public Comment - none
3. Board Re-Appointments
 - a. Shelagh, Jason, Katherine and Melo are all up for re-appointment. All would like to continue.
 - b. Melo has some scheduling concerns. She is waiting for more information from the BTV City Council about the upcoming schedule. If need be, could we meet on Monday, but not necessarily the third Monday? Most were okay with this. Jess might like any change to go later rather than earlier in the month (so the fourth Monday).

- c. Keith suggested that if a change were to be made, attendance would need to be better.
 - d. Jess and Seth suggested checking with Katherine and Eric to see if a change would work for them. Keith will communicate with them.
 - e. Email communication in the meantime to see where we stand.
 - f. Dean moves, Deb seconds, to reappoint Jason, Shelagh, and Katherine to the board.
 - g. Seth: In future the way we do reappointments might change (to take place before the annual meeting and make it go more smoothly).
4. Elect Officers (President, Vice President, Secretary & Treasurer)
- a. Chris is happy to remain treasurer or make the position available to someone else.
 - i. Deb wonders if it might be a good idea to have an understudy for treasurer. Seems like a good idea, most seemed to feel. But no one said they'd like the job.

- ii. Art nominated Chris for treasurer. Deb seconded that.
Passed unanimously.
- b. Shelagh said that, like Chris, she is happy to continue being secretary and open to letting someone else take over. No one raised their hand.
 - i. Jason nominated Shelagh to be secretary. Dean seconded. Unanimously passed.
- c. Art said he's happy to continue on as VP and watch Keith to better understand the job of president.
- d. Dean nominated Art as VP. Shelagh seconded. Unanimously passed.
- e. Keith said he is happy to continue on as president.
- f. Chris nominated Keith. Jason seconded. Unanimously passed.
- g. Congratulations to all!

5. Approve Minutes: April 17, 2023

- a. Deb asked for clarification on a programming committee meeting. Shelagh said we'd already had the reference meeting.

- b. Deb moved to approve the minutes. Jason seconded. Passed unanimously
- 6. Meeting Schedule (already managed earlier).
- 7. Board/Staff Taco Night - August 28th at 5:30
 - a. It will not be at Oakledge, due to a food truck issue.
 - b. At the Media Factory.
- 8. Financial Report
 - a. Chris: some things are in a state of catch up due to the continuing situation following the untimely passing of our bookkeeper.
 - b. Snapshot looks really good. Production income looks healthy. Ahead of where we'd have budgeted.
 - c. In Repairs and Maintenance 7600 Category - looks like we've underspent, but we do tend to spend more there in the last quarter of the year.
 - d. 7775 Discretionary and 7800 WEbsite
 - i. Chris asked if personnel changes are affecting this delay in spending?

- ii. Seth: No. This has to do with the collaborative we're a part of, LocalEyz, and the changing health of an involved website development business. The development is moving at a slower pace and so we are not paying for it.
 - iii. Discretionary Spending issue has more to do with it being used only when it's needed.
- e. Bookkeeper we were thinking of hiring to work with us (who is going to work with CCTV) won't be able to provide service for the Media Factory.
- i. Yesterday an accountant who works with us stopped into an accounting firm to ask if they might be interested and that looks potentially promising.
 - ii. Jess and Seth are still working much more with the books than usual. Still on top of it. We'll find a bookkeeper.
 - 1. Keith said to Seth: he doesn't feel there's any deficiency in the work, but that's not how you should be spending your time. Good luck with this.

- f. Shelagh moved to accept the June 2023 financial report. Dean seconded. Motion was unanimously approved.

9. Board Recruitment for Open Seats

- a. Keith brought up that there is one seat open for sure, possibly two if Melo isn't able to continue (once the schedule is clarified).
 - i. Keith: One potential candidate would be the person who came in second when Deb ran.
 - ii. Art has another person in mind, but he wanted to be sure it was fine that the person lives in Montpelier. (Jess: there are residency requirements for elected positions but not for appointments.)
 - iii. Shelagh: has either candidate been approached yet?
Keith: not officially. Should we wait until next month, or make an outreach now? Dean says his opinion is "cultivate people constantly."
 - iv. Jess will approach Kevin (the person Art mentioned).
After that, Keith can approach Coleen (the person who

ran when Deb first ran, who of course had interest at that time).

10. Congrats again to Melo, who described (in a nutshell) how it's going.

11. Added to the agenda tonight: Staffing Update

(Wording offered by Jess after the meeting:)

Marcy Webster has the opportunity to spend a year abroad in Australia that will expire if she doesn't jump on it now. She'll be leaving the Media Factory in mid-June right after graduations. Marcy first started working at RETN back in 2016 - she left to live in New Zealand and then rejoined us as Production Assistant in late 2019. During that time she grew her production skills, helped build a new Media Factory Production Department, and as a result of all her great work - was promoted to Production Manager late last year. We are going to miss Marcy's wonderful energy, production chops, and of course her trivia questions on the Slack channel.

Marcy's departure and Ken French's recent retirement presented an opportunity to explore roles within the leadership of our production team. Now that we are fully post-merger and have a few years under our belts as the Media Factory, we have taken this opportunity to reallocate some responsibilities in a way that we believe will further strengthen our delivery of services and support the needs of our production department.

Adam Walker will assume the role of Production Services Manager and with Jess's support will oversee all production activities at the Media Factory. Adam has been working with Ken the last few months to gain a deep understanding of the Municipal Services Department and that, coupled with his extensive video production, project management, and client services background - make him an ideal leader of this department.

Logan Chalmers will assume the role of Assistant Production Services Manager. He will take over the primary responsibility of scheduling production department personnel both for our

facility shifts and field production shifts. Logan will collaborate closely with Adam to complete fee-for-service work and to support the overall needs of the department.

We are currently evaluating 22 applications for a full-time Production Assistant (to fill Logan's previous role).

12. Melo: can we consider, from a promotional standpoint, establishing an additional location for WBTV-LP DJs to spin music during ArtHop? People were in favor.
13. Dean moved to adjourn. Deb seconded.

Meeting adjourned at 7:07 p.m.