

Media Factory Board Meeting

October 21, 2024 6:45pm

In attendance: Seth Mobley, Jess Wilson, Keith Oppenheim, Jason Raymond, Deb Ellis , Dean Pierce, Jane Chou (online), Ted LeBlanc, and Colleen Goodhue

1. Meeting called to order at 6:48 p.m.

2. Call to Order & Welcome

3. Approval of Minutes

- a. Motion to amend and approve minutes
 - i. Edit to "Section 6: Strategic Planning Update"
 - Ted motion. Deb second.

4. Financial Report

- a. Income:
 - i. Line 4100 (Grants Income) that although it appears they are under, there is an anticipated increase from state funds (\$148,000) and the internship grant. It is currently listed at 16.4%
 - ii. Line 4320 (Production Income) is looking good, but more invoices are expected to come in (\$16,000 additional booked work).
- b. Expenses:
 - i. Discussion about the generator (Lease improvement 7650); budgeted \$75K, but have only spent 2.6%
 - ii. (Contractor IT support 7700) work is in process for tech wall; additional expenses will be paid by Channel 17
 - iii. (Production T-M-L 6515)- cost for travel, meals, lodging requires more funding to support additional production work
- c. Ted inquired about total projected loss in revenue from cable providers; Seth noted that payments are given quarterly (Comcast) or annually (Burlington Telecom) and details of payments are not provided. Ted also inquired about if payment schedules could be modified to accrue interest on payments in Media Factory accounts.
- d. Motion to approve Ted. Second from Dean.

5. Programming Committee Appointment

- a. Ted is appointed to the Programming Committee. (Ted, Shelagh, Dean)
- b. Dean suggests the addition of another committee category to accommodate for additional members from volunteer/community members (i.e., Katie Gorson, Noah Bushy in the

program committee). This suggestion would potentially open up committee participation to volunteer/ community members with different levels of expertise.

6. Launch of Strategic Planning Committee

- a. An Executive Committee session with Steffi Lahar was conducted. Steffi is not available until December. Steffi provided a proposal to assist the Media Factory with Strategic Planning on October 21st. Strategic Planning Committee would consist of 2-3 Board members, Seth/Jess, and two staff members (i.e., Gin and Adam)
 - i. Colleen noted that two members of staff would provide opportunity for professional development and growth. Jane also added that holding off deciding on committee assignments would be good for the other members of the board to consider interest for the committee.
 - ii. Full proposal will be shared to the board with an opportunity for members to share their interest in participating on the Strategic Planning Committee. First meeting in December. 3-4 meetings, approximately 1.5-2 hours each in length.
 - iii. Members will have a week from this Friday (November 1st) to decide on participation on the Strategic Planning Committee.

7. Other Business

- a. Ted inquired on the audit (related to engagement letter)
 - i. Seth relayed that 606/Gap standards - how revenue is booked
 - ii. Dean inquired about the date of the letter for audit posted in June (discussion happened in the summer, but Media Factory was not ready to begin until mid-October)

8. Adjournment at 7:52 PM

- a. Motion for adjournment Dean. Second Ted.