

# Media Factory Board Minutes (DRAFT)

September 24, 2026, Meeting

## Attendance:

- **Board In-Person:** Deb Ellis (President), Eric Agnero
- **Board Via Zoom:** Jason Raymond (Vice President), Dean Pierce (Secretary), Olivia Hartwig (joined at 6:20 pm).
- **Staff In-Person:** Seth Mobley (Executive Director), Adam Walker.
- **Absent:** John Billingsley (Treasurer), Duane Peterson III, Colleen Goodhue

## Informal Discussion (Pre-Quorum)

Prior to establishing a quorum, members informally reviewed a draft board recruitment questionnaire/survey developed by Deb and Jason. The survey aligns with the 2026–2029 Strategic Plan to assess current board strengths, geographic/professional connections, and identify gaps (such as younger/college perspectives, member demographics, and technical/production expertise) before targeting new candidates.

### 1. Call to Order

- Quorum was established upon Olivia's arrival.
- The meeting was officially called to order by Deb at 6:21 pm.

### 2. Public Comment

- None present in person or online.

### 3. Approve Minutes: August 3, 2026 & September 1, 2026

- **August 3, 2026 Minutes:** Seth reviewed the minutes on screen. Clarification was made regarding a motion where Jason's second needed to be confirmed.
  - *Jason moved to approve the August 3 minutes as amended. Deb seconded. Motion passed unanimously.*
- **September 1, 2026 Special Meeting Minutes:** Reviewed on screen.
  - *Eric moved to approve the September 1 minutes. Jason seconded. Motion passed unanimously.*

### 4. Financial Report

Seth presented the financial report in John's absence (they had traded messages prior to the meeting):

- **Cable Revenues:** The second quarter Comcast operating payment was received. It suggests a continuing downward trend, though a leveling off of cable payments has been reported in some other parts of the state. The annual Burlington Telecom payment was also received.

- **Grants Income:** The first reimbursement payment of \$18,851.93 was received from the state community radio grant for the rooftop generator, with the remaining \$6,148.07 check arriving to complete the \$25,000 grant. Statewide public access funding via the Secretary of State/VAN was approved at \$272,464 (higher than the \$190,000 budgeted), bringing total anticipated grant income near \$300,000.
- **Production & Underwriting Income:** Production income remains below target due to May staff transitions. However, \$51,000 in project revenue is projected through October (including Flynn, VSO, Resource YouthBuild, and Special Olympics VT). Staff plans to roll out a formal underwriting program alongside the upcoming website launch.
- **Healthcare & Leasehold Expenses:** Healthcare expenses fluctuate due to staff turnover and coverage waivers but are expected to balance out. The rooftop generator project is coming in approximately \$12,000 under its \$60,000 budget. Final surge suppressor testing remains.
- **"Ask My Accountant":** Seth explained this as a temporary placeholder account for uncoded/fluid items (e.g., computer monitors, gift cards for outgoing board members Keith and Ted, and annual barbecue supplies).
- *Olivia Hartwig moved to accept the financial report. Eric Agnero seconded. Motion passed unanimously.*

## 5. Board Meeting Schedule

- The board reconfirmed shifting regular meetings to the fourth Thursday of each month at 6:00 pm.
- Seth Mobley and Deb Ellis will send out a schedule confirmation email. Deb Ellis encouraged members to attend in person whenever possible.

## 6. Board Recruitment - Member Survey

- Deb recapped the pre-quorum discussion regarding the recruitment questionnaire.
- The survey will be launched as a Google Form for board members to complete. Results are meant to help in candidate identification ahead of the October meeting.

## 7. Strategic Planning

- Strategic planning remains a standing agenda item.
- Seth suggested a kickoff meeting with Jason, Deb, and possibly others (leadership staff?) to catalog and track board-related tasks in the Strategic Plan.
- Adam noted ongoing discussions regarding rate sheets and mission alignment for commercial media production requests.

## 8. Other Business

- **Art Hop & Studio Updates:** Deb gave kudos to staff for the Art Hop exhibit. Eric and Jason noted positive community feedback regarding studio setup and projection displays.

- **Community Events:** Seth noted that a former board member (Jeanine Flaherty ?) recently visited the office (she has been hired at the Humane Society). Two upcoming community events were mentioned: the PechaKucha event on October 1 at Main Street Landing and the Crowdsourced Film Premiere on December 4.

## **9. Adjournment**

- *Olivia Hartwig moved to adjourn the meeting. Jason Raymond and Eric Agnero seconded.*
- *Motion passed unanimously, and the meeting adjourned.*