

## Meeting minutes of Holyoke Media – Aug. 10, 2017

### Present:

- Al Williams
- Jennifer Myszkowski
- Ali Pinschmidt
- Carey Baker
- Denis Luzuriaga
- Scott MacPherson, ED

### Not Present:

- Mike Hines

**Call to order: 6:37 p.m.**

### Director's Report

- View the director's report here:  
<https://drive.google.com/file/d/0B9KnD7Vlgqfrb3c1X3B5d3pXYIU/view?usp=sharing>
- The signed Purchase & Sale Agreement is on the Google drive
- The Inspection of 1 Court Plaza gave everyone on the Board pause
  - View inspector's report here:  
<https://drive.google.com/file/d/0B8lSsbq3mEQrWGJfOG5ZcXk5QTA/view?usp=sharing>
- Scott met with architect. They suggested a formal asbestos and mold assessment and inspection with a structural engineer.
  - Given what the inspection revealed, all have agreed that an inspection by a structural engineer is required before we move forward with the purchase.
  - Many are concerned that the structural problems will render the building unaffordable for the organization and will become a "money pit"
  - Since we're "gutting" the building, that might mitigate some worry?
  - We need to get clarity with the architect about the fact that we have a fixed budget and if this can't get done within that budget, we can't do it.
    - Budget: Scott will start putting numbers together
  - If removing the 1st floor and rebuilding, mitigates concerns about moving the door to the corner near a working alleyway (where a garbage truck has hit the wall a few times and might be unsafe for our members and guests to enter)
- Starting services: Scott thinks we can start some production and production support, trainings, equipment checkout, immediately.
  - Collaborations with HCC for equipment check out and use of their space; HCC needs access to equipment so could be a great partnership
- Scott wants to hire of News Director and Production Assistant within 8-10 weeks.
  - Re: affordability of hiring two people: Scott will put the numbers together, but, at present, there's about \$400,000 per year for operating expenses.

- Scott proposed standard raise percentage annually.
  - Al and Jennifer opposed this as writing a standard percentage into policy could endanger the organization and open it to risk of an employment lawsuit
- Scott wants the Board to consider sabbatical time as a potential benefit
  - One week paid time off after a six-month introductory period
  - Must be used for a personal project that will be peer reviewed
- Scott wants to incent any employees to create and run new, self-invented and innovative programs
  - Would include evaluation to measure success
- Here's a link to the Participatory Asset Mapping study that Scott discussed at the meeting: <http://holyoke.creativecommunityweb.org/survey-results/>
  - Scott suggests we read the whole doc, but specifically directs us to the section beginning on page 65 titled, "Entertainment, Dining and Recreational Activities"
  - Scott plans to meet with Nelson Roman and Jen who worked on it. The people who responded to the survey were disproportionately white and educated, despite trying to target and include the latinx community.
- All Board members: Please review the following documents and provide comments before the next meeting:
  - Personnel Policy draft: <https://drive.google.com/open?id=0B9KnD7VlgqfrQVA0ZEozby1qaFE>
  - News Director job description: <https://drive.google.com/open?id=0B9KnD7VlgqfrY3J2OWs5ay12Zms>
  - Production Assistant job description: <https://drive.google.com/open?id=0B9KnD7VlgqfrMzVaTk9WcVITdTA>

### **Board Transition process**

- Reviewed and updated Transition tasks cascade: <https://docs.google.com/spreadsheets/d/1KGgU-TBjOOWeZTwZqfibeEWBdXy9xBsyYHStSvSBcrY/edit?usp=sharing>
- Everyone, please review and make note of your task assignments.
- Board needs to decide on slate process and post "How to get on board" on the website
- Youth board member: Consider rewriting the bylaws to create a youth board seat
  - Age restriction: consider ages 15-20 years old.

### **Timing for press release**

- Make sure website is up to date first and includes how to be a member and run for the board.
- Scott should attend a city council meeting to introduce himself first.
- Rules and policies about membership and staff should be on the site.
- If possible, website should be translated to Spanish
  - Jennifer suggested using lower-cost translation services from UMass as a starting point and prioritizing key documents to translate to start.

### **Use of HM candidates for GCTV search**

- Christine Dutton requested that she reach out to some of our rejected candidates on behalf of GCTV
- This made many Board members squeamish re: the “creep” factor for prior candidates who did not consent to their information being shared with another org.
- Board unanimously decided to send an email to ALL prior candidates and let them know that GCTV is hiring and they are welcome to apply for the position.
- Jennifer will write a message to that effect.
- Meghan will send to the former candidates.
- We can repeat this process when the new positions open for HM

### **Hiring of positions**

- Board will not be a part of hiring process.
- Personnel committee to be a part of the final round of interviews.
  - Committee can provide input/feedback, but ED makes hiring decisions.

### **Committees of the Board**

- Al Williams, as president, appoints members of committees.
- As Board president, he’s an *ex officio* member of all committees.
- Committee appointments are as follows:
  - Personnel Committee:
    - Ali Pinschmidt
    - Jennifer Myszkowski
    - Mike Hines
  - Building Committee
    - Denis Luzuriaga
    - Carey Baker
    - Mike Hines

### **Next steps on building**

- Denis will email architect and contact HEDIC regarding the questions opened by the inspection.
  - He’ll copy Scott, Carey and Mike

### **Next Scheduled Meetings**

- August 24, 2017
- Sept. 7, 2017

**Motion to adjourn at 8:34 p.m.**