

Meeting minutes of Holyoke Media – Feb. 22, 2017

Present:

- Al Williams
- Denis Luzuriaga
- Jennifer Myszkowski
- Mark Wotton
- Carey Baker
- Meghan Person (guest/admin assistant) - meghan.holyokemedia@gmail.com
- Ali Pinschmidt (guest from Transformative Culture Project)

Not present:

- Mike Hines

Minutes

Call to order: 6:40

- Check from Comcast
 - Jennifer took check to deposit into money market account and to add herself to the signers for the account. (follow-up note: this task completed 2/25/17)
 - Al took stub to log in QuickBooks.
- Intro to Ali
- Truck
 - Denis and Carey met with Rory Casey and Amy Johnquist (painter).
 - Denis and Carey looked at the truck and reviewed intended purpose of the truck.
 - March 2 meeting, Amy will share concept.
 - Denis to share concept with the Board.
 - What is the truck's name?
 - Jennifer offered to work on clever name.
 - Mark raised concerns about separating money and liability for the truck.
 - Al reported that there's a separate MOU for the truck presently in the lawyer's hands. A meeting is to take place at 2/27 at 11 a.m.
 - Any driver of the vehicle must be a medically safe driver.
- John and HEDIC
 - We need to meet again with HEDIC re: 1 Court Plaza
 - Open question: Are we financing through HEDIC or a bank?
 - Meeting with HEDIC: March 8 at 5 p.m.
 - Al to reschedule our previously scheduled March 8 meeting with the architect.
- Insurance
 - Director & Officers
 - See spreadsheet from Meghan

- Mark to find the minimum rating per Bylaws/MOU and share with Denis.
 - Denis to double-check ratings per our Bylaws/MOU.
 - Auto (for truck)
 - Not enough info available at present.
 - Denis to follow up with insurers to get written quotes.
- ED Applicants
 - Meghan to respond to ED applicants with form letter.
 - Meghan to talk to Christine to schedule a time.
- Health care benefits for employee
 - Meghan's research has concluded due to being told that for single employees and very small groups, in Massachusetts it makes sense to purchase coverage through the Health Connector.
- Signal issue
 - Tech issue with master control.
 - HB Communications could not send a tech.
 - In case of future issue, videographer has AI's number.
 - Do we need to put on a statement?
 - Jennifer and Denis will work on a statement once we know what the issue is.
 - HG&E Firewall also an issue.
- Bookkeeper
 - Mark to send name to Board.

Motion to adjourn: 8:05 p.m.

Agenda of upcoming meeting(s):

- Transitional plan for Board
- Follow-up on ED search
- Chamber Policy re: \$ for Mayor's office
- QuickBooks
- Financial transactions
- Other items as necessary

Next scheduled meetings

Please mark your calendars for the following:

- Wed., Mar. 8 at 5 p.m. at HEDIC offices at City Hall
- Wed., Mar. 22 at 6:30 p.m. at the Library
- Wed., Apr. 5 at 6:30 p.m. at the Library
- Wed., Apr. 19 at 6:30 p.m. at the Library