

Meeting minutes of Holyoke Media – Jan. 25, 2017

Present:

- Al Williams
- Mark Wotton
- Denis Luzuriaga
- Jennifer Myszkowski
- Carey Baker (guest/new board member) - msondesigns@gmail.com
- Meghan Person (guest/admin assistant) - meghan.holyokemedia@gmail.com

Not present:

- Mike Hines

Minutes

Al called the meeting to order at 6:47 p.m.

- Al met with Christine Dutton re: distribution of the job description for Executive Director
 - Job description has been finalized
 - We need a paragraph to “inform and excite” a candidate about Holyoke -- Meghan will draft. 300 words max.
 - Jennifer will provide info about the six finalists from last round to Christine so she can reach out to them.
 - We need salary range and benefits
 - Salary range: ~\$60K. \$55-65 range.
 - Benefits:
 - Meghan to do research about what’s available and costs (American Benefits Group, Field Eddy, etc.)
 - Jennifer will lead a subcommittee to decide what to offer.
- Al had a meeting with Rory
 - We need oversight for the city’s account with Holyoke Media.
 - We need to remove the Mayor as a signer on the account. We will become signers.
 - We need a policy. Mark to call Kathleen Anderson from the Chamber to open the door for Meghan to call and get a copy of the policy.
 - See-Click-Fix has been being paid out of the HM account - it’s \$5K per year. We will continue to pay for that and say that it’s a project of HM.
 - Mobile City Hall -- HM will own; city will run; HM can use it.
 - School revolving fund
 - We need to appear at a City Council meeting. Al will update the Board when that is scheduled.
 - Rory is requesting checks be sent directly from Comcast to HM

- Rory is looking into IRS org change so org is listed correctly.
- Board calendar: Meghan to create and update
 - To include government-required reporting requirements and any MOU-related requirements.
 - Al gave Meghan access to MOU-related files.
- Posting meetings
 - Meghan to post meetings at City Hall
 - Jennifer to provide dates (see bottom of these minutes)
- Website
 - Denis to look into hosting services for the site
 - Meghan to apply for Google for Nonprofits email address on behalf of the org.
- Architect - Denis to reach out to architect again and see if they're still on board.
- HEDIC: Marcos is back from parental leave and still thinks we should finance through HEDIC. He will speak to the rest of that board.
- Jennifer made a motion to accept Carey Baker as a member of the board of directors of Holyoke Media
 - Denis seconded.
 - Passed unanimously.

Agenda of next meeting:

- Transitional plan for Board
- Follow-up on ED search
- Other items as necessary

Next scheduled meetings

Please mark your calendars for the following:

- Wed., Feb. 8 at 6:30 p.m. at the Library
- Wed., Feb. 22 at 6:30 p.m. at the Library
- Wed., Mar. 8 at 6:30 p.m. at the Library
- 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