

Meeting minutes of Holyoke Media – June 15, 2017

Present:

- Jennifer Myszkowski
- Mike Hines
- Ali Pinschmidt
- Carey Baker
- Denis Luzuriaga
- Meghan Person (Admin)

Not present:

- Mark Wotton
- Al Williams

Minutes

Call to order: 6:38 p.m.

Minutes from May 31 meeting accepted unanimously.

Grant

- Per Al's email, we've decided not to pursue the Collaborative Workspace Program Fit-Out Grant through MassDevelopment.
 - From Al's email: "My personal contact for the grant process thinks we are not ready for this grant. We have money in the bank to cover what we need for the building and yet we are making a case over other applicants. We need a deeper fiscal look ahead that has not been developed to demonstrate that kind of need. I happen to agree."
 - Jennifer shared the similar sentiments from another grant writer, "As I planned for our conversation tomorrow, part of my goal was to determine if the board was really ready to apply for this grant successfully and/or to gently suggest that the timing for the grant may not be ideal. It can be difficult to pass up an opportunity for grant funds, but timing is so important. I try to see things from a place of abundance, rather than from scarcity and I am confident that you will find other funding opportunities to advance your vision. With a new ED, you will have capacity to develop a strategic fundraising plan."
- Board discussion re: Why this isn't the right time:
 - ED is not with us yet.
 - A strategic plan has not been written.
 - It would be imprudent to start a write a strategic plan to fit this grant without ED buy-in.

- When we're ready to apply for grants, other grants will be available (even this same one next year).
- Let's approach with a "spirit of abundance" not fear of scarcity.

Board transition plan

- Our annual meeting with the Mayor and School Superintendent is supposed to be in September.
- According to paperwork filed with the state, our transitional board was to be in place until the first annual meeting.
- Discussion about when the new board should be in place included:
 - Switching out directly after the first annual meeting
 - Sending notification to all entities that get to appoint a board member after the annual meeting with the change scheduled to take place at year end/begin
- Consensus seemed to coalesce around the second option. However, no vote was taken and we'll plan to take a vote on June 29.
- As part of the Board transition, Ali and Carey reported that Mark contacted them about stepping off the board before transition to the "permanent" board and asking that they offer names of people who might be good to replace him.
 - Discussion included the need for representation by a Puerto Rican Holyoke resident.
- After the annual meeting with the mayor, our bylaws also call for an annual meeting with membership. Board discussion included that the membership meeting might be the meeting to invite the City Council to. Discussion of turbulent history with City Council ensued and the importance of not engaging in immature tactics.
- Jennifer reported that Christine Dutton thought that a press release should be sent out announcing Scott's hiring. Jennifer suggested to the group that instead we should wait and announce closer to the annual meeting time to allow Scott to get his bearings and for us to have systems in place for him to respond to inquiries. Discussion ensued about proper timing. No decisions made or votes taken.

Scott's office

- AI reported by email that he's talked with Rory and there's an office on the second floor of City Hall reserved for Scott.
- Jennifer to call Rory to request early access to the room to prep for Scott's arrival.
- Jennifer to start schedule for Day 1 (July 10) so everyone is clear on who is doing what and when.
- The onboarding spreadsheet provided by Christine Dutton remains available. View the document here:

<https://docs.google.com/spreadsheets/d/1fYQbO8-59vRzJoOjHKhuxqT4U09nJAiQICs1uk-2qh8/edit?usp=sharing>
- **Updates on this subject made after the meeting:**
 - AI will be back by June 27 and will order all the tech items Scott needs (computer, phone, etc.)

- Jennifer called and talked to Rory on 6/16. Because the room is presently being used for storage, Rory is having the room cleaned out and a desk brought in. Once that happens, he will call Jennifer and provide the key.
- Scott will have access to use City Hall Wifi, but we will need to provide hardware, etc. (we knew this and are already working on it).
- The room will be on the regular City Hall custodial route, so we do not have to worry about office cleaners.
- Rory is OK with us ordering supplies and having them temporarily delivered to the Mayor's office. Jennifer will order standard office supplies and have them delivered to the Mayor's office.

Employee benefits

- Jennifer reported that she spoke with Christine in advance of the meeting and because there were still items up in the air, she'd prefer to attend the June 29 meeting to provide a complete update.
 - During this call, Christine assured Jennifer that things would be finalized by Scott's first day.
 - Christine suggested that we may need extra time on the June 29 meeting to work through benefits.
 - Christine will be attending Scott's first day and helping him work out benefits elections.

Form 990 Extension

- Denis reports that the extension form has been procured from David Morton and is now in the Google Drive.
- Denis asked that we provide David Morton with bank statements for the org so he can file the real 990.
 - Jennifer committed to visit the bank and procure bank statements.
- **Updates on this subject made after the meeting:**
 - Jennifer visited the bank and was told she could sign up for access to the online account where she could download statements.
 - Jennifer signed up for online access, but the process takes several days.
 - As soon as Jennifer has access to the account, she will download bank statements and upload them to Google Drive for David Morton and other governance purposes.

Truck

- Denis reports that the truck is in the process of being painted.
- Apparently, Amy Johnquest has posted photographs of progress on Instagram.
- The insurance for the truck cannot be procured until we hear back from the IRS re: name change.
- **Updates on this subject made after the meeting:**

- **Jennifer** will be checking the PO Box while AI is away and will report back if the IRS replies during this time so that vehicle insurance may be procured.

Check for schools

- Mike reported that the schools are asking them about payments.
- Jennifer committed to speaking with AI about it.
- **Updates on this subject made after the meeting:**
 - AI procured the Q1 check from Rory in the amount of \$139,506.53
 - Jennifer deposited it into the bank account on 6/16/2017
 - Jennifer delivered a check in the amount of \$20,925.98 (15% of the full amount) to Mike
 - Jennifer will shortly have bank statements to ensure we aren't missing any payments from Comcast. We suspect we are not and that we're being paid in arrears, but we need to verify.

Initial work tasks for ED

- List of people to meet
- Strategic planning
- Announcement/press release on or around the annual meeting time.
- Get connected to truck.

Note: Meghan updated this document with further additions that were part of this conversation (and you're welcome to edit/add/etc.):

<https://docs.google.com/spreadsheets/d/1fYQbO8-59vRzJoOjHKhuxqT4U09nJAiQICs1uk-2qh8/edit?usp=sharing>

Policies:

- **Everyone** must sign off on policies or provide feedback by Mon., June 19.
 - If you do not review by Monday, June 19, it will be assumed that you approve them as-is.
- **Christine** will begin finalizing on June 20 and will attend the June 29 meeting with final policies in hand for the board to vote to approve.
 - Note: **Christine**, when you've completed the docs, please alert Meghan and she will print for the meeting.

Next scheduled meetings

- Thurs., June 29 at 6:30 p.m. in the Transformative Culture Project office space at 295 High Street (same building as Aaron Vega's office), 2nd floor.
 - Because this meeting may be lengthy due to benefits, suggest you plan accordingly (eat before you come or bring a snack).
 - Agenda items for next meeting:
 - Further discussion of Board transition plan.
 - AI to report on Scott's office and what he needs from each of us.
 - Pricing out benefits - Christine Dutton

- Initial work tasks for ED
- Other things? Please add your agenda items to this agenda
- Thurs., July 13 at 6:30 - Location TBD

Motion to adjourn at 7:44 p.m.

Extra updates that were completed AFTER the meeting

Employment contract

- Jennifer accepted Tricia's changes to the employment contract, called and talked briefly to Tricia to better understand the changes, and sent the contract to Christine.
- Christine is drafting an offer letter for Jennifer to approve/sign in Al's absence.
- Once we have the offer letter and the contract, Christine will coordinate getting them to Scott.

Scott's office

- Jennifer will order office supplies and have them delivered to City Hall
- Jennifer has a jade plant she will donate to the cause.