

Meeting minutes of Holyoke Media – June 29, 2017

Present:

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

Call to order: 6:39 p.m.

Minutes from June 15 meeting accepted unanimously.

Christine—Establishing Benefits

- Update medical/dental
 - ABG or Health Connector
 - Christine recommended ABG—easier for ED and as we grow
 - Quotes
 - Al described NCTV's plan and how organization pays for it
 - Pay for single person plan
 - Family pay up to same amount, then 50% into HSA
 - Access Blue & HMO Blue NE
 - Vote to have **Christine, Al & Jennifer** to meet outside of board meeting to discuss health benefits details and make decision
 - Accepted unanimously
- Life Insurance
 - No quote at present, Christine waiting for Gaudreau Group to respond
 - Al will check with ABG to get that quote
 - **Al, Christine & Jennifer** will get full recommendations for Life & Disability and send out via email to group
- 403b
 - Quote from Osterberg & Associates in Northampton, Christine will also reach out to another group
 - The business will be creating administrative plans & policies in addition to administering the plan—if change plans, will need to start from scratch

- Motion for **AI, Jennifer & Christine** to write up full recommendations for benefits to board via email

Policies

- Is okay to give drafts (instead of finalized) to Scott? From his interview, Scott said the first thing he would do is get the policies in place.
- Christine—Do crucial policies that are needed for personnel, benefits,
 - Essential: EEO, ADA, Conflict of Interest, Whistleblower, Non-harassment, Confidentiality, Diversity
 - **Jennifer** will email Christine re: resolving all comments on policies (unless they are for Tricia, legal counsel)
 - Jennifer will report back to board
 - Present others as drafts to Scott: See Holyoke Media—Policy in Google Drive
- **Jennifer** will email essential policies to Tricia* (Going on maternity leave, may be delayed in responses)

On-Boarding

- Christine recommends: **Christine** and **Jennifer** go over by phone to wrap up; **Christine** sends email describing the on-boarding process to Scott
- Scott is ready to go! Already looking up information
 - Will start 9am on July 10th – Room 5, 2nd floor
- Jennifer provided updates on office space
 - Rory has not yet given key to Jennifer
 - Jennifer has ensured his office is on custodial route, verified it will be cleaned
- Debit card update
 - Jennifer will set everything up prior
 - Scott will need to go to Peoples Bank on his first day to finish setup
- Payroll
 - **AI** will set up quickbooks payroll—Scott can set up payroll himself?
 - Scott was discussing payroll through Peoples and using multiple banks, to leverage connections
 - Scott will pay himself his first paycheck!

New Hire—Offer Letter

- Christine, AI & Jennifer edited this letter
- AI read letter to board – Board unanimously agrees, it's great, send it out
- Non-compete agreement will be signed on first day
- **Jennifer** will create signature for AI to add to offer letter

Board Transition Plan

- Annual meeting in September, transition after that
 - Annual meeting with mayor; annual meeting with members

- Have all newly elected board members to start on 1/1
 - Gives time to transition and get new board members up to speed
- Will not have membership for September, so won't have that board position filled—board will still be able to move forward
- Discuss board transition plan at another board meeting

Scott's Office Needs

- AI to buy computer – AI will connect with Scott choosing a printer
- Scott will choose his business cards – added as his onboarding/work task
- Denis set up email address – Scott@holyokemedia.org
- Board went over On-boarding document and made edits (see here: <https://docs.google.com/spreadsheets/d/1fYQbO8-59vRzJoOjHKhuxqT4U09nJAiQICs1uk-2qh8/edit?usp=sharing>)
- Confirm your phone numbers in our drive for Scott's first day (<https://docs.google.com/document/d/1kpgKWdG6xRvyKFCoOoWTn7XxIF267cacet68bAa4I54/edit?usp=sharing>)
- In the future: Cleanup Holyoke Media Google Drive—what will Scott need to have in his Drive vs. the board's?

Approval of Purchase and Sale Section 6.1

- Discussion of Tricia's recommendations
- To close, must make proposal to HEDIC & must be accepted by city council
- Motion to accept Tricia's recommendations for P&S Section 6.1 – Board accepts unanimously

Review of Kuhn-Riddle Proposal Letter

- Budget from architect is \$1,200,000.000, based on our budget
 - Might be room for us to wiggle, and make our budget stretch in some areas
 - A lot of budget is for ADA accessibility, which isn't negotiable
- Discussion of financing construction costs—leaves money in the bank for machinery, building, etc.
- Discussion of Project manager—Will it be Scott or independent person?
 - Denis has worked with woman from Ludlow--\$20,000 to manage building
 - Carey has connection—Will do free consultation with us
 - Jennifer knows woman from Food Bank build
 - Need to clarify what administrative architectural costs are for—will the architects be the project manager/liaison between contractors and board?
 - Invite Architect to July 27th meeting—AI sent email invite
- AI away week of July 11th- 16th. Will need someone to sign in his stead? Anyone can sign purchase of sale
- After P&S, have 60 days due diligence period.
 - Denis will consult with Tricia about due diligence period
- Already did \$6,000 inspection 2 years ago with architect—will we need another?

- AI connected with architect to see if we need additional inspections & waiting for response

Next Scheduled Meetings

- July 13th
- July 27th

In the Transformative Culture Project office space at 295 High Street (same building as Aaron Vega's office), 2nd floor.

AI emailed Scott to let him know about next two board meetings he needs to attend

Agenda items for next meeting:

- Introductions
- Go over OnBoarding schedule with Scott
- Director's Report
- Questions from Scott
- Questions from Board
- Update on building
- Discussion of next few month's priorities
- Set separate meeting Board/Organizational Transition Plan

Any additional items to add below?

Motion to adjourn at 8:41 p.m.