

Meeting minutes of Holyoke Media – May 17, 2017

Present:

- Al Williams
- Jennifer Myszkowski
- Ali Pinschmidt
- Mike Hines
- Mark Wotton

Not present:

- Carey Baker
- Denis Luzuriaga
- Christine Dutton (HR Consultant)

Minutes

Call to order: 6:48 p.m.

Money to schools

- Al cut a check to the schools in the amount of \$20,758.17. Jennifer double-signed as instructed by the accountant.
- In doing research to cut this check, Al discovered we're missing a check. Al is checking with Rory to see if Comcast mistakenly sent it to the city.
- Re: Future questions about \$ to schools, Mike will give Dr. Zrike Al's contact information. Once Scott MacPherson (future ED) is in place as ED, Dr. Zrike's office can communicate directly with Scott.
- Al will send an email to Mike to provide a status of where we are on quarterly payments and will CC Rory Casey in the mayor's office and Dr. Zrike. Hopefully, providing an informative email on the subject should stop any swirling worry.
- Once the missing check is found, another check to the schools will be cut.

Executive director

- Scott MacPherson accepted our offer with caveat that he wants a one-year contract.
 - Christine, can you work on a one-year contract? See email from Al.
 - His first day will be July 10.
- Al is talking to the city about where Scott will sit in the temporary office space.
 - More to come as we learn more about the space/location, but we will need to order computer, office supplies, etc., before he starts so that he is able to begin working on his first day.
- All those benefits we decided to provide? Now we need to get all that in motion ASAP. Christine, what are our next steps?

- **Everyone**, please bring a list of key players you think Scott should get to know in his early tenure. We will provide the list, contact info, etc., to Scott.
- **Christine**, have you followed up with Jamie to let him know he did not get the job?
- After Scott starts, **Jennifer** will work with PeoplesBank to get him added to the bank accounts.

Insurance

- AI received 2 bills and has no idea what they are exactly -- or if they aren't duplicates of coverage we've purchased elsewhere.
 - **Jennifer** recalled signing an application last year and will provide to AI to see if it sheds any light. (Note: this is complete as of 5/17 at 10 p.m. I think they're these bills are unrelated to the doc I signed last year - JM)
 - AI spoke with Denis who did not know what they were. AI will now talk to Ross Insurance Agency.

Videography at City Council meetings

- Brian Manijek, videographer for the council meetings, has had surgery and will be unable to record city council meetings for a while.
 - Mike will fill in for now.
 - Brian had been training someone, but the training is not complete.
 - Mike will look into finding a reliable student to do backup in the future.
 - This issue will get ironed out once Scott is in place.

Technical meeting

- AI and Mike had a meeting to discuss technical things. Nothing to report but that it happened.

Quickbooks

- Mark sent AI the U&P for the Quickbooks account.
- AI is going to set it up for the org.
- AI is going to set it up so all of Board has read access.

Location of vehicle

- Vehicle will be stored in city garage with police vehicles.
- Alleyway behind building is likely a public way and would not be feasible place to store current or future vehicles.
 - Unsubstantiated rumor that bricks are falling from City Hall Annex into the alleyway.
 - Denis, can you check on:
 - i. Will the alleyway be our property or a public way?
 - ii. Are there bricks falling from the Annex?

Policy from Chamber of Commerce

- **Denis**, have you talked with Kathleen Anderson from the Chamber about this yet? If so, please let us know what's up. If not, please plan to have done so before our next meeting.

Board Calendar

- **Meghan**, where are you on building out our Board Calendar? Can you make it a priority in the next two weeks?

Uncompleted tasks from 5/3 minutes

- **Jennifer** to find model language re: Organizational name change for IRS. Will consult with documents on the Google Drive, per Denis.

Collaborative Space Grant

- Yes, we're definitely applying for this.
- **Mark** is taking the lead on the grant.
 - **Mark** will review the grant information, start drafting and let us know at the next meeting what help he needs from the group.
 - The deadline is the end of June.

Next scheduled meeting

- Wed., May 31 at 6:30 p.m. at the Library - **Denis**, Can you book the room?
- This meeting will be on a Wednesday because June 1 is summer hours at the library and we need a place to meet. Thereafter, we will see about making meetings on Thursdays.
- Agenda items for meeting:
 - **Mark** to report on where he is on grant and what help he needs from us.
 - **Denis** to report back on status of 990 extension
 - **All** to discuss Board transition plan.
 - **Al** to report on Scott's office and what he needs from each of us.
 - **Jennifer** and **Al** to report back on Policy meeting with Christine Dutton.
 - **Christine** to present Board development options.
 - **Mike** to update on city council videographer's health

Motion to adjourn at 7:45 p.m.