

Meeting minutes of Holyoke Media – Nov. 9, 2016

Present:

- Al Williams
- Mark Wotton
- Denis Luzuriaga
- Jennifer Myszkowski

Not present:

- Mike Hines

Minutes

Al called the meeting to order at 6:38 p.m.

- Motion to move into executive session passed unanimously.
- Money has been transferred. Al has been able to access the account. He checked the balance, which is \$1.38 million.
 - Jennifer to provide all with legal name and address so she can be added to the account.
 - Al will then submit letter to make Jennifer a signer.
 - Al will look into transferring money to a money market account or other interest-bearing account.
 - Should we be applying for a credit card?
- Accountant/CPA meeting
 - Meeting has been scheduled for Monday, Nov. 14 at 4:30 p.m. with Steve Erickson of [Whittlesey & Hadley, P.C.](#), 14 Bobala Road, Holyoke.
 - Jennifer will send informative email to Steve in advance of the meeting to get him up to speed.
- Mike popped into the meeting before it was called to order to say hi. He is scheduled to address the board at the Nov. 16 meeting.
 - Rules for the meeting:
 - Whatever is said here stays here.
 - Please speak honestly and respectfully.
 - Recognize that everyone is coming at this with a lot of passion and caring -- and assume positive intent.
 - Al will take the lead with questions while the others silently observe/take notes.
 - Questions will include:
 - In accordance with the bylaws of this organization, we've asked you here to address your absence.
 - Whether you're on the board with us or not, the board and the organization will have to work very closely with you or another person in

- your position. Are you concerned about conflict of interest? Do you think it's appropriate for a person in your position to be on this board?
 - Are you truly interested in being on the board?
 - If you were to resume your position on the board, we would need complete transparency from you. Are you capable of full transparency?
 - Are you feeling any pressure from Dr. Zrike (or anyone else from the schools) to be on this board?
 - Tell me more about X...
 - Fair follow-up questions from the others can come after it's clear that Mike has answered all questions.
 - Buying the building:
 - Denis will follow with Marcos/HEDIC to get financial projection (proforma)
 - When is HEDIC's next board meeting?
 - Engaging new board members:
 - At present, we're trying to replace James's place on the board. Depending on how the meeting goes with Mike, we may or may not have to fill 2 positions.
 - Jennifer will call Meg Barber to discuss her interest.
 - AI is calling Ali Penschmidt
 - Denis is calling Veronica Garcia and Jenna Weingarten
 - Next tasks:
 - Formalize board description:
 - Next 6 months: 2 meetings/month plus 4 hours of follow-up work
 - Next 6 months after that: 1 meeting/month plus 3 hours of follow-up work.
 - Comcast:
 - AI to ask the city for a copy of the breakdown of payments (if city cannot provide, we can ask Comcast for it)
 - AI to ask city to instruct Comcast to pay the organization directly.
 - Transition plan:
 - We need to review the ED job description. Jennifer to reshare document with all for their perusal. **UPDATE: Jennifer cannot find the job description in Drive. I thought I had a copy in my personal drive, but I cannot find even an old draft. Everyone, check your own drives, please.**
 - Concerns about moving forward with administrative tasks and HR tasks.
 - Should we hire someone to help with this?
 - Jennifer will contact Christine Dutton, a nonprofit HR consultant.
 - POBox:
 - AI to pay for the PO Box this week.
 - Motion to Adjourn: 8:08 p.m.

Agenda of next meeting:

- Discussion with Mike Hines
- Transition plan

- ED job description
- Report back re: CPA meeting
- Report back re: money and bank
- Report back re: financial terms from Marcos

Next scheduled meetings

Please mark your calendars for the following:

- Wed., Nov. 16, 2016 at 6:30 p.m. at the Library

In the case of no items requiring Board action, a meeting will be cancelled.

Motion to adjourn - ~8 p.m.