

Meeting minutes of Holyoke Media – Oct. 19, 2016

Present:

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

Not present:

- Mike Hines

Minutes

Al called the meeting to order at 7:01.

- Al will be out of the country until Nov. 8. We will skip meetings between now and then, but double up Nov. 9 and 16.
- Rory has not returned calls/emails. Al will contact Alex directly.
 - Mark and Denis will follow up with Rory at the Mayor's office in the coming week.
 - Must move accounts and change signers.
- Other tasks:
 - Jennifer to follow up with CPA and make appointment between Nov. 8 and 15
 - Will ask about Annual Report.
 - Mike is invited to the 11/16 meeting.
 - Find By-Laws and articles of incorporation. (edited to add Jennifer found final By-Laws in Google Drive - no worries)
 - POBox. Al to visit post office on 10/20. We need replacement key and to secure the box for the coming year.
- Publicity
 - Jennifer to create a FB page
 - Main message: Holyoke Media - Coming soon
 - Announce any meetings
 - Share mission statement
 - Denis to draft; Jennifer to edit
- Consider additional Board members
 - Ali Penschmidt
 - Veronica Garcia
 - Jenna Weingarten
 - Meg Barber

Agenda of next meeting:

- 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. 9, 2016 at 6:30 p.m. at the Library
- 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.