

## Meeting minutes of Holyoke Media – Oct. 19, 2017

### Present:

- Jennifer Myszkowski
- Ali Pinschmidt
- Mike Hines
- Carey Baker
- Denis Luzuriaga
- Scott MacPherson, ED

### Not Present:

- Al Williams

**Call to order: 6:44 p.m.**

### Minutes

- Minutes from Sept. 21 meeting accepted.

### Director's Report

- View the director's report here:  
<https://drive.google.com/file/d/0B9KnD7VlGgfrV3pSXzZZOHkzdEU/view?usp=sharing>
- News Director position to be posted soon. Scott wants to stagger hires and said that the production coordinator job will come in January.
  - Scott has been asking around re: salaries and feels he must increase the salaries for these jobs to get good talent.
- Amount Board agreed to deposit into employee HSAs is \$1500
- IRA Match:
  - The max allowed for an employer match is 3%.
  - Motion to establish the employer match at 3% passes unanimously.
- Building:
  - Our inspection project is too big for the little guys and too small for the big guys, so finding an appropriate inspector (as suggested by the structural engineer) has been tricky.
  - Contractor to do the excavation work: Kenny Masonry out of Belchertown.
  - City building inspector (Damian Cote) was not concerned with the foundation and thought a mason could repair it.
  - Scott asked Tricia Koss, our attorney, to draft a 60-day extension letter for the inspection period for HEDIC. Marcos reported to Scott that HEDIC may need to take a vote on accepting it.
  - Once the purchase is complete, we should bring a construction manager on quickly to keep the building project going.
- Public WiFi network:

- Talks with HG&E are still good.
  - Board members emphasized the need to get any agreements in writing.
- Van:
  - Van is now registered and insured.
  - Where is it?
  - Not a production vehicle; more like an event vehicle.
  - Whaley Computer was to pimp out the van with equipment, including screen that appears through the window.
  - Amy Johnquest has been paid for her painting of the van.
  - Jennifer: We need to get professional photos of the van before it gets crapped up by general wear and tear. All: Agree.
- Contracting out work that cannot be completed by Scott (i.e., shooting events)
  - Scott contracted out some work to Transformative Culture Project for kids in the program Ali runs to shoot events.
    - This works because TCP has insurance necessary to allow kids to shoot events.
    - Jennifer: We should prepare a few bullet points to give kids to say if asked about Holyoke Media and provide them with Scott's business cards to share with contacts.
  - Ali and Mike both know lots of responsible kids that can help shoot events as needed.
- Adobe premiere suite
  - Scott talked to the schools about purchasing licenses from the schools -- perhaps using a shared editing drive.
  - If this doesn't happen, Adobe nonprofit rate is \$35 per seat per month.
- Fiber:
  - No one can produce the contract that requires Holyoke Media to pay \$3K per month in fiber charges.
  - Scott has asked both Rory Casey and Comcast.
- Equipment proposal
  - 12 field camera setups.
  - Intention to pick up a ½ dozen laptops as well.
  - Our current equipment is covered by a general insurance policy.
  - Intention to use this equipment with space at HCC.
  - Board feels strongly that before anything is located at HCC, there be an MOU or equivalent in place -- something in writing.
  - Motion to accept equipment proposal: passed unanimously.
- City Council equipment needs
  - Scott visited City Council with Ryan to assess audio needs.
  - Scott is engaging Valley Communications to give a quote to fix buzzing and other problems (suspected grounding issue).
- Budget:
  - Scott provided budget for next 18 months to review.

- View here <https://drive.google.com/open?id=0B9KnD7VlgqfrWUhwNjBycWo0YjQ>
- We will vote on it next time.
- Logo:
  - Send your comments on the logo via email.

#### **Next Scheduled Meetings**

- Nov. 2, 2017 at 6:30 at Transformative Culture Project office, High Street.
  - Agenda items include:
    - Budget
    - Annual report/Press release
    - Update on building
- Nov. 16, 2017

**Motion to adjourn at 8:13 p.m.**