

Open Signal Board (Public) Meeting Minutes

Date: 05/12/22

Meeting Lead: Dawn Smallman

In Attendance:

- Board: Dawn, Dre, Andrew, Rebecca G (MHCRC)
- Staff: Rebecca B, Jen, Elisa, Tracy, Jeff, Jamie
- Guest & Public: Melissa, PC

Note: Unfortunately, we did not have quorum

Agenda Item	Discussion	Action Req/Next Steps
Welcome/ Introductions - Dawn Smallman, Board	Recognizing that we do not have a quorum so the board can not vote on items during the meeting. We will do online voting for items that cannot be tabled until the next board meeting. Skipped intros.	
Consent Agenda	Skipped seeking approval of the Consent Agenda since there was not a quorum.	
Finance Update	<p>Jen presented the finance update from April 21 report which is available in the board book:</p> <ul style="list-style-type: none"> - Presented a proposed draft with updates to the financial policy manual that needs voted on by June 10th. - LABS is now operating with their own bank accounts - Finance Director recruitment process has started <p>On the statement</p> <ul style="list-style-type: none"> - Cash reserve is strong - Revenue is on target 	<p>Two votes needed:</p> <ol style="list-style-type: none"> 1. Financial policy change 2. Approval for the budget statements <p><i>Request to approval by email by EOBD June 10th</i></p>

	<ul style="list-style-type: none"> - Personal expenses are under budget but not concerning - Operating expenses are as expected - Expect a budget surplus at the end of this financial year <p>No comments or questions for Jen. Rebecca shared appreciation for Jen and Jamie for keeping the financial in good health including the financial committee's work (via Jen).</p>	
Introductions	As several folks came in late, did the intros at this point of the meeting.	
Approve Conflict of Interest Statement	<p>Andrew briefly shared that the governance committee has worked hard the last couple of months to review and work on the conflict of interest statement for the board as well as the employee/freelancers.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - This new conflict of interest statement based on the template offered from the lawyers - Confirming that despite the existence of the COI statement, some board members may not have the opportunity to see the specific changes - The addendum of statement captures a bit of the changes - Dropped the scenario in the COI to simplify and improve clarity <p>Because of the lack of a quorum, voting for approval of the update to the board COI will need to be done via email.</p>	<p>Board COI - approval also needs to be done via email</p> <p><i>Request to approval by email by EOBD June 10th</i></p>
Program Update: Outside the Frame	<p>Jeff Oliver, staff, enthusiastically shared the upcoming screening at OMSI, Thursday, June 2 with Outside the Frame. Encouraged all to register for the event.</p> <p>Discussion:</p> <ul style="list-style-type: none"> - OMSI was very receptive to this collaboration and donated the space and staff to support this initiative. Rebecca has a contact there. - New cameras for the VR were purchased with a new grant - Jeff shared a bit more about Outside the Frame - Rebecca announced that Jeff will be leaving Open Signal soon 	

Development Update	<p>Rebecca Burrell reported on what Alley put together and also shared her appreciation for her work up to her departing days. She also announced her opening to replace her position. Invite Jen for any additional pieces of clarity.</p> <p>Funding Update</p> <ul style="list-style-type: none"> - Raised \$534,000 through grants and donors - We're near closing the funding raising gap thanks to Alley final push even as she was leaving and leveraging several contacts that she had <p>Match Campaign Update</p> <ul style="list-style-type: none"> - Matching two-year grant from the Maybelle Clark Macdonald fund to raise \$15,000/year - Getting extension through end of July - Encouraged board members to setup their own match on GiveLively - Designed to be matching grant over two years at \$15k/year (\$30k total) <p>Upcoming Events</p> <ul style="list-style-type: none"> - 360 videos as Jeff mentioned - There's a special friends and family private screen times slot at 7:45p <ul style="list-style-type: none"> - Reception will be a great chance to meet folks in person and also Alley and Jeff! - Music Video Makeathon - June 18 // media makers producing a collaborative video - Cohort Screening from the winter students - June 25, 4-6p <ul style="list-style-type: none"> - Andre shared his experience from previous screenings - Signal Share next Thursday with videos from staff including Vu 	
Community Comment	<p>PC from Flying Focus shared:</p> <ul style="list-style-type: none"> - His appreciation for the OMSI event, link and VR; was also seeking how to get tickets to the event - Glad that Open Signal is in great financial health 	
Shout-outs + Celebrations	<p>Overall and repeat of celebration shared so far including:</p> <ul style="list-style-type: none"> - Great financial standing and fundraising goals 	

	<ul style="list-style-type: none">- Collaboration and upcoming screening- Governance wor <p>Additional share</p> <ul style="list-style-type: none">- Vanport Mosaic Festival via Andrew- Application for next cohort is now open via Elisa- Appreciation to Dawn for facilitate the board meeting	
Executive Session	On a different Zoom link	