

Open Signal Board Meeting Minutes

Date: 4/23/20

Meeting Lead: Dawn Smallman, Secretary

Call to order and roll call

Board: Andrew DiVigal, Phoebe Ebright, Karim Hassenian, Matt Jacobson, Evelyn Liu, Fiona McCann, Kory Murphy (MHCRC), Dawn Smallman, Tyesha Snow, Ifanyi Bell (note: not sure if this properly reflects who was in attendance?)

Staff: Elisa Barrios, Rebecca Burrell, Justen Harn, Jamie Plakos, Leslie Yan, Taylor Nietske, Jenelle Neil

Guests and Public: Dan Handelman (OS Producer), PC Peri (OS Producer)

Agenda Item	Discussion	Action Required/Next Steps
Consent Agenda	Discussion about March meeting minutes	Motion to Approve: Jacobson Motion Second: Snow Approved: Unanimously (Snow, Liu, McCann, Smallman)
Financial Report Leslie Yan	March 2020 financials were reviewed at the finance committee meeting and we approved to move the consent agenda.	Motion to Approve March 2020 Financials: McCann Motion Second: Liu Approved: Unanimously (Liu, Jacobson, Snow, Smallman, McCann)
Safety & Building Committee Leslie Yan	The last safety committees had a meeting back in January before the quarterly meeting and since we have been closed. There is nothing much we have done as a committee but with the capital budget next fiscal year, we have set aside funds to approve building safety including fob entries, so accessibility to building is safe. We keep monitoring the social distance restrictions to see what the phase – the governor is working on a plan for phasing out the social distance and we’re going to keep nad ye on that, to see what comes up in that area, and also in the HR area we have developed the emergency sick leave and family leave policy and posted on a slack channel . . . also making employees aware. Of their rights in this are.	No action required

Update/ General Justen Harn	<ul style="list-style-type: none"> • Planning for ongoing reduction. • Draft Planning • Negotiated \$325 software upgrades • Flat committee Structures. • Leslie: <ul style="list-style-type: none"> ◦ Governor working on social distance plan ◦ HR has developed emergency sick leave policy and posted on Slack • Dawn: Board Appreciation of the Staff 	
Covid 19 Development Update Rebecca Burrell	<ul style="list-style-type: none"> • Fundraising right now is a wild world. Getting in touch with existing funders: of 11, 3 have eased restrictions on funding, 2 were multiyear, 2 were for OS Labs (190k ish), rest of funders are extending funding deadlines • Applying for all emergency grants including Grantmakers of ORSWW and any funders can look at the project within 90 days (OS requested \$50k to support Open Signal TV. • Working on OCF Arts Specific ER funding • Healy Foundation (Digital inclusion emergency funds) • OAC - Waiting on \$\$ for NEA. • Invitation from Sundance Foundation. • We are carrying forward with all standard FY21 applications. • A lot of applications are only available to existing grantees, so we're lucky. • Mt. Hood Regulatory Foundation--Can we pivot ASK REBECCA • MHCRC (\$325k extra)-seed money to help us get started... • Year end-giving: will have to be reevaluated. • Fundraising is going to be difficult in the next year (need to plan accordingly). • Grantmakers are focused on taking care of those in their networks already. 	
OS TV New Realities Program Taylor Nietzsche	<ul style="list-style-type: none"> • OS uniquely positioned to increase civ (Slide 1) • Goals: Website + Enhanced Distribution <ul style="list-style-type: none"> ◦ Civic Engagement and Ed 	

- Arts & Culture Coalition
- Example: Bric TV In Brooklyn -Curated channel with curated content.
 - They have VOD shows they can watch anytime
 - Watch a live stream to YouTube from their website.
- Example: XrayTV
 - VOD and curated content: have the talent on staff to do this via Devin. Curating and creating original content.
- Jamie mocking up Beta website: Immediate, culturally responsive, civic engagement, education, cultural expansion.
 - Increase direct support of local initiatives to a centralized audience, cities equity goals, digital advocacy and media literacy (See slides).
 - How can we share resources during this time.
 - Shifting in person events to online.
- Working with Vanport festival (live stream to raise funds)
 - Good test for us to learn what it will take for us to pull this off
- OS TV: Mission driven, equity focus, curated for cultural relevance and social impact and community sustainability.

Devin on XRAY TV:

- Was started by a collective of filmmakers, and was a natural fit for OS.
- We created an opp for people to pitch original show content, using OS training and equipment, then they delivered the shows on a timeline that was released over 6 month, social media, cable, website, pr campaign)
- Live events and fundraisers to support it. Monthly meetings where everyone in the collective helped out.
- 3 hour block: desert island TV: 30 different creators in town created 3 hour blocks of original content. Released weekly (every Saturday night it was shown on the web and on Cable). Multifaceted creation and distribution.
- (Jamie Plakos) With this beta there is the option to translate things into different languages (by native speakers).

<p>Layoff Discussion, Comm Strategies HR and Equity Task Force.</p>	<ul style="list-style-type: none"> • (Jamie Plakos) Covid Impact: Uncertainty, revenue down, cancel programs, postponed, yellows have been altered, green moving forward • 30% anticipated reduction from the City of PDX (must lower staffing costs) • What resources are there: <ul style="list-style-type: none"> ○ CARES Act (\$600/week--July 31st--Oregon is only unemployed peers ○ Paycheck Protection Program (Funding Internally approved at Columbia Bank--If we get it, we'll postpone layoffs for 8 weeks. ○ We're in the second round. ○ Workshare: Alternative to layoffs (at least 3 people must participate ○ Options considered: <ul style="list-style-type: none"> ■ Furlough: Unemployment eligible, more security, peeps still qualifies for CARES act ■ Salary cuts: Equity/Solidarity and health benefit (but unequitable) ○ One staff leadership team chose: <ul style="list-style-type: none"> ■ Lessen expenses while limiting impact ■ Justen takes 20% pay reduction and Leslie takes 20% hours ■ 4 people will receive layoff ■ Remaining 14 people have a 40% reduction in hours and OS will be enrolling in Oregon Workshare program. ○ NEED UPDATE ON THIS.... ○ All folks will be bcc'd on the updates tomorrow and will be able to schedule exit interviews. ○ Justen expressed appreciation. ○ Dawn called for a motion to approve methodology ○ Evelyn moved, Fiona seconded ○ No record of the vote. 	
<p>Production Services Jenelle Neil</p>	<ul style="list-style-type: none"> • Update on Production Services - doing work with the City to help bring critical City business to Portland's population while City Council is closed to the public. 	

Community Comments:	<ul style="list-style-type: none"> • No record of community comments. 	