

Open Signal Board Meeting Minutes

Date: 5/28/20

Meeting Lead: Karim Hassenian, President

Call to order and roll call

Board: Phoebe Ebright, Matt Jacobson, Evelyn Liu, Fiona McCann, Dawn Smallman, Tyesha Snow

Staff: Elisa Barrios, Rebecca Burrell, Justen Harn, Jamie Plakos, Leslie Yan, Jenelle Neil, Gloria Pitkin

Guests and Public: Dan Handelman (OS Producer), PC Peri (OS Producer), Richard C. (Producer, did not give last name), Rana Debey and Julia Omelchuck MHCRC

Agenda Item	Discussion	Action Required/Next Steps
Consent Agenda	Approval and Discussion about April meeting minutes	Motion to Approve minutes: McCann Motion Second: Evelyn Approved: Unanimously
Financial Report Leslie Yan	<ul style="list-style-type: none">• April Financials presented• Would like board input on financial reserve policy. Board to review financial plan before our June board meeting.• Individual giving was reduced from prior year.• Artists stipends are reduced this year, expect that to continue.• Hospitality costs reduced.• Expenses for building accessibility needs and improvements.• Training and education funds have been moved to reserves. Equity training can be moved in-house.• Review of capital plan.• Review of operating fund policy. The PPP loan gives us the opportunity to increase our reserve by moving some funding from salaries to the reserve. Then PPP fills/pays that salary gap. \$500K is the target – equals 3 months of operating expenses.<ul style="list-style-type: none">• Comment by Julie Melchuck, MHCRC: MHCRC increased OS funding by \$325K. In addition: Office for Community Technology increased allocation to OS by the CPI amount under contract – did not reduce it.	Motion to Approve April 2020 Financials: Liu Motion Second: Jacobson Approved: Unanimously

Safety & Building Committee - COVID updates Leslie Yan, Jamie Plakos, Elisa Barrios, Jamie Plakos	<ul style="list-style-type: none"> • Many COVID updates and info being programmed and featured on channels. • LY: No exact date for reopening yet, expecting late fall or early winter • LY: Elisa Barrios is researching policies and procedures to prepare for people coming into the buildings. • JP: looking at how other organizations are opening. We don't have enough PPE yet. Will likely do a phased re-opening. Studios may open first so Jenelle Neil can take on new contacts with the use of that resource. • EB: we've been looking at how to provide services – use an appointment, or a non-contact exchange. Prioritizing to the people who have been lacking the services most. • JP: guide being created that addresses our response. • JH: we should create an Emergency Action Plan • JP: we have been talking with other media outlets on their COVID safety procedures 	No action required
Update/ General Justen Harn, KatMeow Garcia	<ul style="list-style-type: none"> • JH: Resumed loaning media making equipment to partners, including Outside The Frame. • JH: Many online events happening, including: Members meetups online, Labs event online. Continuing to be a census center. Virtual exhibitions, audio exhibitions, etc. online. • JH: Planning with Metro East for new ways to come together to increase revenue and reduce expenses. • KG: Completing a proposal for a project about the Portland Harbor Cleanup. Partnering with Portland Harbor Community Coalition, will include interviews of their members' experiences. • JH: We want the board to work with staff on giving program. • JH: We want to stagger Friday, 3pm Executive Committee meetings (may be rescheduled to different dates/times) to focus on different topics. Should once a month be the development topic? Let's calendar out the topics – get dates assigned to them well in advance. 	Harn: will calendar out 6 months' of breakout committee meetings for Board Barrios: will offer Board Basecamp training
Development Update		No action required

Rebecca Burrell	<ul style="list-style-type: none"> ● Grants received a grant from the Academy Awards for Labs. Awarded 96 nationwide - we are the only Oregon organization to receive grant! ● Creative placemaking grant received. Receiving an extra \$4K for it. ● Operating support grant – money came through CARES act. ● Need help over next 3 months: OS Labs zoom panels – getting the word out. Request for all to help promote these panels. 	
HR & Equity Task Force Justen Harn, Leslie Yan	<ul style="list-style-type: none"> ● JH: Staff layoffs, separations are happening for 4 staff members. ● LY: Their last day will be 6/19. They will be provided 3 months of medical insurance. 	No action required
Community Comments:	<ul style="list-style-type: none"> ● Peri: we'll need to do extended check-out services for series Producer. Would like classes on Zoom and streaming services. ● Handelman: can the Producer Meetups run longer than an hour? Can people help get the word out about Channel 11? Get Channels 22 & 23 back online? 	No action required