

Open Signal Board Meeting Minutes

Date: 6/25/20

Meeting Lead: Karim Hassenian, President

Call to order and roll call

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

Staff: Justen Harn, Rebecca Burrell, Justen Harn, Jamie Plakos, Leslie Yan, Jenelle Neil, Gloria Pitkin, Devin Febroriello, Rana Debey (MHCRC)

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

Agenda Item	Discussion	Action Required/Next Steps
Consent Agenda Karim Hassenian	Approval and Discussion about May meeting minutes	Motion to Approve minutes: Evelyn Motion Second: Andrew Approved: Unanimously
Consent Agenda Financial Report Leslie Yan	<ul style="list-style-type: none">May financials presented.	Motion to Approve May 2020 Financials: Evelyn Motion Second: Dawn Approved: Unanimously
Staff updates- COVID updates, including Safety & Wellness update Janelle Neil, Devin Febroriello, Justen Harn, Jamie Plakos, Leslie Yan	<ul style="list-style-type: none">JN: Studio is working on production materials centered on production protocols for safe work focused on our communities' needs. Placing them on our channels as resources. OMPA documents and Governor's guidelines helped inform the protocols created by the OS staff and community.JN: working on reopening plans in conjunction with Metro East.DF: tailoring CDC measures to our community practices for safe places.JH: Metro East is re-opening soon. Meeting with them next week to gain better understanding of their plans.JH: We had an OSHA walkthrough on the building. Since we work with vulnerable populations, we are processing how much risk is/isn't appropriate.	No action required

	<ul style="list-style-type: none"> LY: We are having people sign a liability waiver in order to work. They will waive liability that OS would face. Document is currently under legal review. 	
Development Update Rebecca Burrell	<ul style="list-style-type: none"> \$375K raised for the year. We exceeded our annual goal! NEA funding is only outstanding application under review. Working on Corporate giving plans. Working on many applications. Working on individual fundraiser: \$100K fundraiser for Labs. Encouraging people to host their own fundraiser as part of this fundraiser - on GiveLively platform. OS will open the fundraiser with a \$10K donation. Goes live on 6/25. Please reach out to Gloria and Rebecca for tech assistance for sharing it as your own hosted fundraiser, or if you need tech support to share and optimize the campaign's success. 	No action required
Board Protocol/Practices Updates Gloria Pitkin, Justen Harn	<ul style="list-style-type: none"> New board emails, with Basecamp link GP: Basecamp being set up for board's ease, documents location JH: If board members have preference on how emails come to you (via personal and/or new OS email address), please let Gloria know. Tyesha Snow: There is a Basecamp desktop app. Helps you avoid all of the notifications. You can find the app on the Basecamp website. 	No action required
Draft Budget Leslie Yan Justen Harn	<p>JH: Been working on this draft budget for 2 months. Finance Committee voted to bring this draft to the board to consider for approval.</p> <p>LY: Leslie to add details for these: Revenue: \$1.8 M in revenue. Expenses. Surplus total. Depreciations. Reserve total. Ops and Capital total for next fiscal year. Reserve Financial Policy \$33K to be put back into the Reserve. Got a PPP loan which saved us \$200K in the reserve.</p>	Motion to Approve Budget for FY 2020-21: Motion to Approve: Dawn Motion to Second: Matt Approved: Unanimous

	<p>Proposed change for the reserve in this budget: the remaining reserve balance would be on a plan for a 4-year increase (adding \$33K each year to the reserve.)</p> <p>Karim Hassenian : The board will revise the proposed reserve target and the plan for it every 3 years.</p> <p>LY: The finance committee will be developing an investment policy.</p> <p>JH: We had forecast revenue coming in before COVID-19, that we now expect will not come in. So the adjustment to the reserve timeline is to be conservative in our approach.</p>	
<p>New Business Andrew DeVigal</p>	<ul style="list-style-type: none"> AD: First Governance Committee Meeting held. We want to start thinking about what needs we have around governance and board makeup - want to do this through an equitable lens. We want to review bylaws. Harn: Governance Meetings will be meeting Thursdays at 10am on 1st Thurs. of the month. Harn: Proposal to have monthly meetings for board + monthly Committee meetings as well. Harn: Executive Committee meeting will be held on 2nd Thursday of each month. Harn: Finance Committee will be held on the 3rd Thursday of each month. Jenelle Neill: we've been distributing livestreams to multiple channels. Doing the work for the City and City Bureaus. We're doing lots of consulting to people on livestreaming. We're going to have livestreaming kits in our inventory. 	No action required
<p>Community Comments:</p>	<p>Dan Handelman, PC Peri / Flying Focus:</p> <ul style="list-style-type: none"> DH: Question about extra money in Capital fund: can it be used for remote upload booth (computer terminal that could accept flash drive) that could be located at OS? Remote uploads take long and are an equity issue (high cost.) Leslie Yan: clarified that only operations surplus is going into the Reserve. DH: Question whether subcommittee meetings be open to the public? 	No action required

	<ul style="list-style-type: none"> • DH: Producer Meetup told them that streaming channel will be up soon. What's the update on it? • Harn: OSTV Live in the works now. • Jamie Plakos: expect a mid July launch for livestream launch. 	