

## Open Signal Board Meeting Minutes

Date: 8/27/20

Meeting Lead: Karim Hassenian, Chair

### Call to order and roll call

Board: Dawn Smallman, Andrew DeVigal, Evelyn Liu, Tyesha Snow

Staff: Justen Harn, Rebecca Burrell, Elisa Barrios, Jamie Plakos, Leslie Yan, Gloria Pitkin, Rana Debey (MHCRC)

Guests and Public: Dan Handelman (OS Producer), Jay Rollsberry (OS Producer)

Agenda Item	Discussion	Action Required/Next Steps
<b>Consent Agenda</b> Karim Hassenian	<b>Approval of July meeting minutes</b>	<b>Motion to Approve minutes:</b> Andrew <b>Motion Second:</b> Evelyn <b>Approved:</b> Unanimously
<b>Consent Agenda</b> Financial Report Leslie Yan	<ul style="list-style-type: none"> <li>● Loss of \$17K in Fees and Services due to productions stopping due to Covid-19 closures.</li> <li>● JH: Let's arrange a Finance Committee meeting to discuss setting financial priorities and projections.</li> <li>● KH: Let's see if Lisa Faust can attend.</li> <li>● Fee for service revenue is lower because of COVID-19. Operating expenses consist of regular operating need.</li> </ul>	<b>Motion to Approve 2020 Financials:</b> Dawn <b>Motion Second:</b> Evelyn <b>Approved:</b> Unanimously
<b>Staff leadership updates-</b> Jamie Plakos, Rebecca Burnell	<ul style="list-style-type: none"> <li>● JP: OSTV launch went very well! Lots of engagement across three platforms. Taylor is working on a larger engagement plan.</li> <li>● RB: Fundraising update: CARES funding and Covid-related applications. Oregon Cultural Trust application submitted this week. OCT gave us an additional grant of \$32K. 3-4 additional applications will be submitted next week. Will be in the Willamette Week Give Guide with goal of \$10K. Looking for a business partner to match a portion of donations. Please let Rebecca know if you have partner suggestions.</li> <li>● EB - Equity update: Elisa passed the HR exam! We are still operating as a Census Center. Made engagement videos about the Census. Working</li> </ul>	<b>No action required</b>

	<p>on a Hazard pay policy. MHCRC’s DEI film just wrapped. Field production video for Covid-era best practices is in post-production.</p> <ul style="list-style-type: none"> <li>● Addressing the Digital Divide work group- will provide 3500 Chrome Books to the community. OS is part of the team of stakeholders. We will be a part of the training team. Looking for ways that OS might be involved in additional ways.</li> </ul>	
<p><b>Board Protocol/Practices Updates Governance Committee Update</b> Andrew DeVigal</p>	<ul style="list-style-type: none"> <li>● AD: Board Agreement draft document has been refined and distributed. Some notes/feedback received about the prior draft will be addressed in the bylaws. Looking for people’s responses on this draft. Next governance meeting will cover outreach for potential nominations to the board.</li> <li>● AD; Looking for potential recruits for future board members, including organizations and businesses that might have good potential recruits. Looking for folks with legal and nonprofit financial skillset.</li> <li>● KH: Can we send this draft out to our Producer community now?</li> <li>● AD: for the Producer board member position, we’d want the person to have an established relationship with Open Signal.</li> </ul>	<p><b>No action required</b></p>
<p><b>Community Comments:</b> Dan Handelman</p>	<ul style="list-style-type: none"> <li>● DH: Announcement of this meeting arrived late today. Streaming page has been improved - Flying Focus appreciates that the channels are more prominent. In favor of having a Producer on the board. Having a staff member on the board could present some complications in terms of supervisory conflicts. Producers would like to be notified in advance about subcommittees.</li> <li>● Tyesha Snow: can we have a OS google calendar for all events?</li> <li>● KH: If that calendar with meeting was publicly available, it could help in letting folks know about how to attend, and/or submit</li> <li>● Discussion about how to use Switchboard to better inform Dan and others about meetings.</li> <li>● DH: hearing that studios may become available in fall for limited use. Community Producers should have priority over rentals.</li> </ul>	<p><b>No action required</b></p>
