

Open Signal Board Meeting Minutes

Date: 3/11/21

Meeting Lead: Karim Hassanein, Board President

In Attendance:

Board: Karim Hassanein, Dawn Smallman, Evelyn Liu, Tyesha Snow, Fiona McCann, Andrew DeVigal

Staff: Leslie Yan, Jamie Plakos, Elisa Barrios, Gloria Pitkin, Rebecca Burrell

Guests and Public: Dan Handleman, PC Peri, Elisabeth Perez, Rana DeBey

Agenda Item	Discussion	Action Required/Next Steps
Approval of consent agenda	Approval of consent agenda	Motion to approve: McCann Second: DeVigal In favor: unanimous vote Opposed: none
Review FY 20-22 capital and operating budget Leslie Yan Jamie Plakos	Yan: Revenue <ul style="list-style-type: none">• Total anticipated revenue for FY21-22 is lower than FY20-21 because in FY20-21 Open Signal received supplemental capital funding approximately \$325K.• The anticipated production services is also lower for FY21-21 by approximately \$195K because the leadership team decided not to expand the Production Services Department by maintaining the current contract.• Allocated 2% of the total revenue to reversed account to build up the reversed to cover 6 months of expenses Expenses	Motion to approve: DeVigal Second: Smallman In favor: unanimous vote Opposed: none

	<ul style="list-style-type: none"> • Personnel Expenses for FY21-22 is approximately \$1.4 millions which included \$128K for any new hires and \$50K for contingency • FY21-22 personnel expense is about \$204K less than FY20-21 <p>Operating Expenses</p> <ul style="list-style-type: none"> • FY21-22 Operating expenses is about \$579K which is about \$30K less than FY20-21 • The operating expenses include \$10K for disability accommodation, \$65K for Professional Services and \$24K for Equity training. <p>Plakos: We are bringing back in person services. No major improvements for next fiscal year. Building improvements: we are looking at doing accessibility improvements. Doing a building feasibility study to see if our building can be expanded. Building some new public checkout kits for the ENG cameras - ones that will have cross-certification with Metro East. Replacing current outdated workstations in Production Services. Needed technical upgrades in City Hall to do our work there. Replacing current public computers. Software maintenance for database. Adding a new upload feature for producers.</p>	
Open Signal Labs Ifanyi Bell	<p>Bell: What is currently going on in Labs: Covid created opportunity to create impact that will actualize down the road. The Fellowship has passed the point when current cohorts should be finished with projects, but Covid impacted this. So we are extending the deadline to finish producing their projects. This also pushes out the date for the new fellows to join the next round of work. Still figuring out the new deadline to line up the new cohort group. May bring in 1-2 individuals who need specific types of support, before bringing in the new, whole group of Fellows.</p> <p>Bell: Shifting to the organization's shared leadership model has provided Bell with the opportunity to contribute in new ways. He is interested in looking at how OS measures achieving stated goals/outcomes. Interested in aligning the language of grants that Labs receives with how Labs actually achieves the work - which is based in the relationships between staff and the public/Black filmmakers. Cultural networks are being created by Labs - how are we gathering metrics on this aspect? How do we represent this in data? This data (including the dollar value) could be used in grant applications. Things like job</p>	No actions required.

	<p>training, job placement, etc. need to be valued in ways that can be stated in quantitative terms.</p> <p>Bell: Shared stories of job placement that was aided by Labs input - includes helping employment placement for JUDAS AND THE BLACK MESSIAH, with a Firelight Media project and a film about the local Black Lives Matters movement, a documentary 100 DAYS IN PORTLAND. The film has had a run of pitches with high-level film distributors, including Participant Media, Netflix, etc. Open Signal Labs' identity and work is being represented in these meetings. Time, Documentary & Disney want to invest in the film being pitched. Planning for it to be a union project. How do we figure out how our mechanisms interface with large film studios and distributors? What can Labs do to build a system that is ready to help Black creatives take advantage of these kinds of opportunities when they come up?</p>	
Elisabeth Perez	Commissioner Rubio will be making the two new board appointment representatives of MHCRC and the Open Signal board member in the next few weeks.	No actions required.
<p>Equity update</p> <p>Elisa Barrios</p> <p>Jamie Plakos</p> <p>Rebecca Burrell</p>	<p>Plakos: we are using the Covid opportunity to re-open with a new model that centers equity in our re-opening plan. Using the 2020 Community feedback comments from public and staff. Will have a plan to share with community in May.</p> <p>Burrell: upcoming Leadership retreat. On March 25th, the team will present the board the first draft of the reopening plan, for feedback. Currently meeting with City Commissioners, E. Perez and R. DeBay to get input during plan's development. Board members can add plan input in this link:</p> <p>https://miro.com/app/board/o9J_LWlmLwo=/</p> <p>Barrios: We'll still be serving the public - we are just changing the way we are thinking about delivery of focused services.</p>	No actions required.
<p>Finance Committee</p> <p>Karim Hassenein</p>	It's been hard to get board members to Finance Committee meetings. April 15th 10am is the next Finance committee meeting. Can we get three	No actions required.

	volunteers to attend that meeting? Tyesha and Andrew will do April meeting. June mtg will be June 17th, 10am - Evelyn, Dawn and Tyesha will attend.	
Community Comments Dan Handleman PC Peri	<p>Handleman: Producer (Member) meetup email went out. Attendance at the Producer meetup was more than usual. Would like OS to think about how to hybridize the organizational institution of the past plus the vision of the future. Concerned that people who have been welcomed in the past, may now get shut out.</p> <p>Peri: We ought to be able to present our views about what is going on in the organization.</p> <p>Handleman: would like issues to be discussed by staff.</p> <p>Peri: OS is becoming more "elitist." "Acting like Beijing in its policies."</p> <p>Smallman: asked for clarification about what specific problems/issues are being eluded to.</p> <p>Plakos: at the last meetup, people attending said the membership sessions were turning into complaining sessions, so they asked for complaints to be put in writing, so they could be dealt with, which would also leave the events more focused on other focuses.</p> <p>Barrios: some of the newer members gave feedback that the member meetups were not providing opportunity for things like networking. Others wanted to give anonymous feedback. So the comments in writing would allow people to track problems and ideas for solutions.</p> <p>Peri: Studies have been done to see what Producers need and want. The new Producers who have attended have not come back to the meetups.</p>	No actions required.