

## Open Signal Board Meeting Minutes

Date: 3/9/231/12/23

Meeting Lead: Karim Hassanein, Chair

### Call to order and roll call

Board: Karim Hassanein, Evelyn Liu, Fiona McCann, Dawn Smallman, Andrew DeVigal, Justice Hager, Andre Gray, Dawn Mott, Vega Tom, Julia DeGraw (MHCRC)

Staff: Rebecca Burrell, Jen Fulwyler (contracted), Jamie Plakos, Elisa Barrios, Melissa Salazar

Guests and Public: Amanda (ASL Interpreter), Lo (ASL interpreter)

Community Member:

Agenda Item	Discussion	Action Required/Next Steps
<b>Introductions</b>	Introductions, with extended introductions from new board members Justice Hager and Dawn Mott	
<b>Consent Agenda</b> Karim Hassanein	<ul style="list-style-type: none"> <li>● <b>Approval of January 2023 meeting minutes</b></li> </ul>	
<b>Finance Update</b> Jen Fulwyler	<ul style="list-style-type: none"> <li>● Courtney Rae accepted Development Director position, starting March;</li> <li>● Financials not too different from last set: strong cash position, same as December financials, which means things are progressing nicely. What's most interesting is the picture, showing that as of the end of January revenue actuals were outpacing budget.</li> <li>● Highlighted the graphic showing how important government grants (to come from Rebecca) relate to our entire revenue picture</li> <li>● Karim encouraged new board members to ask any questions needed. Jen offered any support needed for board members to feel like they are doing their fiduciary duty.</li> </ul>	<p><b>Motion to approve minutes:</b> Fiona <b>Second:</b> Andre <b>Approved:</b> All</p>
<b>Cohort Program Update</b> Melissa Salazar	<ul style="list-style-type: none"> <li>● Introduced herself as a former cohort; talked about partnerships built with school districts to do outreach and draw people into the work at Open Signal; currently have seven official cohort members; Salazar will have her first cohort only session at end of March where cohort members can come back for editing practice; will be doing more for community producers who ask for the same thing;</li> <li>● Dre: Wants to ask if the cohorts use Slack or the main people on the program?</li> <li>● Melissa says cohorts not on Slack, but in close contact with cohort and they appear to like more interaction that way</li> </ul>	

	<ul style="list-style-type: none"> <li>● Videos shown, Melissa walks us through the individual projects: Somali Time, Por La Aventura, music video was debuted at a festival and getting good feedback, and majority was shot in Studio A. Continuing to have people build community, trying to connect past cohorts and current cohorts</li> <li>● Rebecca asks Melissa to explain what's special about it, she responds that she's meeting people where they are at, incorporating everything, to how to apply for grants, aesthetics, RGB colors; for community members who have been historically marginalized that's vocabulary they don't know but they become empowered and can talk about their vision with confidence</li> <li>● Dre: What was your background prior to this?</li> <li>● Melissa: Moved here to study art, then studied communication design, but with the skillset she has and marketing, graphic design, building a brand, ended up going into Youth Work, spent the last seven years working with Friends of the Children, and brought those skills to market and brand youth for a different future.</li> <li>● Karim expressed gratitude and appreciation. Would like to have a conversation about the school design he's working on, and how to support the students at Jefferson High School</li> <li>● Melissa goes out to work with students who come through the cohort to capture student video diaries</li> <li>● Invited all to screening in June</li> </ul>	
<p><b>Governance Committee Update</b> Abdrew DeVigal</p>	<ul style="list-style-type: none"> <li>● Congratulations and welcome to Dawn and Justice</li> <li>● Dre: Question for both new board members about what they thought about the cohort program video</li> <li>● Dawn and Justice said they were inspired, and it seemed like a lot of fun.</li> <li>● Rebecca asked people to move exclusively to Open Signal email</li> <li>● Julia DeGraw expressed uncertainty about whether she has an Open Signal email or whether she needs one. If so, she may need help accessing it. Rebecca responded that she may be an exception.</li> </ul>	
<p><b>Leadership Update</b> Rebecca Burell</p>	<ul style="list-style-type: none"> <li>● Paperwork: Rebecca showed individual board member files, how each board member can only see their own individual file, and went through things that needed signing, primarily the board agreement and the conflict of interest form. Each board member is asked to read it, make a copy, sign, and put in the folder, or email to Rebecca</li> <li>● Also all board members asked to fill out all paperwork by March 23 .</li> </ul>	<p><b>Action Items:</b> Please fill out all board paperwork by March 23 .</p> <p>Contact Rebecca with connections to City of Portland Bureau of Planning and Sustainability</p>

	<ul style="list-style-type: none"> <li>● Staffing updates: KatMEow announced as new Director of Community Media, an incredible person, trauma informed, they are overseeing front of the house services, equipment reservations, etc. ; Elisa Barrios announced as new Director of Partnership Education , something previously in community media team, but now it's a great fit for Elisa;</li> <li>● Elisa excited to leverage partnership with MHCRC, establish a training program for grantee</li> <li>● Director of Growth introduced as Courtney Rae</li> <li>● Justice used to work with Courtney, who describes Courtney as one of the most brilliant people they ever met</li> <li>● Farewell to Tyesha Snow and Dawn Smallman who are both stepping away from the Board</li> <li>● Updates at the City: OCT now a part of Bureau of Planning and Sustainability; Elisabeth Perez has moved to a new bureau at the City and her role is not going to be replaced, leaving some questions; potentially other staffing changes too. Open Signal is in the middle of a 10-year franchise negotiation, so Rebecca said she was not sure who will lead that negotiation now that Elisabeth Perez has left. Rebecca asked anyone with connections at BPS to reach out to her.</li> </ul>	
<p><b>General update</b> Karim Hassanein</p>	<ul style="list-style-type: none"> <li>● Reminder that we'll be meeting in person in May, with an outdoor option. Transportation can be provided.</li> <li>● Rebecca: Contact Rebecca if you need transportation; if you have other reasons there will be a hybrid option; food will be provided; Looking for a meaningful activity for people at the meeting; suggest board members take turns leading an activity for ten or fifteen minutes;</li> <li>● Karim: if you are someone whose work involves facilitation, you might share the idea.</li> </ul>	<p><b>Action item:</b> Contact Rebecca if you need transportation to an upcoming board meeting</p>
<p><b>Community Comment:</b></p>	<p>No comment from community / no community members present</p>	
<p><b>Shout Out and Celebration</b></p>	<ul style="list-style-type: none"> <li>● Shout outs to Dawn Smallman and Tyesha Snow from their fellow Board members and Open Signal staff for their service, thoughtfulness, intelligence, and kindness.</li> </ul>	