

Open Signal Board (Public) Meeting Minutes

Date: 11/10/22

Meeting Lead: Karim Hassanein

In Attendance:

- **Board:** Andrew DeVigal, Evelyn Liu,, Karim Hassanein, Dawn Smallman, Andre Gray, Vega Tom, Julia DeGraw (MHCRC Liaison)
- **Staff:** Tracy Kernell, Rebecca Burrell, Jen Fulwyler, Elisa Barrios, Jim Bruce, Jamie Plakos, Daniela Serna
- **Guest & Public:** PC Peri (Producer)
- **ASL Interpreter:** Crescensiano & Amanda

Note:

Agenda Item	Discussion	Action Req/Next Steps
Welcome/Introductions - Karim Hassanein, Board	Intro + favorite movie	
Consent Agenda - Karim Hassanein, Board - Report Topic	We're still working on getting September meeting minutes done and will need to get that approved in January's board meeting.	

<p>Finance Update - Jennifer Fulwyler, Contract Controller - Action Item</p>	<p>Jen presented the September financials which was discussed in the October finance committee. <i>Audit is complete with unmodified opinion, without findings. Hired a finance and HR coordinator (take over day to day). Started last month. Contract grants manager brought on to keep grant applications on track while work is being done to fill Director of Growth position.</i></p> <p><i>Q1 financials: HT to Jamie, led the forecast meetings. Intention to dial in budget, since we're required to approve it so far in advance. (April 1 deadline of budget approval in MHCRC—not February 15 as previously thought, may be a reprieve.) As soon as the reforecast process is done, we'll turn to 2023/2024.</i></p> <p><i>Cash position \$2.4 million including reserve. \$1.5 million in cash for operations. (much of the detail was shared on screen displaying her November document.) She cruised through the board packet; Strong cash position.</i></p> <p><i>Revenue is ahead of budget: Foundation grant has been successful; contract grants manager should help continue to have an impact there. Called out Jim and Production who are doing great at running it as a business unit. Personnel expenses at 22 percent - contract services being used to offset vacancies.</i></p> <p><i>Operating expenses at 53 percent overall which is ahead of our 25 percent benchmark. We had an underspend due to production delays, but now largely done. Will level off. Skew by the Production/crew from Outdoor School. Hence the expenses early in the year. Also up front costs - CPA etc.</i></p> <p><i>Overall, revenue outpacing budget. Expenses also outpacing year to date budget, but largely due to production and crew from early in the year.</i></p> <p>Jen opened floor. No comments or concerns shared. Jen reiterated the importance and responsibility of understanding the finance report as a board member.</p>	<p>Motion and Approve September financials</p> <ul style="list-style-type: none"> • Motion made: Evelyn • Seconded: Vega • Approved: all (no opposed or abstain)
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	<p>Andrew asked Jen how we can support Jim and the Production Services as he was intrigued by their running the program as a business. Jen talked about tight systems, Jim seeing a report monthly about production revenue versus expense, so he's really getting his footing. There's some overlap with staffing- program primarily staffed via on call support. Will take your question to Jim directly. Jamie said that he's been doing a great job on co-managing and building pathways to support the staff; Rebecca reminded the fact that Sharon shared an update about his work at the last board meeting but encouraged reaching out to Sharon and Jim for more; Jamie ended noting that they are trying to build a scalable model.</p>	
<p>Production Services Update on Fresh Paint and Signal Share - Daniela Serna, Staff - Report Topic</p>	<p>Link to Daniela's slidedeck.</p> <p>Daniela shared update on Fresh Paint (temporary mural project with artists of color which began in 2017); encouraged to enter the world of public art commissions. 13 artists so far; essentially a professional development program. Now do a yearly call, ask for submissions, panel of fresh paint muralists select. Murals up for six months, and we provide a stipend. Many have gone on to larger commissions.</p> <p>New mural up by Jerome Sloan, Growth after the committee selection; formally incarcerated; taught art classes within the system; watch out for an upcoming Oregonian story.</p> <p>Next up: Pearlyn Tan, Liberate</p> <p>We hope to provide better representation for indigenous artists.</p> <p>A past artist is working on the redesign of the lobby.</p> <p>Signal Share, which was relaunched January this year with a focus on networking and knowledge sharing; each month has a workshop; this month will have a Skill Share focusing on mobile studio.</p>	

	<p>Open Signal's Holiday Party, 12/15 at 6p. Variety show with talented folks from our community providing entertainment.</p> <p>Rebecca: Props to Daniela for managing program, very significant and very successful, and the fact that it is made very easy for us to carry on makes it all the better. Daniela single handedly runs that program and is doing an amazing job making it work for us.</p> <p>Daniela:</p> <ul style="list-style-type: none"> - HT to Salvador and RACC for their focus on the work and community - Julia as MHCRC wants to know if they can invite to holiday party, and it was confirmed she should - Andrew asked if other artists have taken on more commission beyond Alex; 75% of the artists have taken off and have taken on more work across the city, larger commissions. - Andrew asked if the topic selection at Signal Share was a participatory process. Daniela replied that it's meant to be a collaborative space. Elisa added that some of the ideas around what folks had hoped to see had come up from folks wanting to have skill shares / works in progress shares. Alley helped visualize a whole year long plan to generate more excitement around membership program. - Karim shared this LinkedIn post and talked about the space activation five minute survey 	
<p>Governance Committee - Andrew DeVigal, Board - Report Topic</p>	<p>Andrew shared an update on our moving Dawn Mott forward in the onboard process. The governance committee met with her and had our initial conversation. Said she was definitely mission aligned. Encouraged the rest of the board to review Dawn's materials including the video recording of our meeting with her. Following up with references.</p> <p>Starting process with Justice Hager, and reviewing the bylaws to get reviewed and processed within the next few weeks.</p>	
<p>Leadership Updates — Rebecca Burrell, Staff -</p>	<p>New hires! Including contract positions: Karen Valdez, Finance and HR Coordinator</p>	

<p>Report Topic</p>	<p>Miranda Selinger, Broadcast Distribution Coordinator Symeon Braxton, Grants Manager Phoebe Ebright, Interim Development Director</p> <p>Leadership Team Retreat: They met for two days, team building was a major priority, went up to a cabin near Mount Hood, talked about future planning, staff structure, future of Open Signal labs</p> <p>.</p> <p>Individual Check-In</p> <ul style="list-style-type: none"> - Rebecca will review and reach out to each board member to create next year's work plan; look out for Rebecca's email so that the work plan from last year can be reviewed and look at creating a new work plan for next year. Getting used to a new process, but this will help. <p>City Grant Agreement</p> <ul style="list-style-type: none"> - Begin process of renewing grant agreement; Jim, Elisa and Rebecca on the team to work on that. Will be complete in the spring. Working with Rebecca Gibbons and Rana DeBay <p>Fundraising Updates</p> <ul style="list-style-type: none"> - Pool for director of growth, so feeling like a relief. - Give!Guide again through WW - staff working on through 12/31 deadline and Phoebe will likely reach out. <p>Events</p> <p>Reminder that board members should be attending two events a year, options coming up:</p> <ul style="list-style-type: none"> - 11/19: Signal Share - Mobile Cast Unit Skillshare - 12/2: Winter 2022 Cohort Screening (Rebecca notes the success of this program! Elisa also requested attendance!) - 12/15: Holiday Party at 6p <p>Andrew shared how impressed he was with Rebecca's network, and how she's able to bring back in Phoebe, and some ballers in the industry. Fantastic she has these connections and brings them into our orbit. Andre had a question about the Give!Guide: how is it going for Open Signal? Rebecca said they had a slow start due to Phoebe's start date, but now we</p>	
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	<p>have things in order and she will be leading the campaign. We have had an individual match donor in addition to the grant match, and that person is not going to be able to give at the level they have in the past, so we are looking for creative ways to make that up.</p> <p>Pushing folks toward giving donations through the Give Guide link, says Elisa.</p>	
<p>Meeting in person - Karim Hassanein, Board - Action Item</p>	<p>In the board packet, page 12-14, has the results from our survey. Karim shared on screen and reviewed each response.</p> <p>Direction is three meetings a year in person, considering what risk levels are and being in communication about that. Leaning towards wearing masks. Karim's interpretation of the responses is that we have overall support for meeting in person. Still have to dial in what kinds of support or accommodations we'll be able to make around a hybrid option, but generally speaking, gathering in person following some COVID protocols, masking, ventilation, distance, all seem like they would be able to address most of the concerns expressed.</p> <ul style="list-style-type: none"> - Andre: let's do it, pilot and move forward. - Andrew: exciting, pref is March for the first in person - Vega: same as Andrew, but on board - Evelyn: OK with meeting in person, worried about logistics around meeting outdoors, concern with driving at night - Dawn says wisdom in seeing what the holidays bring. <p>Discussed the challenges of meeting in person; discussion is leaning towards meeting in person during the warm months. Proposal: Meet during the warm months, outdoors if possible, work with a hybrid option, making sure ASL interpreters are present, physically or virtually.</p> <p>Result: meet in the warm months (May, July, Sept) in person, outside if possible with tech made available to make the meeting successful.</p>	<p>Vote made to meet in person during the warm months of May, July & Sept. All voted for proposal as outlined in minutes.,</p>

<p>Leadership Team Review Updates — Karim Hassanein, Board - Report Topic</p>	<p>We need to create the sub committee for the leadership team review. We need to get more commitment and plan this out. Want to get a review process sorted. Karim, Evelyn and Vega volunteer to participate in the sub committee.</p>	
<p>Community Comment - Karim Hassanein, Board</p>	<p>PC Peri requested to update the photographs of the board as to who will be currently on the board or on the staff. Would be good since for some it's been a really long time connecting with people. Karim: Responds yes, absolutely. PC was also updated on upcoming events, and talked about natural disasters and the potential role of Open Signal.</p>	
<p>Shout-outs + Celebrations - Karim Hassanein, Board</p>		