

Open Signal Board Meeting Minutes

Date: 07/14/22

Meeting Lead: Karim Hassenein, Chair

Call to order and roll call

Board: Karim Hassanein, Evelyn Liu, Fiona McCann, Dawn Smallman, Andrew DeVigal, Andre Gray

Staff: Elisa Barrios, Tracy Kernell, Rebecca Burrell, Samantha Taylor, Ifanyi Bell, Jen Fulwyler (contracted)

Guests and Public: Amanda (ASL Interpreter), Jared Vincent (ASL interpreter)

| Agenda Item | Discussion | Action Required/Next Steps |
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| Introductions | Check in with all attendees, introduction with name and role, and pronouns. | |
| Consent Agenda Karim Hassanein | <ul style="list-style-type: none"> ● Approval of May. 2022 meeting minutes ● Rebecca: Now that there is board vote by email, do we have to reflect that in the minutes for May, or some other way? ● Members agreed it was a good idea. No opposition. | Motion to include email votes in the minutes of the preceding meeting: Fiona Second: Andrew Approved: All Approve minutes: Dawn Motion Second: Fiona Approved: All |
| Finance Update Jen Fulwyler | <ul style="list-style-type: none"> ● Jen presented Finance Committee Meeting notes, including approval of financial policy manual, introduction of new Interim Development Director Samantha Taylor, and search for new Financial Director produced no candidates, so Jen will stay on for another year on reduced hours ● On track for revenue at this point of the year, significantly under budget for expenses. ● Looking forward to see year on year comparisons ● Next steps: Awaiting June financials from SMJ. They will send a preliminary set, there will be year end adjustments, and there'll be a final set of revised financial statements subject to audit. ● New financial systems and tracking systems, so there's a bit of a learning curve. ● Rebecca: The restricted grants were interesting to see. Her understanding was that we had met the goal for the year, so wondering if discrepancy comes from the reimbursement based grants. ● Jen: There will always be a discrepancy between the development numbers and the financial statement | Motion to Approve Financials through May: Evelyn Liu Motion Second: Andrew DeVigal Approved: All |

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| | <p>numbers, largely due to timing. Example: A couple of grants we were notified about in June, but they're not reflected here. Depends on what way grants are structured.</p> <ul style="list-style-type: none"> ● Rebecca: Used to be recorded on the day the grant letter came in, Jen records it for the grant period. ● Jen: Not at my discretion. There is an accounting rule about how things are treated. ● When we have final June financials that we will be subjecting to audit, we may need an email quick turnaround Board approval. | |
| <p>Program Update Elisa Barrios</p> | <ul style="list-style-type: none"> ● Elisa presented on the music video makeathon and the cohort screening in June. This year, makeathon celebrated Juneteenth. New to work with clients and create things based off of their creative vision. Showed behind the scenes, videos, two band videos produced in one day. ● Shared highlights from Winter cohort screening (music video, outdoor adventure, children's show). Available on Next Cloud and on the YouTube channel. ● Starting orientation with next round of the cohort next Tuesday | <p>No action required</p> |
| <p>Development Updates Samantha Taylor</p> | <ul style="list-style-type: none"> ● Samantha: Introduced herself, currently based in Michigan. Grew up in Oregon. Fell into fundraising, worked at nonprofits, then started own business and now here. ● Trying to make things smooth in the wake of an unexpected departure ● Shared that we're in 2022 Gift Guide. Collaborating with Rebecca and Daniela for membership match campaign. Collaborating with Ifanyi and Rashaunda on work for labs. Looking for corporate / business partnerships to bring in funds. Supporting them in putting two year fundraising plan together. ● Notes summer is a slow season, not a lot of deadlines. Labs awarded grants, however, including 20K from NEA. ● Ifanyi: Samantha comes at an exciting time, set us up for what I've wanted LABS to do for quite some time, which is an independent footprint. Samantha's vision and perspective on how to do things differently is a blessing. | |

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| | <ul style="list-style-type: none"> ● Samantha: Here for just six weeks, not a lot of time, so if there is something to be prioritized ● 2.5 weeks to wrap up membership match campaign. We need to bring in new donors. Would be great to have support from the board in bringing in additional donors. Board template included with directions about how to create your own GiveLively page - templates for emails etc. Document here: https://docs.google.com/document/d/168xZ_5pa2tyiFe4ljAlXAfBsKT8q-Lx4OWEzw8f543o/edit ● Jen suggested reframe, inviting people to this party as opposed to asking for money. ● Samantha: Shout out to Andre for agreeing to create a Give Lively page. ● Samantha: Asked individual board members for commitments | |
| <p>Leadership Team Updates Rebecca Burrell</p> | <ul style="list-style-type: none"> ● Notable: Last month, city council approved the office for community technology's budget which includes our budget, the portion that comes from the city. ● Easy budget process. Rebecca Gibbons shout out, she's a great advocate. ● Staffing update: Samantha is here for a few more weeks. Posted a listing for a permanent Director of Growth. Also posting for Contract Grants Manager. ● KatMeow who leads most of our education programming, came to conference Alliance for Community Media in Chicago. KatMeow spoke about trauma informed training, and Rebecca spoke about shared leadership and about values driven fundraising. Presentations went well. We are pushing the envelope within the field on a national level. ● Want to be sure you are aware of the visibility we have on a national level. ● Upcoming events: Two COVID-friendly outdoor events, one this Saturday - Community Swap. Friday, August 19, hosting barbecue to celebrate internal community. ● Karim: Awesome to watch the relationships built with the city, the commissioners, and making sure Open Signal remains relevant in the minds of those folks | |

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| <p>Leadership Team Review Karim Hassanein</p> | <ul style="list-style-type: none"> ● Presented leadership team review document: What do we need to evaluate individual team members, and the team model ● What do we need in order to provide an actionable review? Staff survey? Board buddy? What else? ● Feedback from individuals ● Fiona likes the idea of staff input, and board buddy system. Andrew expressed concern about including staff, great ideas, need to iron out nuance. Dawn suggested board be reviewed. Notes taken about the need for staff survey to be anonymous. Ifanyi points out that it should be a direct reach from board to staff. Evelyn asks about whether it will be a 360 review from staff? Dre says likes the idea of board working with staff. ● Fiona asked about evaluating the leadership structure itself, as well as individuals on the leadership team ● Rebecca echoed that it might be a teaching moment for other orgs ● Karim asked about interest in forming a task committee around this review process. Several board members expressed interest in being a part of it. | <p>Action item: Every board member give one name as potential new board member.</p> |
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