

Open Signal Board Meeting Minutes

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Date: 11/9/23

Meeting Lead:

Call to order and roll call

Board: Andrew, Justice, Evelyn, Fiona, JJ; (online): Andre

Staff:

Guests and Public:

Agenda Item	Discussion	Action Required/Next Steps
Introductions		
Consent Agenda	<ul style="list-style-type: none">● Approve September 2023 Minutes<ul style="list-style-type: none">○ Fiona motions○ JJ Seconds○ Approved● Approve Q1 Financials - Finance<ul style="list-style-type: none">○ Justice motions.○ Vega seconds.○ Approved● Committee review is complete● Review LT Report<ul style="list-style-type: none">○ Cultural Study<ul style="list-style-type: none">■ Jamie: Did anonymous survey of staff about how they are feeling about various things. Now thinking about how to best represent that data in a way that keeps results anonymous. Can share with board as well.○ Conflict Resolution Training – How is it going?<ul style="list-style-type: none">■ Courtney: Managing your internal abilities around conflict and external. Going towards team charter that establishes rules of engagement for the work place. In Accord is doing the training.	<p>Action Items from LT Report</p> <p>Winter Cohort Applications are open November 9th-November 28th. https://docs.google.com/forms/d/e/1FAIpQLSd84NlsoG1LoX1vuCnm61tIR0K0AtDHTCoAHhRw63PYP8YrHQ/viewform</p> <p>Give Guide Fundraising Campaign: https://giveguide.org/nonprofits/open-signal</p> <p>Community Media Manager Job Opening: https://www.opensignalspdx.org/about/opportunities/cm-manager/</p> <p>Event Next Saturday: https://giveguide.org/events/event/lights-camera-connection-a-femme-and-non-binary-networking-affair</p>

	<ul style="list-style-type: none">■ Evelyn: Imagine that's hard. Not something I was taught growing up. Did this come out of the report?■ Courtney: Another survey went out months ago and HR stuff was something that came up. We shopped around and In Accord had the most availability and options. Available for LT and for resolution of conflicts between staff. Serving us on our HR needs since we don't have a full department of our own. <ul style="list-style-type: none">● Review Insurance Brokerage memo<ul style="list-style-type: none">○ Jamie reviewed the memo.● Investigation Update<ul style="list-style-type: none">○ Andrew: This was addressed between the last meeting. The investigation was concluded. A report was produced and an executive summary. <p>Soft skill building, chances for training and restorative justice, and shared report with some of the people involved. Opportunities to continue to engage with people who were negatively impacted by the things contained in the report.</p> <p>Courtney: LABS announcement hasn't happened, because we're waiting on them to be ready.</p> <p>Documentation of how to talk about it has been shared.</p> <p>Katmeow: Some people from LABS want to keep working through Open Signal. Still communication in that way.</p>	
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	<p>Andrew: Relationship with Mariann and Jill is now wrapped up more or less.</p>	
<p>Oregon Cultural Trust</p>	<ul style="list-style-type: none"> • Aili: Congratulations on receiving an award. Not the first time or the last. <p>OCT is a funder, funded through cultural tax credit. Overview of founding, what they do, who they are. Only state that has an entity like this.</p> <p>Explained how the tax credit works.</p>	
<p>Finance Committee</p>	<ul style="list-style-type: none"> • Reforecast Budget <ul style="list-style-type: none"> ◦ Vega: You have the financials, but we're gonna focus on the budget. Feel free to ask questions about financials though. <p>Shifting revenue and expenses as we have a stronger sense of things. We've also restructured on the accounting side in switching who we're working with. Some things have been recategorized. We're also changing how we do the pass-through of funds to LABS. Looking at changing how we treat the cash carry forward between Fiscal Years.</p> <p>Giving/non government grants haven't changed much. It's trending slightly higher. Board donations split out. Added nonprofit contributions as a line-item.</p> <p>Added revenue from production services for the government. Biggest variance on the revenue side is the production services income. It's almost twice what we were originally anticipating.</p>	

	<p>On the expense side, this shows up as higher on-call wage costs for production services. Might want to consider building capacity to ensure it's staffed to meet the demand.</p> <p>Event revenue/expenses highlighted in a different way.</p> <p>Originally budgeted \$3 million for revenue. Now closer to \$3.2 million.</p> <p>Question about \$16k in nonprofit revenue. Was supposed to come in June but moved to a September disbursement. Changed the FY that it came in. This is something that's not grants. The Oregon Film Office made a donation and another entity made a donation. That line didn't exist.</p> <p>Re: production services is it higher demand or new services? No new services, but last year the structure for the team shifted... this year they're getting into a groove. Team's doing great, so they're able to do more projects and more clients are coming in.</p> <p>Revenue's coming in for production services and labor is increasing also... What you'll see is that we staff with on-call staff, because they only work when there's a production. Labor is roughly 1/3 of the revenue.</p> <p>Greater part of labor is capitalized.</p> <p>We got numbers for 2024 health cost increase, so that's showing up in reforecast.</p>	
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	<p>Evelyn moved to approve reforecast. JJ Seconds Approved</p>	
<p>Governance Committee</p>	<ul style="list-style-type: none"> ● Recruitment <ul style="list-style-type: none"> ○ Potential board member in attendance. ○ Another person who had expressed interest pulled out. ○ Still looking for new nominations. ○ Four people have not responded. ○ Through holidays may not be a priority to respond to communications. 	
<p>Executive Committee</p>	<ul style="list-style-type: none"> ● Roundup: board and leadership training ideas and orgs <ul style="list-style-type: none"> ○ ● Retreat Planning <ul style="list-style-type: none"> ○ Andrew: Full day, board meeting++, training, meeting staff, etc. ○ Fiona: That's something that's surfaced at Governance. Be good to spend time with the staff. ○ What about Saturdays? Things can be worked upon, but need advance notice. ○ Fiona and Justice prefer off-site. <ul style="list-style-type: none"> ■ Seems to be generally OK with that, in Portland. ○ Should we plan around board meeting? January 11th would be too soon. Next would be March 14th. Saturday after would be March 16th. ○ March 9th would potentially be better. 	<ul style="list-style-type: none"> ○ Justice will make the Doodle of February Saturdays and send to... board and staff. Staff can't come till after 4 probably. 1-7PM.

	<ul style="list-style-type: none"> ○ Having it be separate seems to have some traction with people. ○ Depends on what we want to accomplish ○ We can do a Doodle about dates. ○ Justice will make the Doodle of February Saturdays and send to... board and staff. Staff can't come till after 4 probably. 1-7PM. ● Board Hub <ul style="list-style-type: none"> ○ Board would maybe like to be included on the BaseCamp stuff. ○ Paying for licenses for board now. A cost that we'd like to eliminate. ● Quarterly "meet the staff" time <ul style="list-style-type: none"> ○ 	
Community Comment	<ul style="list-style-type: none"> ● 	