

Jam Board Meeting 2/14/23
5:30pm

Attendees: Samantha Davidson Green, Craig Sterritt, Daniel Maxell-Crosby, Joe Major, Sean McIntyre, Sam Kaas, Tracy Hutchins, Peggy Allen

Draft Agenda:

1) December 2022 minutes reviewed and approved.

2) Finance Report:

- o Updated 2023 budget (note: errors were found in my formulas). The amended budget was approved.
- o December 2022 Financial Reports – there were no questions.

3) Director's Report: Samantha walked the board through the ED Report (See below).

4) Employee Handbook: The board reviewed the edits and approved the changes.

The meeting was adjourned at 6:50pm.

Director's Report:

JAM highlights since our December 2022 meeting:

(1) I have this 2022 Sizzle highlights reel that gives a more fun summary of our busy year! Edited by high school intern and VLACs student Liz Batski. Please advise what form you'd like a final written report, and I apologize for the tardiness.

(2) JAM in the news:

(a) Valley News: January Collage & Animation Pop-Up Workshop (1/21/23)

(b) Valley News: Improv Show brings raucous laughter to WRJ (2/4/23)

(c) Vermont Public: New video exhibit by former VT lawmakers offers meditations on grief and art (2/10/23)

(3) JAM weekly highlights: Round-up of our programming, events, media education, and podcasts. Visit <https://uvjam.org/show-highlights/>

(4) Facilities, Events, Program and Production Updates:

(a) JAM space: The work space continues to be a tremendous asset for both our

office and activity/event needs. We have a high volume of foot traffic on a daily basis, with strong attendance at events. Estimated engagement: 500 people in-person in the past 2 months. Media education program highlights:

Community College of VT Filmmaking I course (started 1/25/23), Osher @Dartmouth Documentary Production course (8wks); Media Labs (Editing Lab), Film Club, Scriptwriting Group, Collage/Animation Pop-Up workshop, PitchFest competition; Artist-in-Resident with Thetford Academy. Media arts installation highlights: media artists Charlie Rose, Rich Fedorchak, John Killackey. Media Arts Events highlights: Light River Junction New Year's Eve, Author Talk & Live music with Peter Orner and Vievee Francis, February First Friday Valley Improv and DJ music with video projections. Upcoming highlights: Story Jam, Media artist Laura Di Piazza "Redlining Our Souls" and artist reception, WRIF Emerging Filmmaker Contest, WRIF (White River Indie Film Festival) March 23-26. Our Summer Camps registration have launched with partnerships with Lexi Krupp of Vermont Public for Radio Stories camp and Tuck's Rock Dojo for music video camp.

(b) Briggs Opera House: BOH is now open and we entered a Venue Management agreement with the Gates Briggs Corp. whereby we book contracts, orient users, and maintain oversight in exchange for 15% commission on contracts and 50% discount for our own uses. We also have full use of the Box Office space at no charge.

(c) Production: JAM productions continue at a clip with an average of 25-35 productions/month, including government, community, and podcast productions. For-Hire contracts this winter include: City of Lebanon Heritage Commission, Lebanon Community Power PSA, Advanced Transit How-To video series.

(5) Cable Agreement & fee updates: Our new contract with Comcast is in place with the new Capital Funding fee at 0.25%, which added \$1,979 to our Q4 2022 franchise payment. This is helpful! Our Q4 payment was \$64,119 (compared to \$64,283.97 (a

\$165 decline year on year, negligible). This is also positive, in that it does not suggest as steep a decline as anticipated. VTel, however, declined more from \$3583.66 in Q4 of 2021 to \$ 3,229.66 in Q4 of 2022. This represents close to 10%. Patrick Cody is leading a joint effort to demand more transparency from VTel. We pass 50% of this funding through to the Woodstock channel, which splits our territory. It's not a major portion of our overall funding; however, Hartland does demand a significant amount of our production support. This is worth examining.

(6) Personnel & Workforce Support: Producer Charlie Rose has moved to Illinois. We have welcomed Noah Mauchly and Maeve Littau to our part-time producing staff, Kate Barber as PT (10 hrs/week) Media Arts Programs Administrator, and Tamara Waraschinski (10 hrs/wk) as Development & Events consultant for WRIF festival.

(7) Grants & Sponsorships: JAM was awarded a VT Arts Council Grant of \$1800 for an Artist-in-Residence project teaching Thetford Academy students filmmaking to document their theater production. Bravo, Jordyn Fitch, who wrote this grant.

(8) Strategic Planning: The kick-off meeting 1/11 resulted in 3 overarching goals defined by a group that included all staff, all board, and many community stakeholders. A smaller on-going working group met 2/9 to translate the goals into operational goal recommendations in the areas of (1) Board development, (2) Increased staffing to support growth areas; (3) Facilities needs. The next meeting will be held in March.

(9) Board Recruitment: Craig Sterritt, formerly WRIF Board President, has joined our board.

(10) For Discussion and/or Approval:

(a) 2023 Operating Budget: AM Peisch identified an error in the formulas of the budget I presented and which was approved in December. The corrected file is attached. Expenses are anticipated to be higher, though not to exceed the revenue goals.

(b) JAM Employee Handbook revision: The draft was vetted by Joe Major's HR specialist, who recommended the current text on Family Medical Leave (p.