

August 2, 2023 - **APPROVED AS MINUTES at 10.10.23 meeting**

To: JAM Board of Directors

Fr: Samantha Davidson Green, Exec. Director

Re: **Director's Report for 8 August 2023 Board Meeting**

JAM highlights since June 13, 2023 meeting:

- (1) [2022 JAM Annual Report](#) - completed end of June
- (2) **JAM Weekly Highlights:** Round-up of our programming, events, media education, and podcasts. Visit <https://uvjam.org/show-highlights/>

(3) JAM Activities:

(a) @JAM space: Summer is all about JAM Camp!

- **JAM Summer Camps:** JAM's six camps conclude on Aug. 4 and have been a great success! 47 campers (grades 4-12) participated, including one teacher, most from the Upper Valley but also from Israel and Holland. Instructors Chico E., Jordyn F., Noah Mauchly, Lexi Krupp (Vermont Public), Tuck and Kata Stocking (Tuck's Rock Dojo), Cedar O'Dowd, and Kealin Rooney did a fantastic job leading kids in Animation, Music Video production, Radio Stories, and filmmaking.
- **JAM Events:** PRIDE PROM 2.0 (6/30) offered the LGBTQ+ community and all a safe space to dance and celebrate Pride to local bands. It was well attended again this year with an estimated 60 attendees.
- **Briggs Opera House:** We continue our Venue Manager function for Gates Briggs Corp. and now Shaker Bridge Theater (lease holder as of 8/1) to draft contracts, orient users, and maintain oversight in exchange for 15% commission on contracts and 50% discount for our own uses. June/July activity we have supported: Raq On Dance, Junction Dance Festival, ADA Traffic, "The Farm Boy" screening.

(b) Facilities/Systems, Programming & Production:

- **Cable Headend:** The Cablecast system had some bugs in July that caused schedules to get disrupted; the issues were not visible to viewers and have been resolved by Chico, George and Nick.
- **Production (TV/Streaming/Audio):** JAM's production unit supports an ave. 30 productions/month of government, school, community, and podcast productions. Community events included: EC Fiber launch; Bookstock; Juneteenth, Still North Author Talk.

- **For-Hire** contracts continue to grow in demand. In June/July: Osher Summer Lecture Series (7 weeks at LOH); West Windsor Music Festival, Junction Dance Festival (in BOH), Raq On Dance (BOH), LOH Hootenanny Music On Location; NH Humanities Dance in Plainfield, NH; historic restoration in Plainfield, NH; City of Lebanon Fire Dept. and Landfill videos. *On-going*: City of Lebanon Heritage Commission (pre-colonial history), Advanced Transit How-To's.
- **Audio/Podcasting**: Demand for audio remains strong.
 - 1) "Shelf Help" has reached Episode 43.
 - 2) "Insincerely Yours, Earth" from Law Prof. Jonathan Rosenbloom on environmental law and sustainability recorded in July.
 - 3) WISE used the facilities to record 3 episodes of a new podcast.

(4) Admin, Development, and Strategic Planning:

- (a) **Admin/Personnel**: JAM welcomed stellar college interns: Kealin Rooney (Mass Art, returning for third year) and new intern Drew Royce (UMass Amherst), as well as Liz Batski (Lebanon High '23 and JAM Awato grant-funded work-to-learn intern), soon to attend McGill). Other staffing remains stable.
- (b) **Development/Fundraising**: JAM received \$7,500 in a grant from the Jane B Cook Trust (6/30/23) for our JAM media arts events, exhibits and education. The JAM staff requests Board participation in an annual appeal and fundraising event 10/6.
- (c) **Financial Status, Policies & Procedures, and WRIF**: (1) JAM remains on solid ground for expected operations through 2023. See **Financial Reports** (DRAFT) through June 30 for details. (2) **Financial Controls**: Following up on Board direction (6/13/23 meeting), board members P. Allen, T. Hutchins, S. McIntyre, and D. Maxell-Crosby along with Ex. Director S. Davidson Green met with Mandy Giles at AM Peisch (by Zoom on 7/12/23) to address financial procedures and policies to put reasonable controls in place, motivated by the recent revelations of failures to prevent fraud at Listen. Mandy will share documents from other clients (not yet received); Samantha was tasked with providing follow-up resources from non-profit support groups: [Nonprofit Fiscal Policies & Procedures](#) (via [Common Good Vermont](#)). (3) **WRIF**: Samantha discovered that 2021 and 2022 990 forms were not submitted for WRIF on schedule and is working with tax accountant Rick Barrows to complete them as a necessary step before shutting WRIF down as a separate entity to complete the merger with JAM.
- (d) **Strategic Planning**: The SP committee was not able to meet in July, due to schedule conflicts. We will meet next on 8/22 to review a comprehensive draft. With revisions guided by that meeting, a draft will be presented to the Board at the October meeting.