

JAM Board Meeting Minutes
October 10, 2023 Meeting
Via Zoom

Attendees: Samantha Davidson Green, Tracy Hutchins, Tamara Warachinski, Alex Torpey, Joe Major, Daniel Maxell-Crosby

Absent: Craig Sterritt, Sean McIntyre

Others Present: None

Meeting called to order by Tracy Hutchins.

1.) Samantha presented the August Director's Report in lieu of minutes, since the Secretary seat was empty at last board meeting.

Tracy asked about WRIF's 990 forms, an outstanding item on the Director's Report. Samantha reports that these forms are being submitted, and an extension was requested.

Sam asked whether the board would need to submit post-dated minutes for the July meeting. Tracy suggested that the board table the minutes issue, since we were unsure of the procedure and did not yet have a quorum present.

2.) Financial report

Tracy asked about a discrepancy between the budgeted payments for Hanover, and actual payments received. Samantha explained that the remaining payment has since been received. Franchise fees from Hanover are down about 13% this year; Samantha to meet with Alex to determine why. Samantha reports that franchise fees have held "relatively steady on the Vermont side." Samantha notes that JAM continues to anticipate a small decline in cable revenues.

Alex suggests JAM explore the idea of approaching towns for taxpayer funding in light of slowly declining cable revenue.

Tracy noted the increase on the Hospitality budget line. Samantha notes that this was due to higher costs on a few specific events, and that determining how to offset these costs is a priority going forward.

Samantha suggested a separate meeting in fourth quarter to discuss the 2024 budget. The board agreed.

Dan motioned to approve the Financial Report, Joe seconded. Board voted to approve.

3.) Director's Report

The board briefly discussed the highlights of the August Director's Report: Samantha notes a reset of the JAM space in August, and the addition of a new studio space in the Cartoon Studies building that is being used for podcasting. She also notes an increase in for-hire production jobs this summer, including Dartmouth work and TedX Hartland Hill. Interest in podcasting remains strong, but requires additional work to secure sponsorship. Samantha notes an increased need for a dedicated education coordinator. JAM is continuing to find a groove in the relationship between Shaker Bridge and the Briggs Opera

House, and seeing additional collaboration in that area. Samantha reports that staffing has been relatively stable, with the addition of some additional grant writing help. Reference the complete Director's Report for more information.

Tracy asked about health benefits for employees. Samantha reports that health benefits are offered to the three full-time employees of JAM, but that at present only one employee utilizes this. The organization will continue to investigate options for part-timers.

Samantha reports that the Annual Appeal is in full swing for the fall, with a goal of \$10,000. Challenges to this include a lack of robust history of making annual appeals for donations (this is the organization's third year of doing so), and a small mailing list.

4.) Strategic Plan

Samantha presented the draft of the Strategic Plan to the Board, with a request that they look it over for any major questions or issues.

Noting that the Strategic Plan still needs visual reformatting, Tracy suggested that the board closely read the current draft and be prepared to discuss in more detail at the November special meeting.

Samantha provided some context to newer board members about the background surrounding the Strategic Planning Committee's discussions. Sam and Alex shared reactions to the current proposals for visual layout.

Tracy requested a motion to accept the Director's Report as minutes, now that a quorum had been established (with David's joining the meeting). Sam motioned to approve, Joe seconded; the board voted to approve.

Board members gave a brief round of introductions for new members.

Meeting adjourned. Next meeting will be held in November to discuss the budget; a date will be determined.

Minutes compiled and submitted by Sam Kaas, Board Secretary.

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