

JAM Board Meeting Minutes
12/12/2023 Meeting
Via Zoom

Attendees: Tracy Hutchins, Samantha Davidson Green, Alex Torpey, Craig Sterritt, Dan Maxell Crosby, Tamara Warachinski, Jim Zien

Absent: Joe Major, Sean McIntrye

Others Present: None

Agenda:

1) Review minutes from 10/10 regular and 11/20

2) Financial Reports: Review & Approve

3) Director's Report: Comments/Questions

4) For Board Discussion & Approval:

- **FY2024 Budget: Vote to approve**
- **3-Year Strategic Plan: Vote to approve**
- **Strategic Plan implementation plan: Timeline, publicity, and accountability**
- **Board Meeting Schedule for 2024: Propose to move to quarterly**
- **Board Committees: Review existing, needs, members, and charters for 2024**
- **Donor Thank-You's: Request for board member volunteers**

Meeting called to order by Tracy Hutchins at 5:31pm.

The Board reviewed the minutes from the October 10th regular meeting. The minutes from the November 20 special budget meeting were not yet available. Sam will complete and submit the minutes from this meeting as soon as possible.

Craig motioned to approve the 10/10 Minutes, Tracy seconded; the minutes were approved.

1.) Financial reports

Samantha reported that she met with Alex recently, and believes that the Hanover franchise fees are not declining as much as originally believed. They agreed to monitor the situation. Overall, cable franchise fees continue to decline slowly, but with "no unexpected changes"

Dan reported that the Finance Committee is in the process of updating JAM's investment policy

Dan moved to accept the financial reports, Craig seconded; the motion passed

2.) Director's Report

Samantha reports that WRIF (White River Indie Film Festival) has been officially closed as a separate entity and will now continue as a part of JAM. The WRIF Festival will be held in February 2024 and

planning is ongoing. Samantha reports a robust events schedule for the past two months, and significant progress with fundraising and pursuit of grants.

Tracy asked if there was any further update on the Briggs building and relationship. Samantha reports that JAM will be growing its current footprint at the Briggs in the new year, into the Newberry Market space behind the current space. The work has begun but will not be usable before the new year. The Briggs Opera House agreement with Shaker Bridge continues through August of 2024. As addressed in the budget meeting, JAM's rent will be increasing, but this has been accounted for in the budget.

Samantha reports that the launch of the High School Media Fellowship is going well. This is a new direction for the high school program focused on real-world experience and options for credit. This is part of JAM's broader philosophy of "Lifespan" Media Education, beginning with camps for young people and also encompassing continuing education for adults.

Samantha reports that JAM is recording its first audiobook project.

3.) Budget

The budget was discussed in depth at the November 20th Meeting. Samantha reports that there have been no changes to the budget since that time, but she does note that she now believes the budgeted Hanover franchise fees are fairly conservative.

Payroll has increased significantly due to a staff-wide Cost-of-Living increase and the addition of a development position.

Jim suggested that the budget should have a separate line for "gifts and grants" so that the total income from gifts is clear, and so its progress can be monitored over time. Samantha will follow up on this.

Dan clarified the timing of anticipated grants. Samantha is hoping to have the Bridge Grant renewed for 2024

Dan moved to accept the budget, Craig seconded; the motion was approved.

4.) Strategic Plan

The Board reviewed the Strategic Plan and its accompanying visual document. The consensus was that it looked good, visually appealing, and "very striking."

Craig moved to adopt the Strategic Plan, Tamara seconded; the motion was approved.

Samantha noted that this was the culmination of a two-year process to formalize a Strategic plan for JAM.

Alex suggested that, going forward, JAM create budgets to "echo" the strategic plan, planning out for three or more years of achieving strategic goals. Samantha suggested that the finance committee follow up on this.

5.) Other Business

Strategic Plan Communication:

Samantha plans a press release and a rollout of the strategic plan on JAM's website, and to key donors.

Jim notes that all key donors should get personal notes, with a copy of the strategic plan, from board members. Samantha will share the list of key donors with the board to get this process started. Board agrees that they can move ahead with this right away.

Jim suggests an event for key donors in the new year. Craig suggests the possibility of inviting some of this group to WRIF as guests. The board will brainstorm other possibilities.

Tracy suggests that Strategic Plan alignment/compliance should be a standing item on the board agenda, to ensure that the organization stays on track with strategic goals. Samantha proposes an annual or semi-annual review of strategic goals.

2024 Board Schedule:

Samantha asks whether the board would like to consider quarterly meetings in 2024 (with additional committee work). Jim believes that the board should stick with every other month for now, and the rest of the board agrees that this continues to be a suitable schedule.

Tracy suggests that at least one meeting per year should be in person. The board agrees.

The proposed 2024 JAM Board Meeting Schedule is:

Tuesday, February 13 at 5:30pm

Tuesday, April 9 at 5:30pm

Tuesday June 11 at 5:30pm (in person)

Tuesday, August 13 at 5:30pm

Tuesday, October 8 at 5:30pm

Tuesday, December 10 at 5:30pm

Board Committees:

Samantha suggests that the board review committees for the new year. The ad hoc Strategic Planning Committee's lifespan has ended. Many standing committees have not met recently. The Community Advisory Committee may need to be reimagined.

Board members propose renaming the Board Development committee. Samantha suggested merging this with the Governance Committee in the new year.

The standing board committees for 2024 will be: Finance Committee, Governance Committee, WRIF Advisory Committee, Development Committee, and Executive Committee.

The Executive Committee will be responsible for keeping the organization accountable to the strategic plan, in lieu of the strategic plan committee.

Tracy thanked Samantha for her hard work over the past two and a half years as Executive Director, noting the Strategic Plan and other progress that JAM has made in that time.

Craig moved to adjourn, Dan seconded. Meeting adjourned at 7:00pm.

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Minutes compiled and submitted by Sam Kaas, Board Secretary.