

JAM Board Meeting Minutes
November 20, 2023 Special Budget Meeting
Via Zoom

Attendees: Samantha Davidson Green, Tracy Hutchins, Alex Torpey, Joe Major, Daniel Maxell-Crosby, Sam Kaas, Craig Sterritt

Absent: Sean McIntyre, Tamara Warachinski,

Others Present: None

Meeting called to order at 5:03pm by Tracy

I. 2024 Budget Review & Discussion:

Samantha began by offering a “big picture” context for the 2024 budget. This includes the budgeted expense of bringing on a new staff member to help with the organization’s growth in first year of new strategic plan.

Dan asked if there are other major changes, beyond a new staff member.

Samantha would like to see an increase in revenue from education programs. Beyond this, she notes “nothing existential, just tinkering.”

Samantha notes that grant revenue was higher than anticipated for 2023, and there is hope that this will continue, but this will require more stability and consistency in the grant writing team.

Joe asked whether the Gates Briggs Building being for sale likely to impact our lease. Samantha noted that she was not concerned at this time.

Tracy asked if JAM has maintained a contingency fund for a move, or for other emergencies. Samantha explained that there was not explicitly a contingency fund in the budget, but the JAM is “really well insulated” with money in CDs, and other funds, and maintains a liquid cash cushion.

Jim asked how much of the change in the payroll between 2023 and 2024 is accounted for by the new development role, noting that development is generally a multi-year process. Samantha explained that a 3% staff salary increase across the board - a cost of living increase - is also a significant portion of this.

Samantha asked board to reference & review the budget narrative. She noted that JAM leadership needs to be prepared to run at a small deficit (around \$14,000) this year, in light of anticipated higher occupancy costs and payroll costs. However, the organization may do better than anticipated, based on last year’s trend.

Samantha asked Tamara, Sean, and other absent members review the budget and narrative document before the December board meeting. A vote will occur at the December 12 Board meeting.

Board will submit any additional questions or concerns regarding the budget before the December meeting.

II. Strategic Plan Visualization

Samantha asked the board to review the strategic plan visualization, which did not print as well as hoped. Samantha and the designer went back to the drawing board.

Board was happy overall with the new design, but suggests removing images of CATV branding, and changing some of the performance-heavy images to represent other JAM services, like civic meeting records and field recording.

“Methodology” section is currently not included; Samantha thinks it’s worth including but still determining how best to do so. Tracy and Dan suggest a short acknowledgement with a path to “learn more on our website.”

Craig moved to adjourn, Joe seconds, meeting adjourned 5:54pm

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Minutes compiled and submitted by Sam Kaas, Board Secretary