

**JAM Board Meeting Minutes  
December 10, 2024 Meeting  
Via Zoom**

Attendees: Jim Zien, Tracy Hutchins, Samantha Davidson Green, Craig Sterritt, Tamara Warashcinski, Alex Torpey, Daniel Maxell-Crosby, Amber Davis Hanna, Sam Kaas

Absent: Joe Major, Aisha Khan, Jennie Chamberlain

Others Present: N/A

Meeting called to order by Tracy at 5:32

The board reviewed the minutes from the October meeting. Craig moved to approve; Dan seconded. The minutes were approved.

**Director's Report:**

Samantha highlighted the recent work on revising the staff manual and benefits package. Laura Di Piazza has been making progress on fundraising and grant writing; Samantha reported that JAM is "about 74% there with our budget goals."

For the first time, youth and senior education programs presented their projects together during JAM's Fall Showcase, and "It was fascinating to see that intergeneration context." Samantha reported that, looking ahead, WRIF is "coming together beautifully." A Norwich Lions Club grant funded a Lego Animation Workshop, which was well attended.

JAM continues to "provide 48 hours a day" of coverage; a change in VT's open meeting law requiring hybrid meeting options means that more towns have been reaching out for coverage. "We are assessing our capacity to do this," Samantha notes. The Dartmouth Center for Social Impact has extended a fellowship to a student who will be working to evaluate the organization's media literacy curriculum, and JAM just launched a Tik Tok Account.

Samantha concluded that "all in all I feel like we are ending the year in a strong position"

**Committee Reports:**

**Financial Committee:**

Dan reports a quiet period due to advance budget work. Dan and Samantha met with JAM's financial advisor; they advised streamlining JAM's investment protocols using a Schedule A.

Jim asked about the financial advisor's fee structure. Samantha agreed to send this information. (Add.: Samantha reported that the fee structure "is a 0.5% fee on the assets under management annually," using average daily value, charged quarterly in arrears.)

Tracy and Dan commended the positive direction of JAM's fundraising, with Tracy noting improvement on the fundraising line items on the budget. Samantha agreed, noting that Laura Di Piazza is only a few

months into the job as Development Director and that, with cable revenues now declining at 7-10% per quarter, diversified income streams and fundraising will “be essential to [JAM’s] longevity.”

### **Governance & Board Recruitment**

Tracy reports that JAM has recruited two new board members, Amber Davis Hanna and Jennie Chamberlain. Board members introduced themselves to Amber, who was present at this meeting.

### **Fundraising:**

The Fundraising Committee reports that they are working on JAM’s year-end appeal. Tamara expects some additional gifts to come in during the last weeks of the year.

### **Programming:**

Alex reports that the Programming Committee met, and discussed ways to maximize JAM’s resources, especially for civic meetings and discussions.

Craig offered an update on WRIF. He reports the selection committee has watched “scores” of films, and has a tentative slate of fourteen features, plus a number of shorts. WRIF is partnering with the Hopkins Center to offer a preview, and WRIF 2025 “looks to be another excellent festival.”

### **Other Business:**

Samantha reported that the JAMmy Awards will take place on Friday, December 13.

Samantha thanked the Board for help with year end appeal, and reminded Board members that they will need to update board documents (conflict of interest and whistleblower policy) in the new year. Samantha then asked if the board wanted to review officer appointments. Tracy suggested that since some members were absent, the board could put off discussions of officer roles until after the first of the year.

Samantha proposed a meeting schedule for 2025, every other month on the second Tuesday from 5:30-7pm via Zoom. The board agreed to maintain this schedule. Samantha proposed a date for the 2025 annual meeting. The board agreed to do the annual meeting in person again in the summer, and Craig agreed to host again. The annual meeting will be held on Tuesday, August 12, 2025.

Craig moved to adjourn; Jim seconded. The meeting was adjourned at 6:33pm.

Minutes compiled and submitted by Sam Kaas, Board Secretary.

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