

**Walpole Media Corporation (WMC)
275 Common Street, Walpole, Massachusetts 02081**

**Board of Directors Meeting
November 18,2020
Via Zoom Meeting**

Meeting called to order on November 18, 2020, at 7:02 p.m. by Jean Kenney.

Board members present: Jean Kenney, Toar Winter, Joseph Mulligan, Mark Gallivan, Kristen Syrek, Jim D'Attilio, Rich McCarthy.

Also present: Executive Director Tamarah Green.

Ms. Kenney brought the meeting to order and made Motion to waive the reading and accept the Minutes from the previous meeting. Seconded by Mr.Mulligan. Vote to accept was 7-0-0.

TREASURER'S REPORT

Mr. Gallivan presented Treasurer's Report. He noted the receipt of the grant from the town and the available balance in WMC's accounts. Mr. Gallivan stressed the need to work on next year's budget including expenses based on WMC's goals in WMC's December meeting. He will work on the initial budget with Amichetti, Ms. Green and Ms. Kenney. Finance Committee meets in January and budget should be resented at that time. Major capital expenditures such as equipping the anticipated new middle school, existing WMC equipment expected remaining life and replacement cost, expenses for the WMC truck, should all be allocated and planned out over the next five years. In addition, multi-year planning for WMC's P & L. Key component of this would be creation of training strategy for student interns to develop their skills for contributing to WMC as well as potentially using in their careers.

EXECUTIVE DIRECTOR'S REPORT

Ms. Green presented the Executive Director's Report, please see attached.

Regarding Sports Announcers, Mr. Winter encouraged Ms. Green to broaden the pool of prospective candidates to include various WHS departments such as drama, speech, and debate. Mr. Gallivan suggested that the announcer position be written up like a job description, "a real job", to underscore the commitment the position requires and to give it a more serious profile.

NEW BUSINESS

Mr. D'Attilio updated the Board on WHS activities. Drama Club is planning a fall play and a radio play, maximizing safety with rehearsals done through Google Meet.

Events that the town should know about such as the Summer Street 40-B project, the Tyler Can fundraising and Veterans Committee all discussed. The need to keep viewers current on Walpole events and to build up cable's visibility and credibility over the next year. WMC stations should be the go-to for finding out about Walpole news and events.

JOB DESCRIPTION

The WMC Social Media/Digital Media Job Description was reviewed. It was agreed that the social and digital media aspects of the position should be highlighted. Establishing the WMC brand should be priority of this position.

Ms. Kenney scheduled next meeting for Wednesday, December 16 18,2020, at 6:00 pm. The meeting will be via Zoom conference. Ms. Kenney made a motion to adjourn, which was seconded. The motion was carried 6-0-0. The meeting adjourned at 8:05 pm

Respectfully submitted by:

Joseph Mulligan, Secretary/Clerk