

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

Board of Directors Meeting
July 14, 2021
Via Zoom Meeting

Meeting called to order on July 14, 2021, at 7:02 p.m. by Jean Kenney.

Board members present: Jean Kenney, Joseph Mulligan, Mark Gallivan, Jim D'Attilio, Richard McCarthy.

Also present: Executive Director Tamarah Green, Anthony Amichetti of Amichetti & Associates, WMC's accounting firm.

Ms. Kenney called the meeting to order. Ms. Kenney made a proposal to waive the reading of the June, 2021 meeting minutes. Motion was made by Mr. D'Attilio, seconded by Mr. McCarthy. Vote to accept 5-0-0.

TREASURER'S REPORT

Mr. Gallivan presented Treasurer's Report. Mr. Gallivan suggested to Mr. Amichetti that a reserve account be created with any excess from preceding year(s) of budget be transferred into this account with the operating budget starting fresh each budget cycle. Mr. Amichetti responded that the WMC savings account could be repurposed to be the reserve account. Mr. Gallivan made a motion to change the savings account to a reserve account. This was seconded by Mr. Mulligan. The vote to approve the motion was 5-0-0.

Mr. Amichetti reminded the Board that 6/30/2021 was the end of WMC's fiscal year. He anticipated having the year end financials done in the next several weeks. Ms. Kenney suggested that the year end report be presented at the September Board meeting.

Mr. Gallivan inquired of Mr. Amichetti whether some of WMC's media equipment had fully aged out. Mr. Amichetti said that records have been kept by Amichetti & Associates on WMC equipment and could use a depreciation schedule to determine present value of existing equipment. He said he would do that as of the just-ended fiscal year and could have the results as soon as the following day.

Mr. Gallivan moved to accept the Treasurer's Report, seconded by Mr. McCarthy. Vote to approve was 5-0-0.

EXECUTIVE DIRECTOR'S REPORT

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

Discussions included:

- Hybrid meetings (live in-person with Zoom capability) have been held and have been very well received. Mr. Jim Johnson (Walpole Town Administrator) and Mr. Patrick Shield (Assistant Town Administrator) commented favorably to Tamarah Green on the use of this technology for hybrid meetings.
- Ms. Green has been in discussions with Senior Center Director Kerri McManama regarding WMC's purchase of PCs with appropriate software and training for the seniors. Ms. McManama was very enthusiastic about the prospects of training the seniors in use of the PCs.
- Ms. Green provided an update on interns working at WMC. One from TEC has been providing Little League and American Legion baseball coverage and is progressing well in his training. Other interns are involved with news reporting, a possible cooking show and continuing Destination Downtown coverage.
- Ms. Green told the Board that Jess Kergo is working on a news report concerning the possible development of the Southwood Hospital site in Norfolk, which borders on South Walpole. Ms. Kergo is in the process of interviewing local residents who are concerned about the environmental impact of this project. The story is developing.

NEW BUSINESS

Ms. Kenney proposed an Executive Session be scheduled so that Ms. Green's contract and compensation could be discussed. Ms. Kenney said that she would circulate e-mail to schedule this Executive Session.

OLD BUSINESS

Ms. Green gave an update on candidates for the Intern and Outreach Coordinator position. She has re-worked the job description to focus more on the production/ outreach aspects of the job in order to attract more qualified candidates.

A proposal discussed at June's WMC Board Meeting regarding the purchase of Adobe enabled laptops for the Bird and Johnson Middle Schools was continued with specifics regarding the cost of these and from where they would be sourced. Ms. Green and Mr. D'Attilio were tasked with finalizing the purchases. Ms. Kenney proposed that a certain sum be approved to be allocated for these purchases. It was so moved by Mr. McCarthy, seconded by Mr. Gallivan. The vote to approve was 4-0-1 with Mr. D'Attilio abstaining due to potential conflict of interest.

Ms. Kenney scheduled next meeting for Wednesday, August 18, 2021, at 7:00 pm via Zoom.

Ms. Kenney proposed to adjourn the meeting which was so moved by Mr. Mulligan, seconded by Mr. D'Attilio. The motion carried 5-0-0. The meeting was adjourned at 8:00 pm.

Respectfully submitted by:

Joseph Mulligan, Secretary/Clerk