

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

Board of Directors Meeting
August 18, 2021
Via Zoom Meeting

Meeting called to order on August 18, 2021, at 7:06 p.m. by Jean Kenney.

Board members present: Jean Kenney, Mark Gallivan, Nancy Niles, Richard McCarthy.

Also present: Executive Director Tamarah Green

Ms. Kenney called the meeting to order. Ms. Kenney made a proposal to waive the reading of the July, 2021 meeting minutes. Motion was made by Mr. McCarthy, seconded by Mr. Gallivan. Vote to accept 4-0-0.

TREASURER'S REPORT

Mr. Gallivan presented the Treasurer's Report. The members reviewed and discussed the items presented. Mr. Gallivan advised the members that he will meet with Amichetti & Associates in the near future to review the names of accounts and their fund allocations.

Mr. Gallivan moved to accept the Treasurer's Report, seconded by Mr. McCarthy. Vote to approve was 4-0-0.

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 with few issues. One meeting indicated a gap experienced by Zoom participants. Ms. Green is analyzing whether it was a hardware or process issue.
- Ms. Green has continued discussions with Senior Center Director Kerri McManama regarding WMC's purchase of PCs with appropriate software and training for the seniors. Given precautions regarding COVID, it was recommended that the COA computer purchase is put on hold until Ms. McManama notifies WMC of protocols and increased attendance.
- Ms. Green provided an update on interns working at WMC. The intern from TEC has indicated his desire to return next summer. Other interns are involved with news reporting, a possible cooking show and continuing Destination Downtown coverage. The interns will focus on developing news content. With the return of students to schools in person, plans to increase the number of interns are progressing.
- Ms. Green told the Board that Jess Kergo is continuing to work on news content and new program ideas in addition to continuing work on the Southwood project.

- Planning has begun for the fall regarding multiple municipal meetings and the October Fall Annual Town Meeting.

NEW BUSINESS

Mr. Gallivan and/or Ms. Kenney will meet with Amichetti & Associates to sign the WMC annual tax return and finalize fund allocations. The Fiscal 2021 Year End report will be provided at a later WMC Board meeting.

The Board members unanimously approved a salary increase for Ms. Green, retroactive to July 1, 2021.

OLD BUSINESS

Ms. Green removed the advertising for the Intern and Outreach Coordinator and shared the job description with Ms. Syrek and Ms. Kenney for feedback and revision. The position will be re-advertised with the purpose of seeking candidates whose qualifications match the revised job description.

A proposal that was discussed at June's WMC Board Meeting regarding the purchase of Adobe enabled laptops for the Bird and Johnson Middle Schools was achieved. Ms. Green advised the Board that the middle school laptops arrived today (8/18). She has communicated with middle school staff regarding their implementation.

Ms. Green noted, and the Board acknowledged, that the September 16, 2021 original date of the Walpole Media Corporation Annual Meeting conflicts with Yom Kippur. The Board recommended that the meeting be rescheduled to Thursday, September 23, 2021 at 7:00 p.m. Motion made by Mr. McCarthy, seconded by Mr. Gallivan. The motion carried 4-0-0.

Regarding the Annual Meeting and election, Mr. McCarthy and Ms. Kenney will notify the Select Board of their intent to continue on the WMC Board. The School Committee will appoint a representative. Ms. Niles will consider placement on the ballot for a full two year term. Ms. Green will forward ballot information to Amichetti & Associates.

Ms. Kenney proposed to adjourn the meeting which was so moved by Mr. McCarthy, seconded by Mr. Gallivan. The motion carried 4-0-0. The meeting was adjourned at 7:39 pm.

Respectfully submitted by:

Jean Kenney on behalf of
Joseph Mulligan, Secretary/Clerk