

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

**Board of Directors Meeting
July 20, 2022
Via Zoom Meeting**

Meeting called to order on July 20, 2022, at 7:06 p.m. by Jean Kenney.

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

Also present: Executive Director Tamarah Green.

Ms. Kenney called the Meeting to order. Mr. McCarthy made a proposal to waive the reading of the June 2022 meeting minutes, seconded by Mr. D'Attilio. Vote to accept 7-0-0.

TREASURER'S REPORT

The Treasurer's Report was presented by Mr. Gallivan. He informed the Board that he met with WMC's CPA firm, Amichetti & Company. At the meeting, the upcoming annual audit and an engagement letter to contract this firm to continue to audit WMC's financials in the coming year were reviewed. Terms were discussed, similar to those of prior engagements with Amichetti. Mr. Gallivan noted that WMC remains in healthy financial state. Board members commented on their satisfaction with Amichetti & Company.

Mr. McCarthy moved to accept the Treasurer's Report, seconded by Mr. D'Attilio. Vote to accept: 7-0-0.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Green informed the Board that she had heard from Allyson Hamilton, Clerk of Walpole Select Board. Ms. Hamilton inquired whether WMC had received requests to televise meetings of town boards and committees. Ms. Green replied that such requests had not been received; however, they could be honored only insofar as WMC had the ability to provide coverage. Meetings taking place at same time, limited personnel, equipment constraints all are factors in whether WMC can provide requested coverage. Ability to cover depends on WMC's capacity.

Discussions regarding the Executive Director's Report included:

- Interns status: Interns are doing well. Their development within the job responsibilities has enable them to provide better service for WMC's viewers.
- Graphics machine: Peter O'Farrell has requested that the graphics machine currently in use at WMC be upgraded. The cost and value of obtaining this for the main studio control room was reviewed by the Board. Mr. D'Attilio commented that the upgrade is needed for studio productions and the existing

graphics machine could be transferred to the WMC truck where it would be very useful in on-site presentations. Mr. D'Attilio made a motion to approve the funding of the new graphics machine, seconded by Mr. McCarthy. Vote to approve was 7-0-0.

- Advertising: Mr. Murray, who owns Wild Willy's Sports Cards, approved the advertisement created for him by WMC and paid the fees for its creation and broadcast. He was pleased with the results and said that he will encourage other members of business community to place ads with WMC.

NEW BUSINESS

Mr. Gallivan related that he had been informed of areas in the Main Meeting Room where it is difficult to hear presentations. Ms. Green stated that she had brought in Ockers and thought that the problem had been addressed. Ms. Kenney suggested that if problems continue then Ockers can be brought back to address the situation.

Pay increases for WMC staff were discussed. The two full time employees received their annual raises, as did Ms. Green. Board members expressed their appreciation of the team that Ms. Green has assembled. The Board also made known how it has been impressed by the development individually and collectively of WMC personnel under Ms. Green's direction.

Motion to approve the raises was made by Mr. McCarthy, seconded by Mr. D'Attilio. Vote to approve was 7-0-0.

OLD BUSINESS

Innovative Grant Applications received: None to date.

Recruiting for the WMC Board is ongoing with Mr. Mulligan leaving the Board at the end of his term in September. Ms. Syrek informed the Board that she may also have to step down. This is due to her increased responsibilities as chairperson of on Walpole School Committee and subsequent increased demands on her time. Mr. D'Attilio advised the Board that he may be able to rescind his resignation from the Board due to changes in circumstances. Recruiting efforts will continue.

Ms. Kenney reminded the Board that Grant Applications will be reviewed at the next WMC Board meeting.

Ms. Kenney scheduled the next meeting for Wednesday, August 17, 2022, at 7:00 pm via Zoom meeting.

Mr. D'Attilio made a motion to adjourn, seconded by Mr. McCarthy. Vote to adjourn: 6-0-0. (One Board member had left the meeting prior to adjournment.)

Respectfully submitted by:

Joseph Mulligan, Secretary/Clerk