**Olympia Film Society**

**Board of Directors’ Meeting Minutes**

**April 24, 2018**

**MIXX-96 Conference Room, 119 Washington Street NE, Olympia**

**Board Members Present:** Tim Sweeney (President), Eileen LeVan (Vice President), Dick Meyer (Treasurer), Elaine Fischer (Secretary), Bruce Botka, Ricki Kahn, Kelly Lux, Christine Salvador, Michael Stein, and Autumn Yoke. Excused: Jerry Gray

**Staff Members Present:** Audrey Henley (Executive Director) and Aimee Hughes (Bookkeeper)

**Opening Business**

Review of Agenda

The agenda was reviewed and no changes were made.

Review of Minutes

The March minutes were reviewed, and no changes were made. Bruce moved to accept the minutes; Eileen seconded, and the minutes were approved.

Executive Director’s Report

* A number of events are planned to draw people to the theater during Arts Walk, including Zumba, poster sales, concessions, and a free movie, Book of Life, sponsored by Sea Mar.
* Audrey reported that we really need to update our Point of Sale equipment and database software in order to modernize and have the right tools for the Capital Campaign.
* A request for qualifications was sent out seeking a fundraising consultant. So far we received one application from Joe Hyer. We’ve also met with a grant consultant, Donna Doerer, who will be a big help in our effort to win grants.
* A number of potential new sponsorships are in discussion, including local media.

Finance Committee

Dick reported that April is when we conduct a quarterly budget review and adjustments (if needed). He recommends changing staff development from $2,000 to $5,000. An additional adjustment can be made to reduce payroll expenses to offset the increased cost. Dick made a motion to increase staff development to $5,000; Michael seconded, and the motion was approved.

Fundraising/Outreach Committee

* Eileen reported that planning is underway for a board-sponsored June 30 dance party with an 80s theme featuring the Aqua Nets. Tickets will be $19.99, and we need to sell 216 tickets, plus solicit donations. Board members are encouraged to sell tickets.
* A private fundraising party is planned for Tim’s house on July 28. As was the case last year, this is by invitation only and board members are encouraged to invite supportive friends and contribute to the potluck.
* The Dinner & Movie event has been postponed as there was just not enough time to plan. However, support from several restaurants is encouraging so we’ll try it at a later date.

Board Development

No report this month.

Facilities

* Michael reported that there was no meeting last month. He was able to check out the awning with Tom Reader, Tim and Jimmy and found no historical structure hidden within.
* Michael, Autumn and Aimee met with the Coopers to look at the building next door to see what ideas they could come up with to develop the space.
* Bamboo may be vacating its retail space next door. We’ll meet with the building owner to discuss potential for OFS to use as an office space and to sell tickets and merchandise during business house. However, OFS cannot afford to pay market rate rent.

Executive Committee

The board reviewed the new mission statement and had a discussion about it. Several felt it needed to be more concise. Bruce offered to take the lead and present a new version next month. Michael, Christine and Kelly will work on it with him.

Due to time constraints, our discussion on the Capital Campaign will be continued Monday at 6:30.

The next board meeting will be on May 22.

The meeting was adjourned at 8:10 p.m.

Minutes prepared by Elaine Fischer, Secretary, on June 26, 2018.