**Olympia Film Society**

**Board of Directors’ Meeting Minutes**

**Jan. 23. 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, Kelly Lux, Christine Salvador, Michael Stein, and Autumn Yoke. Excused: Jerry Gray.

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

**Guests:** Ricki Kahn

**Opening Business**

Review of Agenda

The agenda was reviewed and no changes were made.

Review of Minutes

The December minutes were reviewed and no changes were made. Michael Stein moved to accept the minutes; Autumn seconded, and the minutes were approved.

Executive Director’s Report

Audrey reported that 2018 is off to a great start.

* January has been filled with events and films; the Reverend Horton Heat show sold out; lots of beer and wine sales and great feedback from the audience.
* Upcoming events include a new event partnership with Ballet Northwest and a Northwest Horror Fest in May.
* Recruiting is still underway for a marketing coordinator.
* The new membership fee structure has been rolled out without any problems, and the new point-of-sale system will be implemented in February.
* Movie times were changed for Tuesday, Wednesday and Thursdays. The 9:00 movie was eliminated, the 6:30 was changed to 7:00 and a 4:00 will be offered on all three days.
* Joe Hyer has been continuing his contract work reviewing OFS operations and budget plan and making recommendations.
* Net income is $7,000, cash flow is $15,500, and the Preservation Fund currently has a $13,000 balance.
* The 2018 budget process is complete.

**Heritage Grant:** The Heritage Capital Grant in the amount of $118,000 has been awarded to OFS! We can finally begin planning the Capital Campaign.

Finance Committee

Dick reported on the Profit & Loss statement for December and for 2017 overall. Film series is down this month, about $1,800 below budget, but rental revenue is up $2,234 higher than budgeted. Film Festival revenue was down by $2,286. Concession sales were up, and we received $2,590 in donations. The month ended with a net income of $8,983.

Dick then reported on the P&L for the calendar year 2017. Overall, the year finished on a positive note, with $8,983 in net income, which is below budget but still great considering the difficult year and financial challenges we faced.

The next budget meeting will be Jan. 15 at 4:00 at the OFS office. The board is invited to attend.

Board Development

We currently have 10 board members and could have 15. We will try to recruit some new members at the annual meeting coming up on Feb. 26.

Fundraising/Outreach Committee

Eileen reported that the committee is planning a May 4 dinner and a movie event, a partnership with local restaurants. Planning is also underway for a June dance party, public invited, possibly at Black Lake Grange. Tim has offered to host another fundraising dance party at his house in late July. The committee will also plan a festival launch event for November. We would also like to host a Winter Beer Garden in 2019 with local microbreweries.

The next meeting will be at the Gyro Spot on Feb. 20.

Facilities

Michael reported that the electrical fluctuations that were occurring was caused by a broken pin on a fuse and was easily fixed. With the grant money that is now available, we can proceed with getting three bids for awning work. We still need a fire escape and are waiting on the Olympia Fire Department to approve our plan.

Other Business

The annual members’ meeting is coming up on Feb. 26 at 6:30 at the theater. The agenda will include: Annual Report, challenges and opportunities, the future of film, Heritage Grant Capital Campaign and Q&A.

The board reviewed the “Conflict of Interest” policy and board members were asked to sign a conflict of interest declaration.

Coming up: The Feb. 26 Annual Membership Meeting.

The next board meeting will be on Feb. 27.

The meeting was adjourned at 7:50 p.m.

Minutes prepared by Elaine Fischer, Secretary.