**Olympia Film Society**

**Board of Directors’ Meeting Minutes**

**March 27, 2018**

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

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

**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 January minutes were reviewed, and one change was made to show that Michael Stein would help lead the way to organize a Capital Campaign committee, rather than take the lead. Tim moved to accept the minutes; Dick seconded, and the minutes were approved.

Executive Director’s Report

* The new marketing coordinator, Jonah Barrett, started Monday. He was previously at OlyArts and is a long-time OFS volunteer. He will take on the email blast, graphics, schedules, etc.
* Four new auxiliary house manager staff will work special events and will be paid hourly for event hours.
* SXSW was a big success. Audrey and Rob were very busy, saw great films and bands and networked. They met with the Austin Film Festival group to discuss how they interact with the city and get money. We need to follow their example to build a better partnership with the city of Olympia. The seminars were inspiring. Audrey will follow up with a written report.
* A couple of big shows are coming up: Mark Lanagan on May 2, and Built to Spill on May 18.
* Audrey has been accepted to the Heritage Committee Board of Directors.

Annual Report

Tim sent the annual report by email and asked everyone to review it and send feedback.

Finance Committee

Dick reported that February was a disappointing month, even though we didn’t have great expectations. Program revenue was much less than expected, and memberships were two-thirds of what was expected. Membership renewal reminders aren’t going out as consistently as in the past and it’s showing in the numbers. The month ended with a net loss of $11,097. January was better than expected, so that softens it. The YTD numbers for the first three months are almost on budget. We expect March to be better. Cash flow at COB today was about $20,000.

Fundraising/Outreach Committee

Bruce reported that they are busy recruiting restaurants to participate in the May the 4th Dinner and a Movie fundraiser. Planning is underway for a dance party on Friday, June 23.

Board Development

Jerry and Tim previously met with Ricki Kahn regarding her interest in joining the board. Jerry made a motion to add Ricki to the board. Tim seconded it, and all approved.

Facilities

The focus now is on the Heritage Grant, e.g., the work needed for the awning, roof and windows. Tom, our architect, is eager to take a closer look at the awning.

The committee would like to move the meetings to the third Wednesday at 5 p.m.

Capital Campaign

Michael reported that he met with a grant writer (Donna?) who worked with Harlequin on two successful campaigns. She “guides” organizations so they know what to do, and she is a big supporter of OFS. However, she doesn’t do the work; it’s important to understand that she advises, and the groups have to be prepared to do the work.

Everyone needs to review our RFQ (request for qualifications). Bruce and Ricki will join Tim and Michael to keep this moving along. Donna will be invited. They could meet Mondays at the theater.

Other business

Executive Director Board Feedback and Direction for 2018: The board reviewed the 2016-17 achievements, organizational needs and goals. Of particular note is the need for a 10-hour a week commitment to getting sponsorships, and ensuring we have live shows each month. Dick made a motion to approve the document; Bruce seconded, and all approved.

Ricki reported that Facebook advertising she was able to arrange is ready to go.

The next board meeting will be on April 24.

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

Minutes prepared by Elaine Fischer, Secretary.