**Olympia Film Society**

**Board of Directors’ Meeting Minutes**

**May 22, 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, Jerry Gray, Ricki Kahn, Kelly Lux, Christine Salvador, Michael Stein, and Autumn Yoke.

**Staff Members Present:** Audrey Henley (Executive Director).

**Opening Business**

Review of Agenda

The agenda was reviewed and one change was made to the LTAC Expense Proposal to indicate there would be board discussion at this meeting, rather than board action.

Review of Minutes

Reviewing the April minutes was postponed until next month because the minutes were not done.

Executive Director’s Report

* Programming is going well. The new mini film festival, NWHorrorfest, brought in over 70 attendees, and the SXSW films did OK-to-great. Spring Arts Walk brought in $1,140, including $250 in poster sales. Some big concerts are coming up in June.
* New recruitment and marketing materials will help bring in new volunteers. We're also developing new partnerships, including Gabi's Comics & Last Word Books, Rainy Day, and Timberland Library Film Club. Our partnership with the Olympia Heritage Commission for the screening of Boys of '36 was a big hit with over 230 attending.
* Audrey has been officially inducted into the Olympia Rotary Club.
* Centennial Rotary member Jeff Wege, a structural engineer, offered to help design and build our new fire escape pro bono, materials not included.
* Apple Tree Productions has ended its arrangement with OFS. They cited higher than expected costs and concerns from parents about the vagrancy they were seeing downtown when they dropped off their children for rehearsals or shows. This is a disappointing financial and programming loss for us. However, new events have been added to help partially offset the loss, including live theater from Broadway Olympia.

Finance Committee

Dick reported that film revenue was down in April due to there being fewer screenings and more events. Costs are up as a result of performance costs. Memberships are down, an ongoing concern. However, thanks to concerts and rental revenue, there was less of a loss in Net Income for the month of April than budgeted, a net loss of $7,051, well below the expected loss of $9,439.

Preservation Expense Proposal: The board reviewed and discussed the proposal to use Preservation Funds to begin historic preservation work on the windows. Jerry made a motion to approve the proposal; Autumn seconded, and the motion was passed.

LTAC Expense Proposal: The board discussed using LTAC funds for purchasing "point of sale" equipment. The board will vote on this later as the proposal is being reworked. Dick made a motion to change the funding source to the Preservation Fund. Michael seconded it, and the motion was passed.

Fundraising/Outreach Committee

Eileen brought posters and pre-sale tickets for the dance party fundraiser on June 30. Board members are encouraged to sell 10 tickets each and to distribute posters at their workplaces and other locations.

Board Development

Nothing new to report.

Facilities

Michael gave an update on the windows and awning. A closer look at the construction of the existing awning did not reveal any historic treasures.

Executive

Bamboo rental space: The shop next door to the theater, Bamboo, is now closed and the space is available. The building owner is interested in renting it to us and we would like to have it if it is affordable. The rent is currently $1,500 a month. Tim has offered a counterproposal that is in discussion. OFS has long wanted to expand into this space for the potential it offers. Discussion is to be continued.

Mission statement: The board was asked to review a new mission statement, which Bruce presented. After a long discussion, the following statement was proposed: *To present film, music and art that engages our community, encourages volunteerism and ensures preservation of the Capitol Theater.* Ricki made a motion to adopt this mission statement; Autumn seconded. The board approved the motion *subject to staff feedback.*

Capital Campaign

We've received only one submission for our campaign manager (Joe Hyer). Another group (Sparrowhawk) expressed interest but was late in submitting a proposal. The board discussed why it's important to have more than one proposal to consider. Dick made a motion to call Sparrowhawk to see if they are really interested and give them one week to submit a proposal. If they say no or we can't afford it, the bid will go to Joe Hyer. Bruce seconded the motion. Tim recused himself from the vote. After a discussion, the motion was approved.

The next board meeting will be on June 26.

The meeting was adjourned at 8:15 p.m.