

## OLYMPIA FILM SOCIETY

### Meeting Minutes

April 26, 2016

6 p.m.

MIXX 96 Conference Room- 119 Washington Street NE, Olympia

Board Members Present: Tim Sweeney (President), Eileen LeVan (Vice-President), Dick Meyer (Treasurer), Christine Salvador, Elaine Fischer, Cal Ledbetter, and Michael Stein

Staff Present: Aimee Hughes

### **Opening Business**

#### Review of Agenda:

The agenda was reviewed and no edits were made.

#### Review of minutes.

The March Board meeting minutes were reviewed. **Elaine moved to adopt the minutes, Christine seconded. The Motion passed by unanimous vote.**

### **Executive Director Report**

Audrey was at a training. Tim and Aimee provided an update on the the Arts Walk. OFS received approximately \$200 in donations during Arts Walk. There was a discussion of how to take better advantage of Arts Walk, such as not having a movie scheduled at that time to allow people to come in and tour the theater. A suggestion was also made to have something on the screen that would allow people to come in and out.

### **Committee Reports**

#### Finance Committee Report:

Aimee reviewed the financials. The financial committee met, but because of conflicts not everyone was able to attend.

Reviewed Profit and Loss Statement for March and Balance Sheet with prior year comparison.

- Expenses were down for March, but budget remains tight.
- There remains approximately \$27,000 difference in budget vs. actual, based primarily on not meeting grant income budget and the 2015 film festival budget.
- Donations recently arrived from the Combined Fund Drive and the Stormans Grocery cards.
- Film revenue was higher in March.

Tim reported that the financial committee needs to finish the new budget. The committee will be working on a formal proposal in May. There was a discussion about having a special board meeting to review the budget—it was decided to let the committee recommend a meeting if they believed it necessary.

Next meeting is scheduled for April 19.

Executive Committee Report:

The Executive Team met and reviewed the Executive Director Professional Plan. Next meeting is Tuesday May 10, 2016 at 6:00 at the Spar.

Facilities Committee Report:

The Facilities Committee met with the Fire Department. The Department was very supportive and wanted to help OFS address a few fire safety matters. They would like to have OFS install sprinklers, which would resolve the fire escape ladder problem. The sprinklers are expensive but could be phased in. The Department is willing to assist in the plan review, which could save OFS that expense; and, they are willing to assist with a fundraiser. The issue is the cost. Eight years ago, the estimate for installing sprinklers was \$160,000. This needs to be built into the fundraiser planning. Audrey has already talked to the McKinstry Co. in regard to possible assistance.

The parklet is back on the radar. Others in the area want to keep it. The City has to decide. There was a discussion of a “bump-out” (1/2 parklet) instead of a full parklet.

The awning and roof will be a priority for the Heritage Grant, and therefore HVAC improvements may be delayed.

Next meeting is May 3<sup>rd</sup> at 6:00 at OFS office.

Fundraising Committee:

Eileen reported for the Fundraising Committee.

- ‘Direct Ask’ letter is about to be mailed.
- The Chair Campaign is on hold so the committee can focus on the Heritage Grant.
- The theater is in the City’s Historic District but is not on the register. Eileen recommended applying to be registered. There was a discussion of the consequences—good for exposure and fundraising but will limit the ability to make some improvements.
- The PSE grant for enhanced power at the theater. The City has asked to be a co-applicant. The Committee is planning to meet with the City

on April 29 to discuss the application. The Board discussed partnering with PSE.

Board Development:

The Committee met April 13<sup>th</sup>. Christine reported for the Committee.

- The Committee discussed the annual survey, and they continue to work on it.
- The transition from “google docs.” to “box” continues, with some glitches.
- Board candidate nomination process is being reviewed. The goal is to have an efficient and transparent process.
- The Welcome Packets are being developed. It will include a variety of documents with links to resources. It should help with recruitment.
- The Conflict of Interest form will be sent out again the Board members. Tim will put it on the may meeting agenda.

Next meeting is May 9 at 5:15 at “Our Table”.

**Other Business**

**After discussion, Dick moved to approve the Executive Director Professional Plan. Michael seconded. The motion was approved by unanimous vote.**

Tim adjourned the Board meeting at 7:15.

**Next meeting:** The next Board meeting is scheduled for 6 p.m. on May 24, 2016 at MIXX 96 Conference Room-119 Washington Street NE, Olympia.