**Olympia Film Society**

**Board Meeting Minutes**

**March 25, 2014 6:00 PM to 8:15 PM**

**MIXX 96, 119 Washington Street NE**

**Board members present:** Audrey Henley (Executive Director), Lisa Hurwitz, Bert Trobman, Kaylynn What, Tim Sweeney, Byron Zarp

**Staff present:** None

**Absent:** John Chadwick, Marc Baldwin, Dick Meyer

**Guest present:** Andrew Ebright, Victor Minjares, Sasha Cornellier

**Quorum Present:** Yes

**Proceedings:**

Meeting called to order at 6:05 p.m. by President Kaylynn What.

**Opening Business**

* **Introductions:** Andrew is a projectionist and Victor is interested in joining the board.
* **Appointments:** Kaylynn suggested the board appoint Victor Minjares and Tim suggested this be tabled until there is quorum.
* **Minutes:** Passing of the minutes tabled because though there was quorum, two of the board members were not present at the February meeting.
* **Committee check-in**
  + **Board Development Committee (Stacie and Tim)** – Next meeting is TBD.
  + **Marketing and Fund Raising Committee (Dick and Lisa)** – Next meeting is TBD.

**Finance Committee** – Audrey presented the Balance Sheet as of February 28, 2014 and Profit & Loss Budget vs. Acutal:

1. We have about $6K in reimbursable grant money we are waiting to be paid back from the stained glass project and lodging tax.
2. We will potentially need to find two signers to replace Frank Barber and Isaac Overcast from the Columbia Bank account. This is something to keep in mind.
3. Bert noted that our programming projections are off from our budget, which is a large contribution to our overall $25K shortfall. Andrew asked why we don’t do more mini-festivals and Audrey answered that we need more positive and efficient collaboration within the collective.

**>>>MSC - Audrey made a motion to remove Frank Barber and Isaac Overcast as signers of the Columbia Bank account as they are no longer members of the board as of June 2012. Byron seconded Motion carried unanimously.**

**Executive Director Report** – Audrey presented the ED report:

1. The staff has been discussing ways to innovate programming.
2. We received a $1,000 gift from Dr. Edwards.
3. Audrey attended an intensive historic preservation grant workshop. We need to assemble a grant taskforce for an upcoming preservation grant that is due in May.
4. We had our fire and insurance inspection and passed it. Improvements were made to the fire escape and HVAC system.
5. Harry hit the ground running and has been negotiating contracts for the last week. He also had his training for the printed program.

**Fundraising Training** – Sasha Cornellier presented her training on cultivating donors.

The board entered Executive Session at 7:50pm and exited at 8:15pm.

**Important Dates:**

* March 29th 12-2:00p.m. – Volunteer Party at OFS.
* November 7-16th – 31st Annual Olympia Film Festival.

Meeting was adjourned at 8:15 p.m.

Respectfully submitted by Lisa Hurwitz.