

OLYMPIA FILM SOCIETY

Meeting Minutes

January 27, 2015

6:00 p.m.

MIXX 96 Conference Room- 119 Washington Street NE, Olympia

Board Members Present: Kaylynn What (President); Tim Sweeney (Vice President); Tom McDonald (Secretary); Dick Meyer (Treasurer); Angel Cruz; Sara Jade Webb; Sara Pete; Eileen Levan

Staff Present: Audrey Henley, Aimee Hughes

Volunteers: Marcy LaViollette, Emmie Forman, Jim Burlingame, Brianna Hornback, Ella Pultinas

Opening Business

Review of agenda.

Audrey asked that the agenda item regarding concerns raised in a letter by six volunteers be tabled until the staff had additional time to review the concerns. **After discussion the agenda was approved without amendments.**

Review of minutes.

The December 16, 2014 Board minutes were approved without amendments.

Committee Reports

Fundraising Committee. The committee met and reviewed the fundraising charter with intent to review at next Board meeting. Now is the Funding and Development Committee. Fundraising ideas were discussed including a beer fest and changing the art walk format. Folks are starting to look into grants. See Fundraising and Development (FAD) Committee Charter, which is attached to these minutes.

Facilities Committee. The facilities committee has also been very busy. A local architecture firm has offered its services and have already toured the theater and offered excellent ideas and designs. They have asked for a “wish list” and a discussion of the process and timing for the items to get done.

Finance Committee. The committee met and decided that one of its primary focus points is to work on a budget. This goes beyond the current emphasis on creating and reviewing budget reports such as the profit and loss statements.

In regard to the statements, the December Profit and Loss Statement shows net income is over budget. There was a discussion of whether the statements tracked volunteer discounts. Some tracking is done and more detailed tracking can also be done. The July to December profit loss Statement also shows net income being over budget. This bolstered the reserves and surplus. Next step is to propose a target surplus.

Board Development

Strategic Plan. The Board held its first “catch ball” stakeholder meeting on January 17, 2015. The notes from this meeting are attached to these minutes. These notes are amended to add the discussion regarding more emphasis on volunteers. Next meeting is scheduled for February 7th.

Executive Director Report

Audrey reported on the Olympic Film Festival, which was great success. Audrey went through her written report, which is attached to these minutes. There were 4,000 paid people attending, and OFS netted \$9,000 more than budgeted. Ad sales could have been better. It will be better to plan earlier for the 2015 festival. There was a very good staff and group of volunteers. In particular, the print traffic manager was very helpful. The sponsors were happy. See the written report for more details.

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Annual Calendar

The Board and Executive Director discussed at length the need for developing an annual calendar as soon as possible. This is vital for the 2015 festival. But it is not easy to set a firm calendar without knowing the events that may be scheduled for other ongoing work by the Board such as the capital campaign schedule for the theater. The Board asked Audrey to propose the program schedule, including the festival, which the other events can be then scheduled around.

Volunteer Concerns

Several volunteers presented the Board with concerns about the volunteer program at OFS. They had sent the Board a letter and summarized those concerns in the meeting. The primary concern was their frustration with communication with the Executive Director and Volunteer Coordinator. There was discussion among the Board, these volunteers, the Executive Director, Audrey, and a volunteer who expressed support for Audrey and volunteer program. The volunteers expressed a feeling of not knowing what

decision were being made and not being involved in the discussions about new policies. There was not necessarily a disagreement with all the new policies, but frustration with how they are “rolled out”. They feel that when they approach staff with concerns the responding communication is inconsistent with some of their questions being met with silence or hostility. The volunteers recommended that the Board look at opportunities for better communication, including evaluating the goals, better documentation about the process, and more clear guidance for volunteers. They would like a committee and a “check in” in 3 months to evaluate the communication. The Board thanked everyone and took the comments under advisement. The Board agreed to “check in” with staff on the communication matters in 3 months.

The Board went into Executive Session at 7:45 and came out at 8:00.

Kaylynn adjourned the meeting at 8:00

Next meeting: February 24 at MIXX at 6:00.