

OLYMPIA FILM SOCIETY
Meeting Minutes
November 25, 2014
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); Byron Zarp; Angel Cruz; Sara Jade Webb; Eileen Le Van.
Staff Present: Harry Reetz, Aimee Hughes
Guest: Brianna Hornback, volunteer

Opening Business

Review of agenda.

Proposed to amend agenda to add discussion under Board development of the timing of the annual meeting, and to add an executive session. **As amended Agenda was approved.**

Review of minutes.

Motion to approve October 28, 2014 Board Meeting. After discussion, the Board agreed that the minutes did not accurately reflect a decision by the Board to limit at this time the number of financial reports to be provided and considered by the Board at the monthly meetings. This decision was deferred to the finance committee for a recommendation. The minutes were amended by deletion of a sentence that had stated the Board made a decision as to which reports will be provided at the monthly meetings. **The minutes were approved unanimously as amended.**

Tom will post the minutes in the lobby of the theater.

Committee Reports

Strategic Planning Committee.

Finance Committee. The Finance Committee met on November 24, and will meet the third Monday of each month at 6:00 p.m. at the OFS office. The Board was reminded that committees are to have a non-board member on the committee.

Facilities Committee. Tim announced that the committee will begin meeting again and needed members from the Board. Tom and Byron agreed to join. Audrey will be the staff member on the committee. The Board discussed the availability of studies that had already been completed regarding the requirements and needs of the building. These needed to be reviewed. A meeting will be scheduled the week of December 15th.

Fundraising.

The Board discussed combining the with the Finance Committee, and it was decided not at this time. The Committee also asked for additional members. A Spring fundraiser was discussed with no decision. Meetings will be the second Thursday of each month at 6:00 p.m. at the OFS office.

Finance report

Festival Budget. The Board reviewed a preliminary draft budget from the film. It was a success. The Committee is waiting for more information on final numbers regarding sponsorship grants and donations. There were many in-kind donations that helped with the festival. There are some outstanding bills including hotels. The revenue from concessions will need to be finalized. For now the concessions costs are in the November budget. Final budget numbers from the festival will be available in the December meeting.

The Board and staff discussed the marketing strategy for the film festival and how the finances can be more efficiently used for advertising and marketing the festival, including the scheduling of the festival activities.

Profit Loss Budget v. Actual. The Board reviewed without discussion.

Balance Sheet. The Board reviewed without discussion. The Board did discuss other revenue generating events in the next month including Prohibition, Banff, and Duck the Malls

Board Development

Strategic Plan. The Board discussed the use of the questionnaire and how it can be used in the most productive manner. It will be important to connect with people personally. Sponsorship is important to pursue based on a historical theater and local arts. Strategic plan can also be useful as survey tool.

As a part of the strategic plan, the Board discussed the priorities for OFS and the theater. New seats were a big priority from past comments and surveys. The Board discussed additional surveys and a short-term strategic plan, i.e. developing marketing for new seats; and long-term plan, electric, HVAC and rest room improvements.

Two meetings will be scheduled for January 2015 to refine the Plan, survey and review the Plan with members, and discuss an outreach and implementation schedule.

Annual meeting. The Board discussed changing the date of the annual meeting to the Spring. The Board was reminded that the annual meeting had been in the Spring, but it was changed to September when final budget numbers would be available for the previous fiscal year. This led to a discussion of other events scheduled in the Spring and Fall. The Board agreed to table this discussion until Audrey could participate.

Show Cards

The Board discussed the Board members' perks as volunteers under the OFS Perks Policy, which was distributed to those present at the meeting. The Policy was amended and adopted by the staff in September 2014. The question was raised as to whether Board members should continue to have Show Cards, and if should this be put on the ballot at the annual meeting for a vote by the membership. The Board agreed to revisit this in August and determine at that time whether to place it on the ballot for the annual meeting in September 2015.

Executive Session

At 7:30, the Board went into an Executive Session regarding a staff compensation matter. The Board came out of Executive Session at 7:40.

End of Year Compensation

The Executive Director and the Marketing and Events Coordinator, who are paid on a salary and not hourly, are given additional compensation for the many hours spent beyond regular work hours, especially during the film festival. The Board recognized that this year Audrey Henley, Ex. Director, and Harry Reetz, Events Coordinator, worked exceptional hours, resulting in the success of OFS over the year. Tom moved to give Audrey and Harry \$500 each. Tim seconded. The Board had a short discussion. Aimee stated that the additional compensation was in the budget. **The motion to compensate Audrey Henley and Harry Reetz \$500 each was passed unanimously by the Board.**

Upcoming events

December 13: Duck the Malls Holiday Arts and Crafts Sale
Board members are asked to sign up to volunteer.

December 13-14 BANFF Mountain Film Festival—SOLD OUT

Next meeting: December 16 at MIXX at 6:00.

Kaylynn adjourned the meeting at 7:45