**Olympia Film Society**

**Board of Directors’ Meeting Minutes**

**Feb. 27, 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, Kelly Lux, Christine Salvador, Jerry Gray and Autumn Yoke. Excused: Michael Stein.

**Staff Members Present:** Audrey Henley (Executive Director) and Aimee Hughes (Bookkeeper)

**Guests:** Ricki Kahn and Tom Cresia

**Opening Business**

Review of Agenda

The agenda was reviewed and no changes were made.

Review of Minutes

The January minutes were reviewed and no changes were made. Autumn moved to accept the minutes; Dick seconded, and the minutes were approved.

Executive Director’s Report

* Audrey reported that she is finalizing an annual report draft and will send out by email for all to review.
* A new brochure is being reviewed and finalized.
* Staff hiring for Marketing and House Manager is coming along. Audrey is ready to review applications and start interviews.
* Audrey thanked the board for supporting her and Rob’s trip to SXSW. It’s a wonderful opportunity and they expect to gain a lot of industry knowledge by networking and attending as many events as possible. They will be gone the 9th thorough 19th.

Finance Committee

Aimee presented the new reports, and Dick explained our choices for the kinds of reports we look at each month. Dick asked what people preferred, and it was decided we would use the Profit & Loss Budget Performance that shows the current month, monthly budget and annual budget. A new quarterly report with more detail will be added later. Film series was up due to the popularity of the Oscar-nominated films. Concerts, rentals, etc., were all up in January, as were expenses. The month ended with net loss of $1,688.87.

The question was raised as to whether we should adjust the training budget to reflect the SXSW expense. Aimee suggested we amend the budget quarterly rather than line-by-line each time something happens. Dick agreed we can do it quarterly. We agreed to do this review at the April meeting.

The next budget meeting will be the third Thursday at 4:00 at the OFS office. The board is invited to attend.

Board Development

Jerry will put a packet together for Ricki, since Ricki expressed an interest in joining the board.

Fundraising/Outreach Committee

* Eileen reported Tom Cresia and Ricki Kahn expressed an interest in joining the committee. Rickie’s brother is a lawyer for Facebook and can do some advertising for us .
* A Dine-Out for OFS is planned for May 4.The committee is also working on a dance party in June, in a public place so that we can invite the public. A couple of bands were suggested – the Aqua Nets and the Jacked Lords. We discussed using the theater for this event, as well as Black Lake and South Bay granges. This event is in addition to the July invitational party at Tim’s house.

Facilities

No report this month.

Capital Campaign

Tim reported that Michael has agreed to take the lead on organizing this committee. He knows several people with the kind of experience we need. He plans to give these folks a tour of the theater in March.

Tim also expressed concern that we need to get back to work on the Statement of Need.

Annual Meeting Debrief

Everyone agreed the turnout and interest was great. Everyone who attended was nice and people seemed to want more information about goings on at the theater and the possibility of a second screening room. Audrey recommends we survey our members to get a better understanding of their interest. However, for now, the Heritage Grant remains our highest priority.

The next board meeting will be on March 26.

The meeting was adjourned at 7:35 p.m.

Minutes prepared by Elaine Fischer, Secretary.