

OlyFilm
Board Meeting Agenda/Minutes
March 11th, 2024
On Zoom

Mission: *The Olympia Film Collective (OlyFilm) elevates and empowers the creative economy by facilitating, promoting and producing local film, while developing the next generation of filmmakers.*

Call to Order: 7pm

Roll Call: Present - Isabel Nixon Klein (INK), Robert Kam (RK), Adeena Chamberlain (AC), Janice Liu (JL) **Guest:** Brittany Bowman

Presiding: Isabel Nixon Klein (INK)

Approval of Minutes: Approved Janice, 2nd INK, RK

Committee Reports:

1. Financial - Russell Brooks (RB) - Current balance, \$22,710.74, \$25 savings
2. Fundraising - JB, AC
 - a. Inspire Olympia - March 15th
 - i. Add info on programs and volunteer numbers to document Adeena sent out
 - ii. Need City of Olympia business #
 - iii. Need work samples with context up to 100 words - 253? Intertribal youth, Live @ 5
 - iv. Need an Olympia address for the Inspire Grant
3. Education/Training -
 - a. Melinda Raebyne - Guest Speaker - March 29th - 7pm - "WA Lawyers for the Arts"
 - b. April guest speaker?
 - i. Get ideas to Adeena
 - ii. Janice acting workshop?
4. Marketing
 - a. Newsletter - Due in April
 - i. Adeena will meet with Katie about newsletter to take over
 - b. Podcast - episode scheduled to record on March 17th with Augustine Dalton and Philip Cowen

- i. Give Podcast ideas to Isabel
- 5. Outreach - Adeena
 - a. Working on getting together a calendar of scheduled events for 2024
 - b. No Spring ArtsWalk table this year

Group Reports:

- 1. Screenwriters (JB/AC/INK) -
 - a. Mike Gray is putting together a screenwriting group, will test run then approach OlyFilm for collaboration
 - b. Nick Canchola will be starting a screenwriting feedback group via FB. Will present at Production Meeting
- 2. Production (INK) -
 - a. Added a visual element to the meeting - positive reception.
 - b. Feature script was read from John Longenbaugh
 - c. Will post videos to FB after meetings

Agenda:

- 1. Britt Bowman- Guest Speaker
 - a. Photography in the Park - event is looking for paid speakers
 - b. Summer @ the Shmidt Garden event
 - i. OlyFilm short films could be played - DRIPS?
 - c. Screen on the Green July 19th OR August 9th(?)
 - i. OlyFilm short films can be played - InterTribal Youth Film
 - d. Falls Fest Sept 28th
 - i. OlyFilm can table, show films
 - e. Tumwater Arts & Ideas Lecture Series Nov 11th & Dec 5th- Film in the South Sound
 - i. Looking for lecturers- people who have gotten paid for their art
 - ii. After event on Dec 5th, 21+
 - f. Britt/City of Tumwater would love to support a film festival
- 2. Update on Inspire Oly Grant and clarifying questions--([InspOlyProgram Worksheets.xlsx](#))
 - a. Adeena wondering about OlyFED/Grants in the balance
 - i. Russell will review income spreadsheet
 - 1. ArtsWA grant mentioned, did we receive? yes.
 - 2. Janice - K-12 grant upcoming, veterans grant - Janice will look at these grants
- 3. Website: Documents and updating ByLaws (aka: 'spring cleaning' for grant review)
 - a. Need to update board minutes on website

- b. Need to update bylaws - can we update the last page before March 15th to reflect the current board members? Don't need to update for the 15th but should update
 - i. Janice - Need to update bylaws this year.
 - 1. The Art Project Grant due April 23rd- Janice will email to the group. Workshop for grant March 19th, April 16th
 - a. Robert will attend March 19th workshop
 - c. Please send bios, updated materials to Jeff
- 4. Michael Gray screenwriting group
 - a. Ideally will try to launch late april/may
- 5. Nick Canchola Script reading group
 - a. Will present at next prod. Meeting
- 6. John Grossman volunteers to lead finance and development committee
 - a. Robert wants to announce at Prod Meeting
 - b. Adeena - John can stay on top of grants like ArtsWA and determine if we are eligible. Mellisa and Dinea would volunteer.
 - c. Janice - We should invite john to next board meeting to determine support he needs from board
 - d. What do we require for volunteers/committee leads to apply? Cover letter, interest letter?
 - i. **INK votes for John Grossman to lead fundraising committee, JL 2nds, all in favor**
 - ii. Robert Kam will be the board member contact/liason for the Fundraising Committee
 - e. Committee Report Form should be created for programs to update quarterly with numbers + synopsis/mini mission statements
- 7. 1st Quarter Crafty Grant
 - a. No applicants as of 3/11/24
- 8. Production Closet cleanout March 30th
 - a. Volunteers to help: Lisa Sandall, Michael Neumann, Isabel Nixon Klein, Adeena Chamberlain
- 9. Production Meetings
 - a. Janice - expanding or proposing new grant for filmmaking supplies or festival entry fees. Robert in favor
 - b. Could be good if we find grants for OlyFilm to be able to do this
- 10. Robert Kam would like to propose we elect Isabel as Vice Chair
 - a. **RK votes yes, JL 2nd, all in favor**
- 11. INSPIRE Grant application
 - a. Meeting Wed 13th + Thur 14th for grant with Adeena, John G and RK 7-9
- 12. Melinda Raebyne (legal) -
 - a. Podcast guest?
 - b. Kip Smedley for a future workshop? Adeena will send email
 - c. Sean Tranni - to share possible AI/filmmaking findings

13. Olympia Armory - INK, AC
 - a. Meeting happened today March 11th with all Anchor partners
 - b. Adeena and Isabel will be going to Armory on March 21st to view space and communicate needs to Armory
 - i. What space do we need in the Armory? Office space + storage space- create shared studio space with TCMedia?
14. Social Media presence
 - a. Need more instagram presence- could an intern do this?
 - b. Extra instagram needs to be deleted
15. Evergreen State college + OlyFilm
 - a. What could we delegate to interns? Social Media, minutes at production meetings
 - b. Should schedule meeting about school outreach with Riley Gibson and Mike Gray about options
 - c. Might be better tabled for after Armory space is open?
 - d. Will need to build curriculum/ intern duties
 - e. Work Study program at Evergreen State College pays the students at no cost to OlyFilm
16. Next meeting / Meeting schedule
 - a. Plan on 2nd monday of month

Adjourn: 9:00pm

Next Meeting: April 8th 7pm