

OlyFilm
Board Meeting Agenda/Minutes
April 8th, 2024
In Person/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), Jeff Barehand (JB) Via Zoom - Janice Liu (JL), Russell Brooks (RB) **Guest:** John Grossman

Presiding: Jeff Barehand (JB)

Approval of Minutes: Approved, INK, first, AC, 2nd. All in favor.

Committee Reports:

1. Financial - Russell Brooks (RB) - Previous balance, \$22,710.74, Current Balance, \$19,959.97, \$25 savings.
2. Fundraising - JB
 - a. Submitted \$5K to Chehalis Tribe
 - b. Submitted to OlyInspire - \$30K
 - c. Need to Submit - ArtsWA "Art Project" grant - \$2-5K - Robert attended this meeting.
 - d. Need to Submit - Cowlitz - JB
 - e. Need to Submit - Squaxin Island - April 26th Deadline - RB will submit
3. Education/Training -
 - a. Melinda Raebyne - 12 people total
 - i. Guests need to be more pertinent to needs of filmmakers
 - b. Next Guest: Kip Smedley, Golden Reel winner for SpiderVerse
 - c. Need to record guest speakers
 - i. JB to follow up on Melinda footage
4. Marketing
 - a. Newsletter - Due in April
 - i. AC to meet with KG to transition, April 9
 - b. Podcast - Augustine Dalton and Philip Cowen about 253 was posted
 - i. Kip Smedley will be next guest

- ii. Post 253 podcast to website - JB
 - c. Need more marketing around Guest Speaker; Need marketing committee.
 - d. FFF - 12 people attended - Next on April 19th.
- 5. Outreach - Adeena
 - a. Heard from Britt; July 18th Fundraiser at Schmidt Mansion, looking for AV person volunteer/smaller screen

Group Reports:

- 1. Screenwriters (JB/AC/INK) -
 - a. Nick Canchola started FB screenwriter feedback group. There are 23 members. No one has submitted a screenplay for feedback yet.
 - b. Mike Gray will start another screenwriting group geared toward small cohorts in the summer
- 2. Production (INK) -
 - a. 20 attendees
 - b. Women's History films were a hit
- 3. Feature Seekers -
 - a. Ben Nelson's "Love Me Tender" is in development. Riley Gibson will be helping to tighten up the script.

Agenda:

- 1. Armory needs 30 secs of video, 3-5 photos, mission statement, logo - JB
- 2. Anyone willing to present to city council April 30th? -
- 3. John Grossman will be attending meeting + we will discuss his first steps as lead of fundraising committee
 - a. What are your expectations for the committee?
 - i. Start a calendar of giving
 - ii. List/apply to every tribal charity
 - iii. Find grant opportunities
 - iv. Develop "boilerplate" grantwriting responses
 - v. Gather grantwriting photos/videos
 - vi. Establish donor list
 - vii. Encourage volunteer participation
 - viii. Hold monthly fundraising committee meetings
 - ix. Establish annual fundraising event
 - b. What are your expectations for me?
 - i. Commitment
 - ii. Report quarterly to board
 - c. Who are our top 5 consistent donors?
 - i. Tribal - Chehalis, Nisqually
 - ii. Sky Be

- iii. TwinStar
- iv. Peter Glenville
- v. ArtsWA
- d. What are the funding priorities of OlyFilm immediately and over the next three years?
 - i. Immediate
 - 1. Inter Tribal Youth Film Project
 - 2. Crafty Grant
 - 3. Insurance/Commercial Liability/Board
 - 4. Guest Speakers
 - ii. Longterm
 - 1. Rent for the Armory
 - 2. Staff Person/Part-Time Executive Director
 - 3. Grantwriter Stipends
- e. Do we have an annual fund?
 - i. No
- f. Have we ever charged a membership fee?
 - i. No
- g. Do we have a history of fundraising events? If not, is the board willing to do them?
 - i. 12/12 event commemorating a decade of existence in Olympia held at Capital Theatre and we showed a montage of past films
- h. What John Grossman will do:
 - i. Wants to create job description, reinforce commitment
 - ii. Create fundraising strategic plan; Board must commit
 - iii. Gather files for fundraising, INK
 - iv. Gather a list of donors
- 4. We should write the info that programs/committees need to track:
 - a. Funds raised/used
 - b. attendance numbers
 - c. volunteer numbers and hours
 - d. locations used,
 - e. businesses partnered with
- 5. Change microgrant to cover larger area than just Thurston?
 - a. Lewis, Grays, Mason - INK motion, RK 2nd, All in favor
 - b. Require social media shout out video
- 6. Did the newsletter get re-assigned?
 - a. AC meeting with KG tomorrow
- 7. Where does OlyFilm store all media? Where do we keep photos? Where can we store them?
 - a. INK will start new gmail with olympiafilmcollective@gmail.com account
- 8. Bylaws: I am currently going through the bylaws and need access to the document.

9. This is our listed address in the bylaws: 120 State Avenue NE, #303, Olympia, WA 98501 - why? JB motioned to update to current Sky Bear address, INK 2nd, All in favor
10. OlyFilm Equipment - Where is it? How do people access it?
 - a. JB will take photos and provide to INK/Lisa Sandall
11. Kit Smedley is available for next Guest Speaker and Podcast in April and May (one at a time): Board to schedule based on Sky Bear/Podcast availability
12. Next grant: ArtsWa Arts Project Grant deadline April 23rd. \$2-5K, plan with John, apply to ITYFP?
13. City of Tumwater Schmidt Mansion event: July 18th--Britt is looking for an outdoor screen to show Drips, needs AV person
14. Review outreach Event Kit items, location, access.
 - a. There will be budget items for next events
 - b. Side panels for tent
15. Review 253 team
 - a. 11 people so far
16. INK leaving board - End of May
17. Michael Neumann - Letter of Intent to take over Outreach Committee Chair
 - a. Vote, JB motion, AC 2nd, All in favor

Adjourn: 9:15pm

Next Meeting: May 20th 7pm