

**Access Sacramento General Board of Directors Meeting**  
**Agenda - May 24, 2023**

Open Session/Roll Call- 5:30pm

**Consent Calendar** - 5:35pm

[All items on the Consent Calendar are considered and acted upon by a motion.]

1. Approval of last meeting minutes
2. Vote on issues presented last meeting (if any)

**Discussion Calendar** - 5:40pm

*[Items on the Discussion Calendar include an oral presentation or document that will be "receive and file".]*

1. Board Personal Info Update - Matthew Gilliam
2. Board Training Update - Samantha Henderson
3. Annual Meeting – Donna Girot
4. Add item to Agenda for next meeting - any board member

**Committee Reports** - 6:10pm

1. Finance Committee - Sam Henderson
2. Membership Committee - Michael Andrews
3. Programming Committee - Dee McCoy
4. Exec Director's Report - Donna Girot
5. Chairman's/Executive Committee Report - Matthew Gilliam

**Community Comments**

Adjourn- 6:30pm

**Access Sacramento Board of Directors Meeting**

**Date: Wednesday, May 24, 2023**

Time: 5:30 pm

Via Zoom.us

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**I. Call To Order:** Meeting called to order, Matthew @ 5:35 pm

**II. Roll Call: In attendance:**

Matthew Gilliam, Vice-President

Denise McCoy, Secretary

Samantha Henderson, Chief Financial Officer

Hester Wagner, Michael Andrews, Garrett Perkins, Board Members-at-large:

Staff: Donna Girot, Executive Director

Laureen Fallahay, Operations Director

Guest: Kierre Stowes, Access Sacramento Member

**III. Approval of Minutes:** Hester made a motion to approve April 2023's meeting minutes, Michael seconded, all Board members voted to approve the minutes and the motion passed.

**IV. Open Items/Pending Votes:**

Hester Wagner moved to change Board meeting dates. Matthew Gilliam confirmed feedback regarding the new date can be shared via his post in the SLACK account. His recommendation is to keep the meeting set for the 4th of the month, but consider changing the day of the week. Dee reconfirmed with Donna that Wednesdays are a conflict because of LIVEWire!, which can run as late as 7:30 pm.

**V. Discussion Calendar:**

- Updated contact information for the Board is due to Laureen Fallahay and/or Matthew post haste. The information is needed to verify we have a legitimate Board of Directors.
- Full Board training update pending Sam's return. However, Dee McCoy and Hester confirmed that all members have completed the Essential Training Modules and certificates were earned. Dee shared the training was informative and opened up ideas about how to become a more effective board member using personal/professional skill sets, networking and collaborating with Donna Girot and staff to help achieve organizational goals.
- Board On-boarding Process: Hester offered to work on creating materials for the onboarding process. Matthew stated the training helped bring clarity between focuses on fundraising, board expectations and essential Board responsibilities.
- Matthew shared that Kierre Stowes is interested in becoming a Board member, however until the Board onboarding process is fully implemented, we will pause adding any new members until further notice.

**VI. Annual Meeting:**

Meeting is set for June, however Donna Girot suggested cancelling the June meeting and moving it to July 26, 2023, and that the focus should be on an Annual Membership Appreciation event, which might

be a bit more fun than the traditional annual meeting. Dee made a motion to make the June meeting a working meeting to finalize the new Board member orientation process and to move the Annual Meeting to July. Hester seconded the motion, all members voted affirmative. Motion unanimously passed.

**VII. Committee Reports:** None

**VIII. Executive Director Report:** See Attachment A

**IX. Chairman's Report:** Matthew acknowledged the increase in the number of donors and Christina's social media campaign, email blasts and relationship building. Matthew shared that Garrett would like Donna to keep the Board up to date regarding how to lend support during meetings, presentations to the public, potential donors etc. Donna agreed to extend an invitation to the SMCTC Board Quarterly Meetings, where any of our board can attend. Several Board members have scheduled to attend the next Cable Commission meeting. Dee inquired about how the Board would learn more about little known events and happenings within Access. Donna shared that the Board's presence gives them the opportunity to speak to members, and can make members feel a part of our Access family which is key to keeping members annually.

**X. Executive Committee Report:** Meeting held, May 18, 2023, discussed Board training, onboarding packets and orientation, discussion about BDOG, Vice Chair vacancy (revisit in July). Hester confirmed the Vice Chair Position could be combined with another Board position in effort to fill that position more quickly.

**XII. Chairperson Report:** We are now using slack in addition to email for communication. Meeting minutes should be concise and meet our professional standards for consistency. Streamline concerns regarding staff through Matthew initially, then a path will be decided regarding how best to communicate with Donna about staff issues. The Executive Director's performance review is in process.

**Public Comment:**

Kierre Stowes shared that he's been an Access member for the past 3 years. He's planning to use his educational, HR, Sales, Marketing, Recruitment and Communication background to help tie into Access's goals. He's also seen the disconnect between organizations and community. Laureen shared that the turnout for the May Cast and Crew call was good, and unity in the local indie film community was evidenced there.

Meeting Adjourned: 6:23 pm

Proposed minutes respectfully submitted,

Board Secretary /Recording Secretary: Denise McCoy Date: 9/21/2023

## **Attachment A**

### **Access Sacramento General Board Meeting – May 24, 2023 Executive Director Report**

#### **SMCTC FY2023-24 Budget:**

We submitted our 10% increase request and spoke with SMCTC Chair YK Chalamcherla (Folsom). The SMCTC June 1<sup>st</sup> meeting has been pushed to June 29<sup>th</sup> which gives ED time to set up meetings with commission members after completing additional research for a document that the ED of SMCTC wants prepared.

#### **PCS 2023:**

- We have signed the Crest Theatre contract and sent in a deposit.
- We are deep into mentoring & support of the filmmakers as they navigate their pre-production and production steps of their filmmaking process.
- We hosted & filmed our community cast & crew call. Invited local related non-profits the opportunity to speak at the event.
- We have been honored to be given repeat sponsorship from the Sac Film Commission as a key sponsor of the 23<sup>rd</sup> A Place Called Sacramento Film Premiere. They recognize our important value in developing the local film community as educators and as nurturers of original creativity. We reviewed sponsorship pitch documents and now out pursuing event sponsors.
- Will not offer a virtual event this year because of the increase in mandatory event costs.

#### **HS Radio Drama Competition 2023:**

All of the teen awards and certificates were prepped and sent to the high schools before the seniors' last days at school. Show is planned to air on KUBU on Sunday May at 3 pm.

#### **BDOG 2023:**

We have finished Big Day of Giving and have fallen short of our needed \$15,000 fundraising goal. But have exceeded \$10K in donations which is two thirds of our goal. The upside is the over 110 donors which is a dramatic increase in number of people donating, over two years ago when the median number of donors was 22. Employee Christina Jeffers has done an excellent job at teaching us the tenants of a successful campaign. ED handwrote each of donors a note of thanks.

#### **Outreach & Networking:**

Since last board meeting ED has attended the following aligned community events: SAVA Student Award Presentation, Boy Scout Push Reception & Dinner, Impact Foundry/NPR Networking Event, Capital Film Arts Alliance event. Our marketing rep attended two Metro Chamber meetings, Sac State partnerships and the Crocker Art Mixer.

#### **Internships:**

Summer and Fall interviews with potential internships. Have four new single producer to large crew pathway, and three for data analysis, surveys and sales.

#### **Paying Community Gig:**

Location scouted for SGMC mobile studio truck shoot on June 16<sup>th</sup>. Normally if we had the time and budget, we would do this as part of our mission if it is an every other year request. But no budget left and have already filmed their winter concert for this non-profit—thus this is a paying gig. We are pleased in their confidence in our technical skills to accomplish this.

—end—

Written by Donna Girot