

Access Sacramento Board of Directors Meeting

Agenda – September 25, 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 - 5:40 pm

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

1. New Board Candidates - Michael Andrews
2. A Place Called Sacramento - Donna Girot
3. Bylaws Update - Matthew Gilliam
4. Revenue Plan - Michael Andrews
5. Topic 2 - Donna Girot
6. Add item to Agenda for next meeting (Any Board Member) - Dee McCoy

Committee Reports - 6:20pm

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

Community comments

Adjourn- 6:30pm

Access Sacramento Board of Directors Meeting Minutes

Date: Monday, September 25, 2023

Time: 5:30 pm

Via Zoom.us

- I. Call To Order:** Meeting called to order, Mathew Gilliam @ 5:30pm
- II. Roll Call: In attendance:**
Matthew Gilliam, Interim Chairperson
Denise McCoy, Secretary
Kierre Stowes, Pablo Castillo, Michael Andrews, Members-at-large
Not Present: Hester Wagner, Member at large
Staff in attendance: Donna Girot (Executive Director), Laureen Fallahay (Oper. Director)
Guest: Verbal Adam, Board Candidate
- III. Approval of Meeting Minutes:**
May & July Meeting Minutes approved.
August Meeting minutes still outstanding for review by board.
- IV. Vote on issues presented last meeting:**
None presented.
- V. Discussion Calendar - 5:40pm**
[Items on the Discussion Calendar include an oral presentation or document that will be "received and filed".]
 - A. New Board Candidate:**
 - Michael Andrews presented Verbal Adam as a candidate for board membership. Verbal spoke to his appreciation for the Access Sac non-profit mission.
 - Two board members requested to delay the vote until they received his application and resume.
 - Board unanimously agreed that candidate resumes must be turned in with application
 - Donna Girot stated that having a candidate's application and resume helps her to include board members to weigh in on issues or use their skills and talents as the organization's needs arise.
 - Verbal Adam board candidacy vote delayed until October 2023 board meeting.
 - B. A Place Called Sacramento Film Premiere:**
Donna Girot asked that this topic be grouped with ED report.
 - C. Board Bylaws Update:**
 - Matthew Gilliam provided the current 2017 by-laws by email to all board members prior to this general meeting. In an audit of the bylaws, although a prior board voted for putting

the 2020 version in place, it was found that the 2020 version of the bylaws was not signed by the designated secretary. Thus, finalization of the 2020 version was not official. Gilliam asked the board to review the 200 version with the immediate goal is to vote in the 2020 at the next general meeting.

D. Revenue Discussion:

- Michael Andrews made various revenue generation recommendations to be researched by the board which include:
 - Film classes and workshops that build to PCS film premiere, with possible local production sponsorship
 - Producing a TV show that includes these film workshops, with possible local production sponsorship
 - Create a KUBU concert series & subsequent TV show, with possible local production sponsorship
- Donna Girot stated that Access Sac is already offering film workshops and have had quite a difficult time with production sponsorships. Kierre Stowe who also runs a local film festival is in agreement. Donna Girot stated that this is why staff has instead focused on and secured a TOT grant to fund these workshops.
- Girot also discussed the possibility of producing Access Sac merchandise, membership expansion and a filmmaker interview TV show series in the vein of the incredibly popular PBS "Inside the Actor's Studio" television show.

E. Executive Director Employee Review:

- Discussion determined a date for ED employee review to be Oct 2nd at 5::30 pmln Person. Matthew Gilliam & Kierre Stowes will give review
- Grateful acknowledgement was given to Hester Wagner for compiling survey data from both staff and board.

VI. Add Item to Agenda for next meeting (any board member)
None added

VII. Committee Reports:

A. Finance, Membership and Programming Committees: No reports provided

B. Exec Director's Report: See Attachment A

C. Chairman's & Executive Committee Report:

Matthew Gilliam reports that they are working toward getting more board members to a full capacity board to include a more diverse board.

VIII. Public Comment: None

Adjourned - 7:11 PM

Attachment A

Access Sacramento General Board Meeting – September 25, 2023 Executive Director Report

A Place Called Sacramento Event Update:

- All of the films have been submitted.
- The final evening's run of show was determined.
- The specialty judges got their run of show and returned their choices.
- We almost have all of the ten films' credits submitted to IMDb.
- We designed and submitted to the printer the poster, the event program and the individual movie posters which will be gifted to the filmmakers. Purchased the frames and will assemble at the last minute to give the printer ample time to do their job.
- If the board has sold their tickets, then we have sold approximately 600 tickets. We have 250 to sell. They will be sold only through the front office, not the Crest Theatre website. They made it a sold-out performance even though only 600 were sold and/or distributed to us, which is a bit problematic. We are changing the website link to say that remaining tickets are available through the office.
- Have sent the Crest a request to have the 2024 film premiere on October 11th, 2024
- The final sponsors only included one new commercial vendor, the Sac Food Co-op.
- We have five sponsors for PCS:
- Cable Commission, Sacramento Film & Media, the County of Sac TOT Grant, The Buskey Group and the Sac Food Co-op.
- Signed the County TOT PCS grant. Next step is to satisfy the County requests for certificates of insurance.
- Waiting to find out if the Crest Theatre will provide us with a tech set-up date prior to the premiere event. Won't know until the week of the premiere.
- Our marketing efforts include social media boosts, on our television channels and KUBI radio promotions, three dedicated LiveWire! shows that focus on the filmmakers, advertising in CFAA and Comstock e-newsletters, and a radio interview on 98 Rock.

Grant Funds:

Received half of the annual grant money promised from the SMCTC.

Insurance:

Recently bound our annual Crime Prevention Insurance renewal.

SMCTC Financial Review:

Working with new auditor on SMCTC requested financial review.

Written by Donna Girot

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