
TFA Board Meeting Minutes

Monday, 2019.02.04

Attendees (alphabetical)

Jolene Bartelt, *director*

Chris Burrows, *director*

David Ewing, *director*

John Kephart, *director*

Joe Kephart, *director*

Mike West, *director*

Shea Van Laningham, *director*

Notes

- The Meeting was held via Telegram chat due to inclement weather.

Agenda

Last Meeting Follow-up

1. Dave has contacted the Forum management and been assured TFA is on their calendar each 3rd Monday going forward.
 2. The Board discussed the upcoming King's Book comic fest on 2/16 from 2-7 p.m. Mike is putting together a TFA convention package to go with the banner. John has agreed to host the booth table, alongside Jolene's table. Everyone who wants a short movie featured should upload their video to a cloud drive and send the link(s) to Shea.
 3. Shea and Joe continue to collaborate on the new website. Features are being tested and feedback is being gathered.
 4. Mike reported that he attended a Tacoma Creates meeting, and reports that they only begin collecting the new tax April 1st, funds will be available for all types of programs but seems kids orientated, and to apply an organization must be an established 501(c)3 for at two years. Mike believes TFA will need to have a youth program to be likely for funding.
 5. Joe has invited Danny to attend a future board meeting to seek collaboration. Jon Palms has proposed holding a screenwriting course.
 6. Dave found the proposed Open Reel Nights are April, June, October.
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New Business

1. Mike proposed inviting his friend Joe Colon ('Cologne') who is an experienced grant writer to a future board meeting to discuss possible collaboration.
2. All other business was tabled until next meeting.

Action Items

1. **Everyone** will upload and share videos to Shea for the King's Book Comicfest.
2. **Shea** and **John** will prep videos for King's Book Comicfest
3. **Mike** will invite his friend Joe Colon ('Cologne') the grant writer to a Board Meeting.
4. **Joe** will invite Danny to attend a future Director meeting as a guest.
5. **Joe** will work with Jon Palms to flesh out his screenwriting course idea.
6. **Chris** will fix his BECU debit card.
7. **Dave** will prepare and present a minimum proposed budget for 2019.

Next Meeting Agenda Items

1. 2019 Goals creative exercise
2. Adopting Bylaws
3. King's Books comic fest table booth on February 16
4. Keep Film in WA day 03/18/2019
5. Norwescon table booth April 18-21
6. Hosting Open Reel Nights either April/October or March/July/November
7. Treasurer's report: incomes, expenses, 2019 budget
8. Contributions of \$5 from each Director in February toward expenses
9. Website Sandbox feedback and soft launch
10. Washington and Tacoma business licenses and B&O tax filing update
11. Completing the business licenses, tax filings, and 501(c)3 filings
12. Creating a youth program to increase eligibility for new \$5M Tacoma Creates grant
13. Public outreach efforts e.g. schools, universities
14. Women in Film and Entertainment additional Meetup
15. Actors headshots and reels
16. Incorporating the Screenwriters group
17. "Film Factory" idea: creating shorts each month from the writer's group