

Seattle Film Commission
Meeting Minutes
Monday, April 24, 2023, 9:30am to 11:30am



Present: Beth Barrett, Laura Jean Cronin, Lowell Deo, Champ Ensminger, Tom Florino, Mark Freid, Michael Huang, Kat Ogden, Melissa Purcell, Anthony Tackett

Staffed By Office of Economic Development: Chris Swenson, Taylor Durand-Scaggs

Note: These are "raw minutes notes" based on the discussion of the 4/24/23 meeting, do not include every word spoken, and are not a literal transcript.

Welcomes and Introductions

- Opening remarks and welcome from Mayor Bruce Harrell and Councilmember Sara Nelson
- Introduction by OED Director Markham McIntyre
 - Seattle Film Commission Function
 - Advise City on how to enhance economic development in film
 - Promoting film job and business growth centered on those historically underrepresented
 - Information and influence film industry to address disparities caused by systemic racism
 - Advance the City's economic priorities in the creative economy through film business and job growth
 - OED Directives and Recommendations
 - Strive to be create tight, concise, and actionable goals to push the city to act on
 - Make sure all goals presented by the commission relate back to OEDs core values and overall creative economy initiatives
 - Focus on regional alignment and collaborative opportunities with King County Creative and Washington Filmworks
 - Play on each other's strengths, and don't operate within a vacuum

Administrative Overview of the Commission & Meetings

- Focus of the commission is on Economic Development
- OED will validate parking in the [imPark](#) and [SeaPark](#) garages for in-person meetings at Seattle Municipal Tower or City Hall
- All full commission meetings are public meetings
 - Meetings will occur on the 4th Monday over every month at 9:30am in the Boards and Commissions Room at City Hall, unless noted otherwise by the Chair
 - Minutes will be provided to all members after meetings, and voted on for approval at the top of the next full meeting
 - Subcommittee meetings are not open to the public
- If committee members have 3 unexcused absences, or 4 excused absences within a 1-year period, the Film Commission can vote to replace them

- Accommodations can be discussed for industry work related absences, or situations where commission member is losing paid work to participate in commission meetings.
- Virtual option will be available for full committee and subcommittee meetings moving forward
 - Attending meetings virtually does not count towards absences
- Full information will be established in the bylaws
- All meetings are subject to “[Roberts Rule of order.](#)” Commission Members are expected to learn and abide by rules, and Chair / Vice-Chair need to commit these rules to heart.
- The group suggested including a land acknowledgment before all meetings
- The Ordinance requires that the Music Commission and the Film Commission have one joint meeting a year (in person). The Commission is encouraged to meet with other city commissions and see where there may be opportunities to collaborate

Seattle Film Commission Bylaws

- The Film Commission bylaws were founded on recommendations the Film Task Force, 2019 Industry Stakeholder Outreach, City of Renton Equity Committee, Seattle Music Commission, and Seattle Arts Commission bylaws
- The bylaws spell out the reason for the committee, and the nuts and bolts of how it will function, and the rule of order that must be followed
- Some bylaws are set per the Ordinance, others can be established by the Commission and amended at a later time
- The Commission discussed including more explicit language in the bylaws that notes how the Diversity, Equity, and Inclusion (DEI) lens is applied to all work done by the commission

Chair and Co-Chair Election and Discussion

- Requirements of Chair and Co-Chair
 - Chair and Vice Chair serve 1-year terms; Vice Chair serves as a lead role in the absence of the chair; Chair and Vice Chair must be strong collaborators
 - Chair and Vice Chair will serve as the voice of the Film Commission to media and other interested parties, and may divert to members of the commission for subject matter expertise
 - Chair cannot also be lead of any committees, Vice Chair can if time allows
 - After inaugural appointment of Chair and Vice Chair, future chairs must have served on the commission for a minimum of 6 months
 - Chair is responsible for creating agendas, leading meetings, and conducting votes for full Commission meetings
- Discussion
 - It was suggested that the chair selection should be based off term-limits; allowing people with a shorter term to serve in the lead roles while they are there
 - The person needs to have strong and confident leadership experience, be administratively minded, and make sure they are comfortable talking in public
 - The Vice Chair is someone who can fill in the gaps and offer strong collaboration
 - Both chairs should reflect the commitment to the DEI lens centered by the Film Commission

- The first Chair and Vice Chair should be reflect the commissions focus on the dedication to jobs and economic development
- The Chair and Vice Chair should be someone known to the local industry
- Volunteers:
 - Kat Ogden for Chair
 - Noted her strong administrative background and ability to translate the voice of the commission outwardly
- Nominations:
 - Michael Huang as a Vice Chair
 - Nominated by Melissa Purcell, Mark Fried, and Anthony Tackett
 - Kat Ogden as Chair
 - Nominated by Lowell Deo, Mark Fried,
 - Tom Florino as Vice Chair
 - Nominated by Lowell Deo
 - Tom noted that he would like someone closer to the local industry to be represented in the chair roles
 - Melissa Purcell for Vice Chair
 - Nominated by Anthony Tackett
 - Melissa declined
 - Lowell Deo for Vice Chair
 - Nominated by Anthony Tackett
 - Lowell declined
- Vote
 - Kat Ogden presented for chair, and Michael Huang as Vice Chair
 - Chris Swenson motions to vote, Melissa Purcell seconded
 - Kat and Michael are elected to roles with a vote of 10 to 0

Proposed Committees

- Administrative Items
 - Each subcommittee will have a chair/lead that will be part of the Executive Committee, which is required by Boards and Commissions rules
 - Meetings do not need to be public, but notes must be taken
 - Each Commissioner is required to participate in at least one committee, but can serve on more if time allows
 - OED will assist in getting all commission members up to speed on historical information to help hit the ground running with committee work
 - The committee will flesh out the details of each committee before appointing leads; the scope of each is malleable
 - The goal of the committees is to advise and influence the city in a way that allows to make programs and initiatives
 - A goal for these committees to advise on policies that create more sustainable living wage jobs in a consistent fashion – without consistent work, there is no chance for workforce development
- Discussion

- While it's been stated it's engrained in the commission that we lead with DEI in mind in all of the work – the commission thinks it's important to state more clearly that these are our goals in each of the sub committees in lieu of having a dedicated DEI committee like the Film Task Force did
 - Meetings could mimic the model set forth by the Film Task Force in terms of starting every meeting with an intentional DEI conversation and how it relates to the current work they are doing with their respective committees
- This is a brick layering year – let's set the film commission up for success and lay a very good foundation.
- Let's make sure the committee work isn't insular – make sure stakeholders from each commissions members discipline are consulted and taken into mind, be transparent, and make sure this is all demystified
- We want to make sure we're focused on making pathways to everyone- think on a global level
- Chris will follow up with the group on nuts and bolts of what the commission can and cannot do in terms of city process
- Group wants to define what success looks like for the commission
- **Proposed Committees**
 - **Policy**
 - *Members:* Mark Fried, Tom Florino, Beth Barrett, Anthony Tackett, Lowell Deo
 - **Economic and Workforce Development**
 - *Members:* Beth Barrett, Laura Jean Cronin, Anthony Tackett, Ensminger, Tom Florino, Kat Ogden, Melissa Purcell
 - Commission members vote to change the title of this committee from “Workforce development and business retention” to Economic and “Workforce Development” to be more encompassing of its goals
 - **Marketing, Branding, Initiatives**
 - *Members:* Beth Barrett, Mark Fried, Michael Huang, Lowell Deo, Champ Ensminger, Anthony Tackett
 - A goal of this committee should be to create a framework for how the Commission is represented outwardly – i.e., social media presence, and reporting out to the community at large.
 - **Executive (required committee)**
 - Members TBD based on chair selection of subcommittees
- **Vote**
 - Commission votes on adopting committee titles and membership
 - Kat Ogden motion, Michael Huang second
 - Passed with a vote of 10 to 0

Summary and Next Steps

- Discussion and selection of Position 11 – “Immersive Technology Discussion” tabled until next meeting. Commission members will review materials provided in today's meeting and assess candidates and be ready for future discussion
- OED will help build out a Slack or other workplace platform for the Film Commission

- OED will send out calendar invites for upcoming meetings, meeting minutes, and bylaws documents
- Upcoming Events for Film Commissioners
 - Seattle Film Commission Presents: SIFF Local Filmmakers Meet & Greet – May 2, 5:30pm to 7:30pm
 - Full Film Commission Meeting – May 22, 9:30am to 11:30am
 - Harbor Island Studio Filmmaker Opening – May 31, time TBD

Meeting Adjourned at 11:49am

- Melissa Purcell motioned / Mark Fried seconded
- Passed with a vote of 10 to 0