

Seattle Film Commission
Meeting Minutes
Monday, May 22, 2023, 9:30am to 11:30am



Present: Beth Barrett (remote), Laura Jean Cronin (remote), 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-Scaggis

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.

Meeting Called to Order at 9:31am by Chair Kat Ogden

General Order of Business

- **Approval of 4/23 minutes**
 - Mark Fried motions for approval, Champ Ensminger Seconded. Unanimous vote for approval
- **Presentations**
 - The Film Commission will be planning for meetings and presentations with several groups to talk about their expectations and future work with the film commission. Groups include:
 - King County Creative, Washington Filmworks, policy experts from the City of Seattle, Workforce Development programs through various city departments
 - Commission should decide if they want to have these presentations during the monthly Full Commission meetings as part of the agenda, or have them be separate affairs in the priority Committees
- **Slack Use and Communications**
 - Group has decided to make a concentrated effort to use Slack as its main general communication hub moving forward, this will help eliminate things getting lost in e-mail, and muddling communications in personal e-mail. The platform should be the one stop shop collaboration space for the Film Commission and its committees
 - Michael Huang will schedule a Slack 101 crash course with the commission members, so everyone is informed on proper usage and tips
 - OED will give Michael Admin rights to the Slack page
 - OED will explore paying for the subscription service so all functions can be utilized
 - Things like monthly meetings will still be sent out from the Film Commission Official City of Seattle Inbox
- **Career Day**
 - The first Creative Industries Career Day will occur in November of 2023
 - Past career days have focused on specific disciplines (Film and Music), but OED will be transitioning to a larger creative industries approach
 - Focus age group is 14-24 year-olds

- The Film Commission will be asked to engage with planning for the event and finding a producing partner, partnership orgs and potential presenters. OED will share more information on this as it is developed further

Committee Communication with Constituents

- Commission will create a Code of Conduct for the group which includes how to tackle different modes of outreach with constituents
- Commissioners should use best judgement when fielding questions and be sure not to speak on behalf of the entire commission – but also feel free to network and connect with people
 - We don't want to have anything taken out of context with media for example as a statement which may not align with the whole commission
- Direct questions to the Film Commission e-mail box when possible; This way everyone can get their eyes on it and there is general transparency all around about conversations that may be happening outside of the group; Try not to use personal e-mail when communicating regarding the Film Commission
- The city has guidelines and rules for how commissions can ethically treat their roles as it comes to their personal business; It is not the city's intent to hinder anyone's business dealings, but there may be some guardrails; OED will advise
- Building out the Film Production Resources Page on the OED website can help mitigate some of the "How do I get Involved" questions that may get asked of the commission members; Keep a balance of having a personal and professional touch with this kind of communications, as well as always having some supplemental resources available to the public online

Event, Media, and Panel Recap

- Since the last full commission meeting commissioners participated in several public forms including the SIFF Local Filmmaker Meet Up, the SIFF festival as a whole, and the Seattle Chamber Event
 - All commissioners noted a swell of support and excitement about the commission and the future of film in Seattle; The Commission announcements, along with SIFF, and the Cinerama announcement have created a lot of buzz – both locally and nationally in regards to what's going on with the Seattle film market
- Commission needs to create a general cadence for public networking events, as there is a lot of interest
 - These need to be events that have a theme to focus on a certain aspect of the industry, but also have open networking time where commissioners can connect with people
 - The Film Commission should collaborate on a calendar of events to share among themselves that have potential for networking or just general Film Commission visibility
 - We should find ways to get the Film Commission and the film industry in broader economic development groups so film isn't siloed; We need to imbed ourselves in the bigger picture.

Seattle Film Commission Bylaws Finalization

- **Discussion and votes for language updates to the Seattle Film Commission Bylaws**
 - **Item 4.5 G**
 - Discussion:

- Removed “Authorizing” - just communicate with the chairs if there is communication with chairs
 - Remove she/he and replace with their
 - ADD - All official statements from the commission shall be pre-approved by the full commission and signed by the chair
 - Amendments to 4.5 G – changed to “Commission are authorized to speak on behalf of the commission”
 - Melissa Purcell motioned for approval of changes; Mark Fried seconded. Unanimous vote for approval
- **Item 4.5 H and I**
 - Tom Florino motioned for approval of changes; Michael Huang seconded. Unanimous vote for approval
- **Item 4.5 L**
 - Tom Florino motioned for approval of changes; Michael Huang seconded. Unanimous vote for approval
- **Item 4.10**
 - Approve change of language in 4.10 referring to the vote of Position #11
 - Michael Huang motions to approve changes, Melissa Purcell seconded; Unanimous vote for approval
- **Item 14.7 B & C**
 - **14.7 B** – Mark Freid motions to approve changes, Lowell Deo Seconded; Unanimous vote for approval
 - **14.7 C** - Title changed to “Economic and Workforce Development”
 - Melissa Purcell motions to approve changes; Anthony Tackett seconded; Unanimous vote for approval
- **Item 5.1**
 - Approve change in language; Beth Barrett recommends capitalizing “Indigenous”
 - Lowell Deo motions for approve changes, Michael Huang seconded, Unanimous vote for approval

Summary and Next Steps

- **Slack Admin**
 - Michael Huang will schedule Slack 101 training with the group
 - OED will move forward on paying for Slack so all features are available
- **Position 11 Conversation**
 - Moved to next meeting
- **Committee Leads**
 - Use Slack to discuss subcommittee membership and leads before the next meeting
- OED will send out calendar invites for all monthly meetings

Agenda Items Moved to Next Meeting

Executive Session

- **Position 11**
- **Committee Leads**

**Melissa Purcell motioned to adjourn meeting, Michael Huang seconded
Meeting Adjourned at 11:29 am**