**Film Board Meeting Minutes**

**Date**: 18 October 2016

**President Calls Meeting to Order** at 6:05 p.m.

**Approval of Last Week’s Meeting Minutes**

**Motion to Approve** by Justin.

**Motion Seconded** by Dylan. Motion passes.

**Officer Reports**

**President** (Morgan)

* Talked to Maryann about R-rated movies, see Old Business
* Talked to MUB board about LOTR marathon, see New Business
* Speakers: we were allocated $7,000 from USG, which is contingent upon getting the other $7,500, including any money we get from selling the old speakers and system
* I’m going to GSG on Monday, IRHC on Friday and Monday, and to the Alumni Student Initiative Program too

**Vice President** (Dan P.)

* Board’s going around, and we will try to fill it by around 6:50 p.m.
* Requirements are accurate

**Secretary** (Kyle)

* We will be taking a picture later for when we give the donation to the Copper Country Humane Society. Look for an email later this week. If we meet up at the Humane Society, we can play with the kittens!
* Everyone was either present or excused today, which is great

**Treasurer** (Luke)

* Tickets brought in $1877
	+ which is an $897 profit after fees
* Concessions brought us $462 to us, after donation to Humane Society
* We are giving half of the concessions money plus the tip jar, which is a total of $520, to the Copper Country Humane Society.
* Fargo is currently at $595.13
* Need to talk to Tyler, Jerry, Danny B., and Parker after meeting
* Thanks to MPH and JAW. If that’s you, you organized the bills neatly, thanks! In the general working world, money should be facing up and turned the correct way.

**Webpage** (Tom P.)

* Figured out TV shows, and the Hillary and Trump debate is on the website. The last debate is tomorrow
* Please like and favorite posts, but you don’t have to share for this movie.

**Equipment Supervisor** (Danny B.)

* Nothing’s on fire, and we replaced bulb. It worked.
* Going to see about having an Equipment Committee meeting this Sunday. I need to get on the email list first.
* Movie is ingesting into machine now.

**Publicity** (Jacob)

* On Saturday, Tom and I went around town. We will be going to Finlandia and the High School on Friday.
* Meeting with Marketing Club on Thursday for community marketing advertising, and I will email the Advertising Committee after that meeting.

**Concessions** (Spencer)

* No report

**Advertising** (Dylan)

* Contacting people, looking into Jumbotron advertising, and sent an email to Rockin’ Eagle radio station for advertising quote.
* Looking into Pull Everywhere tomorrow

**Advisor** (Bryan)

* Absent because he is giving an exam. Will most likely be here next week.

**Committee Reports**

Equipment (Danny B.)

* Did not meet

Movie (Morgan)

* Put all orders in, and schedule for the rest of the semester was sent out

Advertising (Dylan)

* Might meet on Sunday, check email

Judicial (Morgan)

* We have a job from Risk Management to make some emergency action plans and to work on updating policies. Meeting sometime soon, so watch email

**Old Business**

Bookkeeping and start $

 For tickets there are two new columns: one is for movie vouchers (anything on legitimate paper that they hand you, including Husky Host passes), and the other is for our semester pass punch cards (it has a section for sold and punched, so tally the number of punches, and give how many you sold). For example, if you sold one card, and then immediately punched that card twice, you would write 1 sold and 2 punched. If you tally, make sure you indicate that it’s a tally (so that eleven isn’t confused with two, etc.).

 To prevent cash-to-bag issues, make sure that you divide the ticket money by 3, add vouchers, and add punched, and that should equal the number of tickets sold according to the ticket numbers. This could be written as a reminder on the log sheets.

 Your initials must be three letters, unless you do not have a middle name.

 Cross out mistakes with one clear line, do not scribble in squiggles.

 All transactions that happen after you start counting the money occur within the jar. Ask your projectionist if you have questions. Do not change numbers just because someone walks up after you start counting. Remind them about later showings if they are missing a significant amount of the movie.

R-Rated movies

 Morgan talked to Maryann and Risk Management, and wanted to make sure we are OK with Sausage Party coming up here. Procedure is to **not** allow anyone under 17 without an ID into movie, unless they are with a Parent/Guardian that is 21 or older. Maryann said that’s OK because it’s standard movie theater etiquette. We might need an extra ticket ripper or ticket person to prevent backups, and also to help with making sure that nobody is sneaking in. Maybe someone can be in charge of an exact-change line.

 **Side note:** The locked door on the far North side has trouble staying locked because the cup on bottom is missing. It still has the cup on top, so wriggle the door and vertical bar to get it to lock on the top.

 This is a good guideline to have to prove that we are a mature organization. What if parents buy the tickets, and then leave? Here’s a hypothetical scenario: a group of 15 year olds come to see the movie, they get a parent to buy the tickets, and then the parent leaves. If the parent walks away straight from the ticket window, then the theater can easily say no to them. The parent needs to be there at their entry, but does not have to watch the movie with them. This way the ticket ripper can remind them. The ticket ripper takes their tickets, the kids go in, and the parent/guardian doesn’t have to join them. The ticket ripper should let them know about the rating. This policy happens at other theaters. Furthermore, we have orange refund tickets from past years, so they could come to the ticket ripper directly. Thus, we will make the final check at the ticket ripper. We should write a list of this procedure as a reference for ticket booth, please.

 **Side note:** Projectionists and ticket rippers: if they have an orange ticket (refund), you need to check with the projectionist before you let them in. They are allowed to bring that orange ticket back to any future showing. Do not give those out from ticket window, and if you see them, have the projectionist OK everything.

 Two last points: we could restrict people by some lowest age, but Film Board shouldn’t get into parenting. Also, if a civil suit comes up against Film Board, the officers and advisors are responsible, not Michigan Tech.

Winter Carnival

 Last year our carnival was fairly successful. It was a pain, but about 200 people came through to watch Looney Tunes (projecting out of Tom’s car). Debatable whether the $500 cost to us was worth it. Winter Carnival and month-long statue applications are coming. Do we want to do anything? Last year every hour counted as a half credit towards anything you wanted in requirements. If we do this, we will make it a requirement (outside of limited circumstances, talk to Dan P.). We almost did not finish last year.

 We would do 4 to 6 forms. We should make a committee and budget for equipment (plywood forms would not be free this time). The theme is “Cascading through the Decades” this year. The committee would calculate man hours, and propose to make this a requirement. Side note: you are allowed to be involved in more than one statue, but cannot visit safety meetings for more than one group at a time.

 Matt H. moves to form the “Winter Carnival Exploratory Committee” as long as we have enough hands, with the first meeting on Saturday at 6 p.m. We need 5 people for committee, and we have 7 hands shown. Email Dan Puyleart. Next week we will vote to have statue or not.

**New Business**

LOTR marathon

 MUB Board was talked to about having a LOTR marathon, similar to Tarantino Week from 2 years ago (LOTR movies are $525 each movie for rights), and they seemed interested. They sent Morgan an email, and they have questions they want answered by tomorrow.

 MUB Board has 3 conditions if they are to help: T-week was free, so the LOTR marathon has to be free (no ticket revenue), they wanted to know how revenue would be distributed after breaking even (as in concessions revenue, but we will not break even), and they are willing to propose a $900 lump sum ($200 advertising and $700 for rights and direct cost of event). That leaves us with the cost of about $875 just for the rights.

We have never split concessions revenue with another student org, nor will we sell enough concessions to cover our cost of licensing. The event is not about concessions, we could just do popcorn, and it’s not a money maker. The main purpose is to help get people in the door.

The cost is $525 each movie if we do not do DCP (for rights only). We prefer the DCP format (would look better, and easier to run in projector), which could potentially cost us an extra $600 for shipping (assuming separately charged for shipping, $196 each drive). First movie is 3 hours 28 minutes, second is 3 hours 43 minutes, and the third is 4 hours and 11 minutes. Add on the fact that the original plan is to show them on the week before Thanksgiving, meaning we can’t get in the room until 8:00 p.m. each day due to exams. Example: Return of the King, start at 8 p.m. on Thursday, and everyone stays until 12:30 a.m. We could have an intermission, but overall everything would be a huge time commitment and deter people from coming. Extended edition could be a good advertising point though because it wasn’t show in the theaters, giving value to watching them with us on the big screen.

Dylan has all Blu-Ray extended editions. Do we want to do this during this semester?

We would be liable for about $1500 (after MUB Board pays $700) if each shipped separately in DCP. We could possibly do this next semester. If we show it for free, we would be paying more than double what MUB Board would help with.

Should probably do it next semester because that cost is how much we are up right now, and we shouldn’t throw that all away towards this one event. Plus, we could substitute bad movies next semester on a weekend with the LOTR movies.

By show of hands, we will be tabling it for next semester. If Blu-Ray is in scope, about half of the board members want to get DCP.

IPS collaboration

 International Programs and Services talked to Morgan earlier this semester about showing “He Named Me Malala” about women’s rights. The event was originally planned for the 18th and 20th of November, which is now realized to be the starting weekend of Thanksgiving Break. They want to change it to the 11th, 16th, and 17th. The 11th is a Friday and they have asked for the 5:30 show, which is the Jason Bourne weekend (which costs $800 in licensing). An added plus for us is that Global Issues students will be required to view this movie. We won’t be charging for it, but we could get Film Board’s name out there, and students could want to stay for the regular movie that weekend.

 Dylan moves to allow IPS to take our 5:30 show on Friday for that weekend, Nov. 11th. Keelyn seconds. Motion passes.

 They might want to take the 2:30 show on Sunday, but Morgan will come back with that.

Film Board pictures and presence

 Morgan has been thinking about how we are a fairly secretive club. But we do a lot of things. For instance, Walking Dead is this Sunday at 9:00 p.m. Not many people know about us and all of what we do. Our social media photos are dated. We would like to add a page on our website/FaceBook that is a space for us to take nice pictures of us doing things, to portray what we do to the public. This would be like “painting them a picture” of what we do. If you take pictures during shows or anything Film Board related, send the pictures to Tom so that he can put them on Instagram.

 We should start a bi-monthly (or some other length of time) newsletter for the Alumni email list and our webpage that details what we have done that month. The letter would be more personal, giving details about all of the good stuff. This is not just a recap of the movie email list info. Does anybody like writing and want to start doing this for the end of this semester? It could be a simple couple of paragraphs. We would post this on FaceBook and the website too. It would increase our presence. Hannah volunteers to start this off, and will be working with Kyle.

 Semester long logs would be cool for our record keeping. For an example, it would be really cool if we could read about how Jurassic Park did in 1993. For the log of this weekend, it would be nice to note that a lot of little kids came to see Secret Life of Pets!

**Motion to Adjourn** by Dylan

**Motion Seconded** by Justin

**Meeting Adjourned** at 7:14 p.m.