

Texas Filmmakers Corporation
Board of Directors Meeting
July 24, 2007

Call to order at 7:05pm

In Attendance:

Joshua Butler
Carol Salazar
Kay Roach
Matt Crawford
Alex Salazar - Guest
Che Rickman – Guest
Denise Workman – Guest

Special Items

- Joshua Butler moves to elect Chuck Hatcher to the Board of Directors. Matt Crawford Seconds. Motion Passes Unanimously.
- Joshua Butler moves to amend the Texas Filmmakers Corporation By-Laws by the following. Matthew Crawford seconds. Motion Passes Unanimously.

♣ **Remove**

- Article 3, Section 1.
 - elect directors to vacant seats and
- Article 5, Section 5.
 - Develop a relationship with alumni from the Department of Radio, Television, and Film at the University of North Texas.”
- Article 5, Section 6.
 - Be the liaison between the Corporation and the Department of Radio, Television, and Film at the University of North Texas; this includes maintaining a relationship with NTTV and KNTU.
 - Strive to ensure that the Corporation has a presence at every possible event sponsored or put on by the Department of Radio, Television, and Film at the University of North Texas.
 - Maintain a schedule of RTVF Dept. events and provide an event calendar to the Director of Personnel/Events on a regular basis.
 - Oversee new member recruitment.
 - Assist Director of Public Relations in promotional and marketing activities.
 - Assist Director of Education in attracting industry professionals to give lectures, workshops, and seminars.

- Perform other duties as assigned by the president or by the Board of Directors.
- Article 5, Section 8.
 - (f) Chair a committee whose purpose shall be to keep an ongoing visual, aural, and written record of the Corporation's activities, accomplishments, and press.
 - g) Maintain the e-mail list and send broadcast e-mails for all announcements.
- Article 5, Section 9. Director of Technology
 - Oversee all corporate technology, including hardware and software.
 - Maintain records on all technology assets including warranty and serial information.
 - Oversee and maintain records on all equipment rentals and in-house usage.
 - Oversee Director and member education on corporate-owned equipment.
 - Oversee maintenance and repairs on all corporate-owned equipment.
 - Maintain records of all Member Productions.
 - Actively encourage production among the member base.
 - Oversee all technical support of corporate-owned equipment.
 - Perform other duties as assigned by the president or by the Board of Directors.
- Article 5, Section 10. Director of Public Relations
 - Be the Spokesperson for the Corporation and oversee any delegated spokespeople.
 - Create and oversee all promotional campaigns.
 - Propose new and innovative ways to promote and market the Corporation to the local and regional communities.
 - Maintain a comprehensive marketing strategy which coincides with the Corporation's short and long term goals.
 - Create and distribute all press releases.
 - Oversee all activities involving commercial productions and production companies.
 - Be a liaison between the Corporation and the Department of Radio, Television, and Film at the University of North Texas.
 - Chair a committee on Public Relations, if needed, to accommodate need.
 - Perform other duties as assigned by the president or by the Board of Directors.
- Article 5, Section 11. Director of Education

- Seek out industry professionals to give lectures, workshops, and seminars for corporate members.
- Make and oversee all arrangements regarding visiting professionals.
- Propose new and innovative ideas for educational events to serve the community.
- Maintain a schedule of educational events and provide an event calendar to the Director of Personnel/Events on a regular basis.
- Chair a Film Festival committee whose goal shall be to develop a film festival in Denton, TX.
- Maintain the corporate library of books and magazines. This includes the responsibility of maintaining steady growth in each collection.
- Perform other duties as assigned by the president or by the Board of Directors.
- Article 5, Section 12. Director of Personnel
 - Maintain an accurate and complete calendar of all corporate events and provide at each meeting of the Board of Directors.
 - Oversee all volunteer acquisition and activity.
 - Maintain accurate records on members' volunteer credits.
 - Chair the Volunteer Activities Committee (VAC) which oversees all volunteer activity.
 - Be the liaison between the Corporation and the Student Activities Office (SAO) of the
 - University of North Texas. This involves keeping the Corporation up-to-date on all student organization paper work and providing the Board of Directors with information on all student activities in relation to student organizations.
 - Perform other duties as assigned by the president or by the Board of Directors.
- Article 5, Section 13. Director of Events
 - Oversee the planning and execution of all events and activities.
 - Coordinate the logistics of corporate events.
 - Maintain a schedule of fundraising events and activities and provide an event calendar to the Director of Personnel on a regular basis.
 - Assume the position of Office Manager. The duties of the Office Manager shall be:
 - Oversee all office activities (cleaning, hours, events, etc.) as it relates to the corporate office.
 - Coordinate office volunteers and office schedule with Director of Personnel.

- Co-Treasurer duties as Treasurer sees fit.
 - Perform other duties as assigned by the president or by the Board of Directors.
 - Article 5, Section 14. Director of Development
 - Research fundraising possibilities (grants, donations, etc.) from public or private
 - Propose innovative ways to solicit donations from the private and public communities; both locally and nationally.
 - Oversee all grant writing and grant proposals.
 - Oversee all donation drives and campaigns.
 - Chair the Fundraising Committee.
 - Perform other duties as assigned by the president or by the Board of Directors.
- ♣ **Amend**
 - Article 5, Section 7. Amend:
 - (d) Write checks and disburse funds to discharge obligations of the Corporation. Funds may not be drawn from the Corporation or its accounts for amounts greater than \$100.00 (\$500.00) without the signature of the president or a vice president in addition to the signature of the treasurer.
 - Report from Carol Salazar on her actions involving PA Boot Camp. Carol refuses to report on her recent actions involving PA Boot Camp.

Meeting adjourned at 9:30pm