



MINUTES

EXECUTIVE COMMITTEE MEETING

11:30 AM, Tuesday, February 21, 2006

FilmL.A., Inc. Conference Room

450 S. Bixel Street, Suite T-800

Los Angeles, CA 90017

- I. **CALL TO ORDER.** The meeting was called to order at 11:55 AM by Chair Jean Prewitt, notice having been given at the previous Board meeting. The following Directors, constituting a quorum of the Executive Committee, were present: Steve Caplan, Steve Dayan, Joyce Foster, Jean Prewitt, Lisa Rawlins, and Randy Winograd. John Connolly, Pamm Fair and Bryan Unger were absent. Staff present were Steve MacDonald, Michael Bennett, Michael Bobenko, Donna Wells, and Philip Sokoloski.
- II. **APPROVAL OF MINUTES OF EXECUTIVE COMMITTEE MEETING OF JANUARY 24, 2006.** Upon motion of Steve Dayan, seconded by Steve Caplan, the Minutes were unanimously approved as submitted.
- III. **PRESIDENT'S REPORT.** Steve MacDonald reported on the final preparations for the FilmL.A. Launch Party on the following day. Both the City Council and the County Board of Supervisors officially declared February 22, 2006 FilmL.A. Day. He briefed the Committee on his and Jean Prewitt's meeting with City Council Member Wendy Greuel, and on his meeting with Melissa Patack and Bud Ovrom in the Mayor's Office. Finally, he reported that the contract had been signed to engage InterFuel to design a new on-line permitting system for FilmL.A. No updated financials were available.
- IV. **CLOSED SESSION.** The Executive Committee met in closed session to confer with legal counsel on pending litigation, contract issues, and strategic planning. No action was taken nor was any solicited.
- V. **OLD BUSINESS**
 - A. **FEE UNBUNDLING.** The Operations and Finance subcommittees will meet to discuss and analyze this issue together.
 - B. **FAX PERMIT DELIVERY.** The experiment with fax delivery has shown that few customers use it, and it overtaxes staff. The Operations Subcommittee, which has discussed the issue at length, recommended discontinuing fax delivery and concentrating all company resources on the development of the new on-line permit system. The Executive Committee accepted the recommendation, and instructed staff to draft a production alert for immediate distribution. In order to give plenty of notice, it was decided that the last day permits will be faxed should be March 17, 2006.

- C. CUSTOMER SERVICE TRAINING. It has been 4 years since the last customer service training for company personnel. EIDC has become FilmL.A., and a new permitting system is in the works. A process of identifying significant goals, training the employees, and surveying constituents was proposed. Staff requested that the Executive Committee authorize funds for a new training. Upon motion of Joyce Foster, seconded by Randy Winograd, the Executive Committee voted unanimously to authorize the expenditure of up to \$23,000.

- VI. NEW BUSINESS
 - A. OPERATIONS SUBCOMMITTEE CO-CHAIR. Steve Dayan announced that Michael Walbrecht has agreed to co-chair the FilmL.A. Operations Subcommittee.
 - B. NEW BA AT TEAMSTERS. Steve also announced that he has been moved to the position of organizer for the Teamsters, and that Ed Duffy is now the business agent for location managers.

- VII. NEXT MEETING – The next meeting of the Executive Committee will be held on Tuesday, 3/28/06, at 11:30 AM. There will be a strategic planning session at Jean Prewitt's office on March 10, 2006.

- VIII. ADJOURNMENT. There being no further business to come before the Executive Committee, the meeting was adjourned at 1:00 PM.