



MINUTES

EXECUTIVE COMMITTEE MEETING

11:30 AM, Tuesday, May 23, 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 11:50 AM by Vice Chair Bryan Unger, notice having been given at the previous Executive Committee meeting. The following Directors, constituting a quorum of the Executive Committee, were present: Steve Caplan, John Connolly (by phone), Steve Dayan, Joyce Foster, Lisa Rawlins, Bryan Unger and Randy Winograd. Pamm Fair and Jean Prewitt 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 APRIL 25, 2006.** Upon motion of Steve Dayan, seconded by Lisa Rawlins, the Minutes were unanimously approved as submitted.
- III. **PRESIDENT'S REPORT.**
 - A. **CITY CONTRACT RENEWAL.** Steve MacDonald reported that some of the funding for FilmL.A. services to the City of Los Angeles was approved by the City Council via a line item in the annual budget. It is expected that the current FilmL.A.-City contract will be extended by the CAO by the end of the fiscal year.
 - B. **TECHNOLOGY UPDATE.** MacDonald informed the Committee that development of FilmL.A.'s new permit software system is on schedule. FilmL.A. also nears completion of an accounting software upgrade. A professional revision of the company website is under consideration.
 - C. **CUSTOMER SERVICE SURVEY.** MacDonald introduced survey metrics indicating that FilmL.A. has significantly improved its customer service levels during the previous year. To encourage further improvement, employees will receive new training sessions beginning in June, 2006. FilmL.A. will continue to monitor service levels and seek creative ways to enhance service.
 - D. **LOCAL FILMING ISSUES.** MacDonald announced that the filming-fee waiver for use of City-owned facilities had been approved and would take effect July 1, 2006. The waiver exempts Olvera Street, the Convention Center, Parks, and properties operated by the proprietary departments. MacDonald also reported that FilmL.A. is carefully monitoring proposed film fee increases from the Los Angeles County Fire Department. That matter will be considered by the Board of Supervisors at its next meeting on May 30, 2006.

- E. FORTHCOMING PRESS. MacDonald reported that FilmL.A. was close to completing its second annual pilot season production survey. A press release about the survey is in development, which staff will circulate to the Executive Committee for early review.
- IV. REVIEW & APPROVAL OF FY 2007 BUDGET. Treasurer and Finance Committee Chair Randy Winograd presented the FY 07 budget and shared the assumptions, planned payroll adjustments, and development methodology used to create it. Mike Bennett added that this budget was developed in an inclusive process that sought input from FilmL.A.'s entire management team, as well as the Human Resources and Finance Subcommittees. Lisa Rawlins moved, and Steve Dayan seconded, a motion to approve the budget for presentation to the Board under the following conditions: 1) that the Finance Committee review the budget appropriation for FilmL.A.'s performance incentive program after the close of the second quarter of FY07, and 2) that the Executive Committee be permitted to review the details of the performance incentive program prior to its implementation. The motion passed unanimously.
- V. 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.
- VI. OLD BUSINESS.
 - A. PHONE SYSTEM UPGRADE. Mike Bennett announced that FilmL.A.'s phone system will be upgraded on June 1, 2006, at a total cost of \$54K. Minimal system downtime is planned and staff will receive training on the use of the new equipment.
- VII. NEW BUSINESS
 - B. HUMAN RESOURCES SUBCOMMITTEE REPORT. Subcommittee Chair Bryan Unger introduced a proposal to allocate \$60K from the FY06 budget for employee merit awards. The awards would be evenly distributed in October 2006, in recognition of FilmL.A.'s achievements during the previous year. Steve Dayan moved, and Lisa Rawlins seconded, a motion to accept the proposal, which carried unanimously.
 - C. COMMUNITY RELATIONS SUBCOMMITTEE REPORT. Subcommittee Chair Lisa Rawlins announced a plan to partner with the industry on creative neighborhood outreach. Donna Wells announced that a list of proposed activities, partner groups, and beneficiaries had been created.
- VIII. NEXT MEETING – The next meeting of the Executive Committee will be held on Tuesday, 6/27/06, at 11:30 AM.
- IX. ADJOURNMENT. There being no further business to come before the Executive Committee, the meeting was adjourned at 1:41 PM.

FilmL.A., Inc.

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