



MINUTES

EXECUTIVE COMMITTEE MEETING

11:30 AM, Tuesday, August 29, 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 11:46 AM by President Steve MacDonald, notice having been given via email on 8/23/06. The following Directors, constituting a quorum of the Executive Committee, were present: Steve Caplan, John Connolly, Joyce Foster, Jean Prewitt, Lisa Rawlins, and Bryan Unger (by phone). Steve Dayan, Pamm Fair, and Randy Winograd 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 JULY 27, 2006.** Upon motion of Lisa Rawlins, seconded by Joyce Foster, the Minutes were unanimously approved as submitted.
- III. **DISCUSSION OF CHANGES IN OPERATIONS.** The Committee heard a brief on the Operations and Finance Subcommittees' plan to revise FilmL.A.'s service fee structure and rates. The Executive Committee postponed discussion of the plan until its September meeting.
- IV. **PRESIDENT'S REPORT.**
 - A. **STRATEGIC PLANNING.** Planning consultants met with senior FilmL.A. staff on 8/17. Follow-up meetings with individual members of staff will follow. An orientation meeting with the Executive Committee will take place on September 6, 2006. Staff will obtain and circulate an updated work plan from the planners in advance of this introductory session.
 - B. **TECHNOLOGY UPDATE.** The Committee heard a report on the development of FilmL.A.'s new permit software. FilmL.A. continues to enjoy a good working relationship with the software developer. Many improvements have been made to the system and the project is on-schedule and on-budget.
 - C. **NEW PAYMENT OPTION.** The Committee heard a report on efforts to create and introduce a new billing and collections system. Technology and processes to support this function have been established. The Committee discussed rollout of the service and asked that the Finance Subcommittee and outside counsel evaluate the policies governing administration of the service prior to its introduction.
 - D. **AUDIT COMMENCEMENT.** MacDonald and CFO Michael Bennett reported that field work for the 2006 audit will begin mid-September. The audit will proceed on a straightforward timetable; in October, the Audit Subcommittee will review preliminary documents with footnotes.

- 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. No old business was raised.
- VII. NEW BUSINESS. No new business was raised.
- VIII. NEXT MEETINGS
Board of Directors – November 10, 2006, location TBD
Executive Committee – September 26, 2006, FilmL.A., Inc.
- IX. ADJOURNMENT. There being no further business to come before the Executive Committee, the meeting was adjourned at 1:43 PM.