



AgX Meeting
Saturday, April 24, 2016, 1:00 PM
300 Summer Street, Unit 13, Boston

Present:

Ethan Berry
Sarah Bliss
Nic Brynolfson
Genevieve Carmel
Susan DeLeo
Sean Fisher
Stefan Grabowski
Brittany Gravely

Pamela Larson
Ernesto Livon-Grosman
Matthew McWilliams
Mike Piso
Robert Todd
Douglas Urbank

AGENDA

Budget & Finance Update
Membership Update, AgX Website & Membership Promotion
Member Listserve
AgX Lease & Liability Insurance
Key Distribution/AgX Access
Imagivision Update
Fundraising & Contacts Update
Leadership & Volunteer Staffing Model
Film & Equipment Donations Management
Education & Outreach
Fundraiser Perk Delivery
AgX West First Bolex May 7 Field Day
CCTV June 30 Screening
Filmmakers Collaborative High School Workshops
Waltham Mills Open Studios
July Fort Point Screening Opportunity

OTHER ITEMS

FilmLabs Conference
Firehouse Space, Brooklyn

BUDGET & FINANCE UPDATE

Doug discussed the challenges of keeping track of income and expenses to determine if dues are covering rent and utilities. These include:

- The Indiegogo funds are not in a separate bank account.
- Members' recurring payments via Dwolla are scheduled all throughout the month.
- Some members are paying dues in bulk.
- Workshop fees are indistinguishable from dues payments.
- PayPal is complicated by fees they charge.

The group discussed ways to simplify record-keeping, including possible uses of Quickbooks for "invoicing" members. Sarah suggests we may need outside bookkeeper. Matt suggests creating "gateway" so that those paying via Dwolla or Paypal would provide additional detail with payments. Those on the finance committee had talked about the possibility of rotating the record-keeping task. The group agreed that there should be an official vote to elect an AgX "treasurer" or "bookkeeper." Rob has investigated Quickbooks and has agreed take over financial record-keeping from Doug. Quickbooks cost is approximately \$13/month which would be reimbursed. First, the finance committee will meet to review issues. The committee was to meet with Craig from Imagivision sometime after the last meeting, but has so far been unable to schedule that.

IMAGIVISION UPDATE

Stefan will continue to try to schedule a meeting with Craig, but would like Rob, Doug and Bryan to be included. Doug has been in contact with both Dana and Craig. It is unclear whether Dana is still part of Imagivision, but Bryan has taken over her area of the space. It is unclear whether Bryan would replace the rent contribution Dana has been making and whether Craig now intends to pay half the Imagivision rent that he and Dana have been paying. A meeting will clarify these issues. Mike suggested thinking about other sub-tenants as a future possibility.

AGX LEASE & LIABILITY INSURANCE

Doug has spoken with an attorney and a tax preparer, plus two insurance companies. The attorney's advice is that any member who signs a lease for AgX could be liable for issues related to the space. Suggested Directors & Officers liability insurance which requires that AgX have officers. The tax preparer suggested that all non-profits are required to have a minimal number of officers, and also file a "postcard" federal income tax return. Stefan is familiar with the form and filing requirement. The insurance applications also require signature by an officer. Stefan explained that AgX is registered as a fictitious name of Balagan Films, Inc. (Balagan Films, Inc. dba AgX). Balagan's officers are as follows: Mariya Nikiforova, president; Stefan Grabowski, treasurer; Jeff Silva, clerk. The lease can be signed by AgX or Balagan Films, Inc. Doug will request separate quotes for Businessowners Liability and Directors & Officers Liability. Stefan expressed reluctance to pay for the latter, but the group will review costs. It is apparently inexpensive. Doug got a rough estimate for the cost of businessowners insurance of around \$450 annually.

ACCESS & KEY DISTRIBUTION

The group discussed a recommendation from the tax preparer that AgX should replace the entrance door locks with a keypad. AgX could use a single code or each member could be assigned a separate code. The group discussed issues around access and possible keypads, including outer and inner door, possibility of separate keys or keypad access, public workshop access, and storage closet access. Rob suggested a keypad for the storage closet be considered in addition to entrance doors. Current members with a closet key are Bryan, Ethan, Stefan and Mike. Stefan suggested adding locking cabinets as an option. The group agreed that entrance and storage closet key holders should be identified on the online membership directory. Pam wondered if the keypad access could be linked to dues payments, possibly via Quickbooks. Individual keypad codes could be used to control access if a member falls behind in dues payments or decides to leave the collective. Pam voiced concern about dues paying members without keys having difficulty getting into the space. Ethan argued that good communication is a responsibility. There was a lengthy debate about what the requirements should be for key and/or

keypad access. Gen reported that Providence's AS220 has "key membership" status which comes with certain responsibilities. The group arrived at a consensus that prerequisite for access would be attendance at three AgX business meetings, plus completion of an orientation, which involves security, equipment, and darkroom procedures. Ethan could be available Tuesday evenings and Mike Fridays. New members could contact a monitor for orientation. Sean, as a fairly recent member, said he would welcome an orientation.

Gen has a contact at Building 36 which provides keypads and all kinds of automation and will contact them with a list of questions.

FUNDRAISING UPDATE

Sarah summarized the meeting of the fundraising committee April 18, detailed in her separate meeting notes. She was the facilitator of this first meeting, which included Gen, Stefan, Mike, and Rob. Sarah indicated that Ethan, Nick, and Isaac had also expressed interest in helping with fundraising. The group identified key committee goals, including identifying funding initiative priorities, creating a working list of sources, and developing an action plan. They also created a list of AgX needs with which to appeal to funders, including basic operations costs, programming including education and screenings, artist exchange including travel funds, lodging, honoraria and touring programs, cataloging and management of equipment, archiving of film library including online database, and equipment repairs and capital improvements. It was agreed that AgX is an excellent candidate for funding.

The possibility of funding relocating AgX to a Boston location was also discussed.

There was discussion on how to divide and share funding between AgX and Balagan with the suggestion that screening funds go to Balagan and workshop and visiting artist funds to AgX. The group also discussed merchandizing as an income source, including DVDs, totes, etc.

In the immediate future, Mike and possibly Gen will attend an April 27 funding workshop at Associated Grant Makers. Application deadline for the Boston Foundation development grant of \$10,000 to \$50,000 is May 27. Organizations need invitation to submit. Rob will attend an informal meeting and secure an invitation.

Proposals for the Berkshire Taconic Foundation grant of \$1,500 to \$10,000 are due August 1. Boston City grant proposals are due mid-October. The group will try to apply for funding from the Mass. Cultural Council as well as target local grants for Boston, Brookline, Waltham, Somerville.

Sarah is interested in knowing if individual members have projects or initiatives that could be fundable. The group would like to develop Google repository for grant data.

Next meeting is May 10 from 4:00 to 6:00 PM. They are looking for help from other members.

WEBSITE

The group briefly discussed website development. Matt is available to help Frank and said the site could be up in as little as one week. The need for an online database of equipment was discussed, including serial numbers and AgX codes. Matt can import data from a Google doc. Brittany, Frank, and Matt will meet.

EQUIPMENT DONATION

Stefan reported that J.K. at Harvard offered to set up the Oxberry animation stand this summer.

FUNDRAISER PERK DELIVERY

Regarding AgX t-shirts and tote bags, Ethan will look at scheduling, possibly to coincide with an upcoming meeting. He estimates need for four people for four hours. Stefan has collected all donated perk rewards and now needs to ship them out. DVD's also need to be created and shipped.

LEF FOUNDATION PANEL

Gen reviewed the upcoming LEF Foundation panel on Boston area film collectives, happening May 1 at the Somerville Theater micro theater from 3:30 to 4:30 PM. Participants will include [New Day Films](#), in existence since the mid-1980s, [The Non-Fiction Cartel](#), [Film Fatales](#) and AgX, represented by Rob. Gen's interest is in bringing groups together to share information, including original aspirations and success in accomplishing goals, obstacles faced, and issues of scale. Gen would like to get Julie Burros to attend to make sure she understands what filmmakers need. Anne Marie Stein, formerly of the Boston Film & Video Foundation, will moderate and is an excellent contact for AgX.

AGX WEST FIELD DAY

Sarah reviewed the plan for the AgX West Field Day in Montague happening Saturday, May 7. Participants will meet at the [Montague Bookmill](#) around 1:00 PM and finish the day around 4:00 at [The Lady Killigrew Cafe & Pub](#) for food and drinks. Those who opt to meet for lunch should arrive around noon. The group reviewed need and availability of Bolex and other cameras as well as need for film stock. Ethan will do a 15-20 minute intro on loading the camera. Sarah stated that there are places near the river to film, as well as conservation land with meadows nearby and a 10 to 15 minute walk to the village. Resulting footage could be processed with Ethan's help on a following Tuesday.

MISCELLANEOUS

Rob shared his idea for cross-platform works-in-progress conference and mentioned an event he attended in Iowa City as inspiration. He would like to begin planning one hosted by AgX. A question is how to curate an open-ended event such as this.

NEXT MEETING & OTHER SCHEDULING

The [next AgX Meeting](#) is scheduled for Saturday, May 21 at 1:00 PM at AgX.

Mike announced that Paul Turano had agreed to teach a two-day JK workshop on June 7 and 14.

The next [Work-in-Progress screening](#) is scheduled for Thursday, May 5 (the first Thursday) from 7:00 to 10:00 PM. The following screening will be June 4 (the first Saturday) from 1:00 to 4:00 PM. The idea is to alternate first Thursdays and first Saturdays. Susan stated that the format for each screening will be determined by the host.

Stefan reported that he and Susanna Bolle of Non-Event had scheduled the Waterworks event for September 16.

The [Silkscreening work day](#) to produce fundraiser perks will be scheduled informally by Ethan.

The [Inventory work day](#) schedule is to be determined. Rob will work on this. Gen volunteered to help.

End of Meeting Notes
Notes by Douglas Urbank

ORIGINAL WORKING GROUP SIGNUP

Exhibitions & Screenings

Anto Astudillo
Carmine Grimaldi
Ernesto Livon-Grosman
Kathryn Ramey
Susan DeLeo
Valery Lyman

Planning & Administration

Brittany Gravely
Corrin Barnes
Douglas Urbank
Ernesto Livon-Grosman
Gen Carmel
Mike Piso
Anto Astudillo

Budget & Finance

Christina Hunt
Ethan Berry
Gen Carmel
Libbie Cohn
Matthew McWilliams
Mike Piso
Robert Todd

Lab & Operations

Christina Hunt
Ethan Berry
Frank Aveni
Kathryn Ramey
Laura Ryan
Mike Piso
Nic Brynolfson
Nicholas Bunch

Outreach & Website

Anto Astudillo
Brittany Gravely
Corrin Barnes
Frank Aveni
Matthew McWilliams
Nicholas Bunch