

***PROPOSED***  
**MICHIGAN FILM ADVISORY COMMISSION**

**Minutes**

**Inaugural Meeting**

March 13, 2003  
4:00 p.m.

The first meeting of the Michigan Film Advisory Commission was scheduled for 4:00 p.m. on Thursday, March 13, 2003.

The Meeting was called to order by the Chair, Richard McLellan, at 4:04 p.m.

**Members present:** William H. Black, Alice Gilbert, Bob Brown, John F. Kelly, Jim Burnstein, David Burton, Harry Carlson, Nancy Hagan, Sue Marx, Dan Pero, Mary Kay Baribeau. Janet Lockwood, Director of the Michigan Film Office, was also present.

- 
1. Agenda: The Agenda was distributed and is attached to these minutes.
  2. Adjournment: Mr. Black moved to “adjourn the meeting at 5:45 p.m. in light of the fact that the building closes at 6:00 p.m.” The motion was adopted.
  3. Introduction of Members: Each member introduce himself or herself.
  4. Remarks: Sen. Jason Allen, bill sponsor (invited).
    - Senator Allen could not attend the meeting.
    - A staff member from Senator Allen’s office extended his gratitude to the members for their decision to serve on the commission.
  5. Remarks: Mark Hoffman, HAL Deputy Director
    - Mr. Hoffman spoke briefly of the importance of the film office in bringing revenue to Michigan from the film industry.
  6. History of the Michigan Film Office – Janet Lockwood
    - Ms. Lockwood stated that she is the only staff member of film office.
    - She gave an overview of her role.
    - She also mentioned the roles that the various unions play in securing work in the film industry for Michigan.

D  
R  
A  
F  
T

7. Outline of the Commissions Responsibilities

- The chair distributed an outline of his comments, which are attached to these minutes.

8. Comments from the Commissioners: Each member was invited to comment on their vision for the commission. The following is a brief summary as recorded by the acting secretary:

- Mr. Jacobson pointed to maximizing film events to their fullest potential as well as the importance of independent film makers.
- Ms. Baribeau stated that she felt that the trend is to make movies out of Hollywood and that Michigan has a lot to offer.
- Mr. Pero urges pushing Michigan's postproduction market.
- Ms. Marks would like to explore setting up a budget for the commission and suggested fundraising as a option.
- Ms. Hagen stated that local theatre owners can provide a strong resource and outlet for the goals of the commission.
- Mr. Carlson suggested focusing on ensuring that local corporations keep their advertising production dollars within the state. Also suggested establishing an honorary award in production to raise the visibility of the film industry within the state.
- Mr. Burton provided some insight as to why more work does not come to Michigan. Also suggested focusing on the production side.
- Mr. Burnstein ensured the commission that there were plenty of individuals in Hollywood with strong Michigan connections. He also suggested capitalizing on the "unique personal story" of Governor Granholm.
- Mr. Kelly suggested working with such groups as the Chamber of Commerce to promote the state as a place for filmmaking.
- Mr. Brown urged appealing to independent filmmakers.
- Ms. Gilbert stressed the importance of economic incentives for filmmakers.
- Mr. Black pointed out that an abundance of jobs are created when a big budget Hollywood film decides to shoot within the state.
- Mr. Shields suggested the importance of working with the universities as well as other states. He also would like to see the commission acquire funding.

9. Proposed Bylaws

- The chair distributed proposed bylaws, which are attached to these minutes, and asked that members look them over. The Chair indicated that no action would be taken at the initial meeting but would be considered for adoption at the next meeting

10. Committees: Mr. Black moved that there be two committees established; (1) the Planning Committee, and (2) the Research Committee. The motion was adopted.

11. Public Comment

- Mr. Gil Kanat addressed the board and suggested that a strong focus should be placed towards commercial and industrial work as that is the “bread and butter” of the film industry in the state.
- Mr. Mark Adler is from Michigan Media Professionals. He suggested that if commercial work is strong, other types will follow. He stressed the importance of incentives. Also suggested that the commission meet in Detroit at some point.
- Mr. John Wendling urged the importance of strong incentives.
- Mr. Jack Schick suggested that economic incentives are vital, even in the current budget crisis.
- Mr. Elden Hancock suggested that film festivals are important in bringing the industries attention to the state.

12. Adjournment: The meeting was adjourned at 5:45 p.m.

Respectfully Submitted,  
Nicholas S. Ayoub  
Acting Secretary

# **AGENDA**

## **Michigan Film Advisory Commission**

**4:00 P.M., March 13, 2003**

1. Call to Order – Richard McLellan
2. Introduction of Members
3. Remarks: Sen. Jason Allen, bill sponsor (invited)
4. Remarks: Mark Hoffman, HAL Deputy Director
5. History of Michigan Film Office – Janet Lockwood
6. Outline of Commission Responsibilities – Richard McLellan
7. Comments from Commissioners
8. Proposed Bylaws (for discussion only) – John Kelly
9. Discussion: Schedule of Meetings
10. Public Comment
11. Adjourn – 5:45 P.M.

## **Outline of Comments**

by

**Richard D. McLellan, Chairperson  
Michigan Film Advisory Commission**

March 13, 2003

- Commission does not have agency power, we “advise the governor, the department, the office, and the legislature.”
- The Commission does not have a budget. No expenses paid for Commission members. No funds to grant to others. Act says “to provide assistance to film, television, and related service personnel who use Michigan as a business location” but it will be non-financial assistance.
- But we can provide visibility and government recognition to activities through statutory language allowing us to “sponsor and support official functions for film, television, and related industries.”
- We are to support the Film Office, not add to duties on a one-person agency. The Commissions success will depend on personal volunteer efforts of the Commission members.
- We are an economic development agency. Our focus in on encouraging “community and Michigan film and television production industry participation in, and coordination with, state efforts to attract film, television, and related production to Michigan.”
- We are public officials and are subject to direction from the Granholm Administration and the Department. We have each taken the oath of office as a public official. We are subject to the conflict of interest statutes and the obligation “not [to] use for personal gain information obtained by the member while performing business of the commission. We are subject to the Open Meetings Act and the Freedom of Information Act.
- Personal: I am not a person engaged full time in the film industry. But I had never been in prison when I was named as Chair of the Michigan Corrections Commission. But I have had some involvement in the film industry through World Wide Motion Pictures Corporation. I have also been involved in economic development programs as a member of the Michigan Jobs Commission.

**DRAFT FOR DISCUSSION ONLY. March 13, 2003.**

**This document is for discussion purposes only. It does not reflect the position of the Michigan Film Advisory Commission or the Michigan Department of History, Arts and Libraries**

## **BYLAWS OF MICHIGAN FILM ADVISORY COMMISSION**

### **ARTICLE I Meetings**

#### **Section 1. Time and Place of Meetings, Notice of Meetings**

1.1 Meetings of the Commission may be called by the chairperson, or in his or her absence from the State or incapacity, by the vice-chairperson, for such time and at such place in the State of Michigan available to the general public, as may be specified in the notice.

1.2 The secretary of the Commission shall give written notice to each member of the time and place of all meetings as required by law.

1.3 Public notice of all meetings of the Commission shall be given as required by law.

#### **Section 2. Quorum and Voting Procedures**

2.1 A quorum for any meeting shall be a majority of members of the Commission appointed and serving.

2.2 An affirmative vote of the Commission shall be by a majority of the members of the Commission present and voting.

#### **Section 3. Format of meetings**

3.1 Any business of the Commission may be considered and acted upon at any meeting, subject to state law.

3.2 The agenda for each meeting shall proposed by the chairperson at the beginning of each meeting. The Commission may revise the agenda at any time. Any Commission member may propose an item for the agenda.

3.3 At all meetings of the Commission, the following order of business shall be observed, as far as consistent with the purpose of the meeting:

1. Reading and approval of the minutes of the preceding meeting.
2. Reports of the officers.

3. Reports of Committees.
4. Unfinished business.
5. New business.

3.4 The rules of parliamentary practice contained in the most current edition of Sturgis Standard Code of Parliamentary Procedure shall govern the proceedings of the Commission subject to procedural resolutions which may be adopted by the Commission.

#### **Section 4. Recording of meetings**

4.1 Minutes of the proceedings of the Commission shall be kept by the secretary to the Commission or by the secretary's designee and shall be made available to the public as provided by law.

### **ARTICLE II** **Officers**

#### **Section 1. Commission Officers**

1.1 The officers of the Commission are: chairperson, vice-chairperson, and secretary.

#### **Section 2. Method of Selection and Term**

2.1 The chairperson's appointment is the responsibility of the Governor of the State of Michigan in accordance with the Commission's Governing Statute, MCL 399.722 (3). The vice-chairperson and secretary shall be elected by the Commission in accordance with the procedure outlined in Article III of these bylaws.

2.2 The vice-chairperson and secretary shall serve until a new chairperson has been appointed and an election is held pursuant to Article III of these bylaws. An officer's term may also expire at the end of that individual's appointment to the Commission.

#### **Section 3. Duties of the Officers**

3.1 The officers of the Commission shall perform the duties expressly enjoined upon them by the laws of the State of Michigan and by the Bylaws and guidelines of this Commission and such other incidental duties as may pertain to their respective offices.

3.2 The chairperson of the Commission shall preside over all meetings of the Commission. The chairperson shall call the Commission into special session at such times as it is deemed desirable or necessary, or any time upon the petition of five members of the Commission. The chairperson shall be responsible for the agenda. Unless some other person is specifically authorized by vote of the Commission, the chairperson shall sign all contracts and other instruments to be executed on behalf of the Commission. He or she shall perform all the duties commonly incident to the

office, and shall perform such other duties and have such other powers as the Commission may from time to time designate.

3.3 The vice-chairperson of the Commission shall, in absence of the chairperson or in the event that the office of the chairperson becomes vacant, act as chairperson of the Commission. He or she shall perform all the duties commonly incident to the office, and shall perform such other duties and have such other powers as the Commission may from time to time designate.

3.4 The secretary of the Commission shall maintain Commission membership records. The secretary shall prepare and publish minutes of all meetings. The secretary shall cause notice to be given of all meetings of the Commission as required by law and these bylaws. He or she shall perform all the duties commonly incident to the office, and shall perform such other duties and have such other powers as the Commission may from time to time designate.

### **ARTICLE III** **Elections**

#### **Section 1. Time of Elections**

1.1 Elections for the offices of vice-chair and secretary shall take place at the first regular meeting of the Commission after the appointment of a new chairperson of the Commission. For purposes of this section, "appointment of a new chairperson of the Commission" shall include the re-appointment of a previous chairperson.

#### **Section 2. Procedure**

2.1 Nominations for an elected officer shall be solicited from the members of the Commission. All nominees must be voting members of the Commission.

2.2 The person receiving the largest number of votes shall be declared elected.

2.3 If only one nominee has been named at the close of nominations, upon motion of any member, a unanimous ballot may be cast by voice vote.

#### **Section 3. Vacancies**

3.1 Vacancies occurring in the office of either the vice-chair or the secretary shall be filled by the Commission pursuant to procedures outlined in this Article.

**ARTICLE IV**  
**Amendments**

**Section 1. Procedure**

1.1 Except as otherwise proved by law, these bylaws may be amended, added to, altered or repealed in whole or in part by the Commission by a majority of the voting members present and voting at any scheduled meeting, provided that notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such a meeting.

**ARTICLE V**  
**Ratification**

These bylaws were approved by the Michigan Film Advisory Commission at an official meeting on \_\_\_\_\_, 2003.

LAN01\108353.1  
ID\NSA